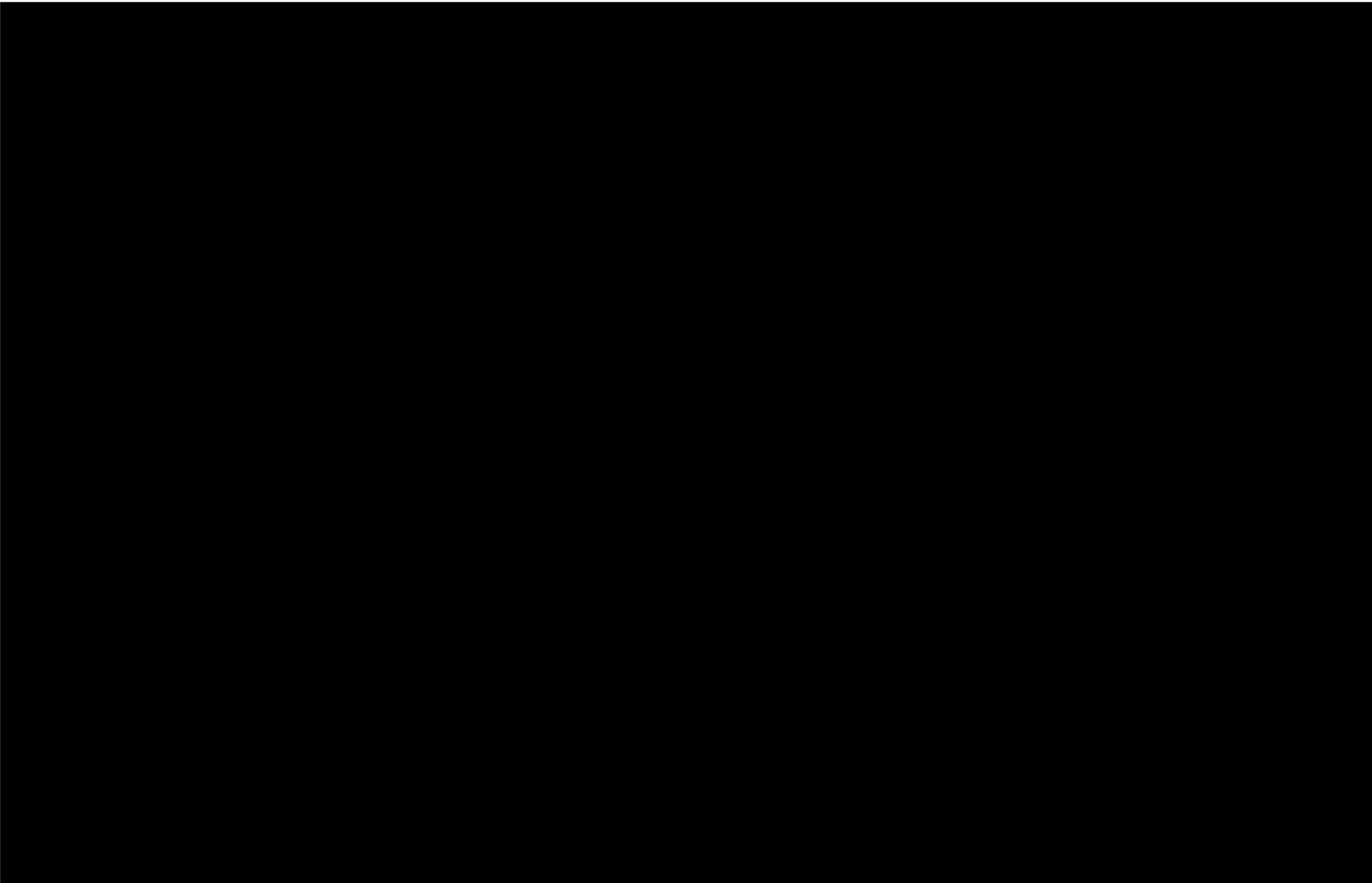




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**From:** GRAY MICHEAL [REDACTED]  
**Sent:** 14 September 2015 21:31  
**To:** Anita Gardner  
**Subject:** Angmering Manor Hotel, High St, Angmering BN16 4AG

Dear Anita,

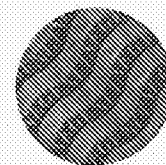
Attached is a copy of the latest premises license issued by your Licensing Dept in July 2014. The original License goes back to 2006 I believe but you can check this in house. There are a number of standard restrictions to which are added 5 site specific conditions. Included in these is a requirement that the garden not be used after 9.00pm except for the patio area which can be used as a smoking area until 11.00 pm. Another condition requires the doors and windows to the bar and restaurant areas to be kept closed.

I don't believe this has any implications for the current planning application as the special conditions on the License are aimed at limiting noise from the garden at unsocial hours. The additional rooms proposed are not to be accessed via the garden but through the side of the building. Further, the limitation on hours of use of the garden is not a Covenant on future building.

Are you able to supply a copy of your committee report?- it does not as yet appear on the application file. An e-mail would be fine.

Kind Regards

Mike Gray



Licence No: **6738**

Licence Valid From: **25/07/2014**

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**Licence Holder:** CHAPMAN GROUP LTD

**Address of Licence Holder:** AVENALS FARM  
WATER LANE  
ANGMERING  
LITTLEHAMPTON  
BN16 4EP

**Address of Licensed Premises:** ANGMERING MANOR  
HIGH STREET  
ANGMERING  
LITTLEHAMPTON  
BN16 4AG

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**Hours Premises Open To the Public**

Monday from 10:00 to 00:30  
Tuesday from 10:00 to 00:30  
Wednesday from 10:00 to 00:30  
Thursday from 10:00 to 00:30  
Friday from 10:00 to 01:30  
Saturday from 10:00 to 01:30  
Sunday from 10:00 to 00:30

Good Friday, Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day until 0200 hours the following morning. Plus an additional 30 minutes to act as a wind-down period.

Notwithstanding these usual opening times, the premises, in accordance with the converted right may choose to open to the public at any time for non-licensable activities/purposes, such as national and international sporting events (these hours of operation to be cannot be deemed at this application but would be negotiated with the Police, with the Police having an absolute right of veto).

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**Any Time Restrictions for Activities**

**Performance of Live Music**

Monday from 10:00 to 23:30  
Tuesday from 10:00 to 23:30  
Wednesday from 10:00 to 23:30  
Thursday from 10:00 to 23:30  
Friday from 10:00 to 23:30  
Saturday from 10:00 to 23:30  
Sunday from 10:00 to 23:30

Small groups of entertainers for private functions and wedding parties.

The hours of live music shall be extended by one hour for the following days:-  
Christmas Eve, Christmas Day, Boxing Day, New Years Eve, New Years Day, Good Friday.

#### Performance of Recorded Music

Monday from 10:00 to 23:30  
Tuesday from 10:00 to 23:30  
Wednesday from 10:00 to 23:30  
Thursday from 10:00 to 23:30  
Friday from 10:00 to 23:30  
Saturday from 10:00 to 23:30  
Sunday from 10:00 to 23:30

Background music for customers dining at the premises.

Background music for the hotel bar.

Low-level music for private functions.

Good Friday, Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day until 0200 hours the following morning. Plus an additional 30 minutes where the music will be reduced to a low level in order to create an emollient mood change.

#### Provision of Facilities for Dancing

Monday from 10:00 to 23:30  
Tuesday from 10:00 to 23:30  
Wednesday from 10:00 to 23:30  
Thursday from 10:00 to 23:30  
Friday from 10:00 to 23:30  
Saturday from 10:00 to 23:30  
Sunday from 10:00 to 23:30

#### Late Night Refreshment

Monday from 23:00 to 23:30  
Tuesday from 23:00 to 23:30  
Wednesday from 23:00 to 23:30  
Thursday from 23:00 to 23:30  
Friday from 23:00 to 23:30  
Saturday from 23:00 to 23:30  
Sunday from 23:00 to 23:30

The provision of non-alcoholic beverages and food.

Good Friday, Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day until 0200 hours the following morning.

Late night refreshment will be provided to hotel residents and their guests between 2300 hours and 0500 hours.

#### Supply of Alcohol

Monday from 10:00 to 23:00  
Tuesday from 10:00 to 23:00  
Wednesday from 10:00 to 23:00  
Thursday from 10:00 to 23:00  
Friday from 10:00 to 23:00  
Saturday from 10:00 to 23:00  
Sunday from 10:00 to 23:00

For the avoidance of doubt, Good Friday and Christmas Day are included within the standard timings as stated.

The position in relation to New Years Eve will remain as existing under the Licensing Act 1964 (i.e. on New Years Day alcohol may continue until the start of trading on New Years Day).

To permit the sale of alcohol on Christmas Eve and Boxing Day until 0200 hours the following morning.

Hotel residents may be supplied and consume alcohol on the premises at any time (24 hours) of the trading week.

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Designated Premises Supervisor: **Mr Richard Pipe**  
Address of DPS: **ANGMERING MANOR, HIGH STREET, ANGMERING, WEST SUSSEX BN16 4AG**  
Personal Licence Number: **LN/100000729**  
Personal Licence Issuing Authority: **Worthing Borough Council**

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The licensable activity of Performance of Live Music is permitted to take place Indoors  
The licensable activity of Performance of Recorded Music is permitted to take place Indoors  
The licensable activity of Provision of Facilities for Dancing is permitted to take place Indoors  
The licensable activity of Late Night Refreshment is permitted to take place Indoors  
The licensable activity of the supply of alcohol is for consumption On the Premises

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#### **Mandatory Conditions:**

Supply of Alcohol:-  
Section 19

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

#### **Conditions Consistent with the Operating Schedule:**

##### **General**

The premises will be a member of Pubwatch and a representative will attend Pubwatch meeting and participate in all initiatives.

The Duty manager will keep an incident book and record details of all instances of public disorder.

A crime prevention policy agreed by the police and licensing will be in place, this is to be written under advice from the local statutory authorities.

A sufficient number of suitable receptacles for refuse will be provided. These will be maintained in a clean condition.

Nearby streets will be monitored after 11pm to ensure that patrons are not littering the streets and or residents property or causing a nuisance to residents, the manager and staff will take all reasonable steps where possible to prevent nuisance to local residents.

Patrons will be prevented from eating and drinking immediately outside the premises after 11pm.

Any queues inside or outside the premises will be monitored by a member of staff to ensure compliance with the licensing objectives.

##### **The Prevention of Crime and Disorder**

Providing a 30 minute extension of opening hours after the end of the sale of alcohol will promote this objective, as the last drink will be consumed less quickly, with access to the pub toilet facilities and the provision for non-alcoholic refreshment during this period.

A personal licence holder will be present on the premises for the majority of the trading period.

Alcoholic and soft drinks will be served in plastic or toughened glasses if required by the Licensing Authority.

No customers carrying open or sealed bottles or glasses will be admitted to the premises at any time.

No customers will be permitted to take open containers of alcoholic or soft drinks from the premises.

All bottles and glasses will be removed from public areas as soon as it is reasonable possible.

The Radio equipment will be kept in working order at all times.

The radio equipment will be on at all times the premises are open to the public, and will be monitored by the Designated Premises Supervisor or other responsible staff member.

All instances of crime and disorder will be reported to the police via telephone and the radio.

Any police requirements will be complied with at all times.

A capacity limit will be set to prevent over crowding which could lead to crime and disorder; and will be kept to at all times by staff; this figure as set per portion of the building by the fire officer.

This capacity figure will be based on advice from the Police, Fire or Local Authority.

A proof of age policy to the satisfaction of the police and the Local Authority will be in place, only photographic identification will be accepted, in accordance with police advice.

All-inclusive nights or other irresponsible drinks promotions will not be permitted, management will seek the advice of the police and the local authority in advance of promotions if necessary.

An anti drug policy agreed with the police and local authority will be in force, this policy and training schedule may be changed under advice from the police or local authority.

Staff and management will be trained on induction and appraised during employment.

### **Public Safety**

The DPS, or other such nominated person, will inspect all of the exits from the premises are clear of obstruction both before the commencement and during the trading hours and complete a house safety check sheet.

A well stocked first aid box will be maintained on the premises at all times.

Our risk assessment and control systems have identified a range of reasonable safety measures that will be implemented by the management team.

Departing customers will not be permitted to take glasses or opened bottles outside the premises.

All exit doors will be easily operable without use of a key, card code or similar means and will be available for egress while the public are on the premises.

Means of escape will be maintained unobstructed, immediately available and clearly identifiable; the duty manager will check prior to the premises opening to the public all areas of the business and record on record sheet.

Exit doors will be regularly checked to ensure they functions satisfactorily. Records of these checks will be kept and produced on request.

Any removable security fastenings will be removed whenever the premises are open to the public or staff.

All fire door will be maintained effectively self-closing and shall not be kept locked shut.

Fire resisiting doors to service shafts, ducts and cupboards will be kept locked shut.

Step and stair edges will be highlighted so as to be conspicuous as per exisiting building regulations.

All gangways, exit ways and treads of steps or stairways will be maintained with non-slippery and even surfaces.

All floor coverings will be secured and maintained so that they will not ruck. Mats will be fitted into matwells so as to be flush with the floor surface.

Hangings, curtains, and temporary decorations will be maintained in a flame retardant condition.

Upholstered seating will be fire retardant and compliant with current fire safety regulations.

Cutains, hangings, and temporary decorations will not obstruct exits, fire safety signs or fire-fighting equipment.

Notices detailing the actions to be taken in the event of fire or other emergency will be prominently displayed and maintained in good condition.

Fire drill and emergency lighting tests will be conducted monthly. Records of these tests will be made available to the Licensing Authority upon request.

All fire exits and means of escape will be signed in accordance with BS5499.

An evacuation policy will be in place that is to the satisfaction of the Fire Authority. All staff will be trained in the evacuation policy; this policy will be reviewed on a regular basis and will be changed if advised by the fire authority or local authority.

The Fire Authority will be called to any outbreak of fire, however slight. This will also be entered into the incident book.

Wall and ceiling finishes will be to the satisfaction of the fire officer and or the local authority.

Exit doors will be kept free of obstruction.

When disabled people are present, adequate arrangements will exist to enable their safe evacuation in the event of an emergency.

Disabled people on the premises will be made aware of these arrangements.

In the absence of adequate daylight, the lighting in any area accessible to the public will be fully operational.

Fire safety signs will be adequately illuminated.

Emergency lighting will not be altered.

Emergency lighting batteries will be fully charged before the admission of the public.

In the event of failure of normal lighting, where the emergency lighting battery has a capacity of three hours evacuation of the premises will be possible within one hour.

Emergency lighting tests will be conducted monthly. Records of these tests will be made available to the licensing authority to the Licensing Authority upon request.

The company will provide a satisfactory NICEIC or ECA periodic electrical installation report to the Licensing Authority. The inspection will be carried out annually and I will report a new report each year.

We will provide a CORGI certificate of inspection in respect of any gas boiler, calorifier or appliance to the Licensing Authority. The inspection will be carried out annually and I will provide a new report each year.

We will provide an OFTEC certificate of inspection in respect of any oil-fired boiler or appliance to the Licensing Authority. The inspection will be carried out annually and I will provide a new report each year.

We will provide a certificate of inspection for portable fire fighting equipment to the Licensing Authority. The inspection will be carried out annually and I will provide a new report each year.

We will provide a certificate of inspection for any fire detection alarm at the premises to the Licensing Authority. The inspection will be carried out annually and I will provide a new report each year.

Where a temporary electrical installation is being used, a temporary electrical installation report by a NICEIC or ECA electrician or a certificate of compliance with BS7909 will be provided to the licensing authority.

In no circumstances will anyone be permitted to:

- Sit in any gangway

- Stand or sit in front of an exit

- stand or sit on any staircase including any landings

Any scenery will be maintained flame retardant

We will ensure that the public are not admitted to any part of the premises other than those which have been approved by the management; unless in the event of exceptional circumstances i.e. Medical emergency or other such event.

Overcrowding will not be allowed in any part of the premises.

Where tables and chairs are provided, clear gangways to exits will be maintained.

If notices prohibiting smoking are exhibited, the prohibition will be strictly enforced.

Portable heating appliances will not be used at the premises, except for oil fired radiators, patio heaters and barbecues advice will be sought for the fire authority if necessary.

Appliances utilising cylinders or containers of gas will not be used on the premises; except for beer raising equipment and or patio heaters and or barbecues.

The premises will be adequately ventilated in all areas to which the staff and public have access.

### **The Prevention of Public Nuisance**

A notice will be placed prominently at the exits asking customers to leave quietly, and monitored by staff.

Duty management will make regular visits during the hours of entertainment to the outside of the premises to ensure that no nuisance is being caused to local residents or other neighbouring properties.

Recorded music indoors will end at the termination time of the wind down period.

Recorded music volume will be reduced to a low background level during the wind down period to create a mollient mood change.

Noise or vibration will not cause disturbance to any noise sensitive premises and of local residents.

Doors and windows will be kept closed to reduce noise nuisance from the premises except ingress and egress.

Prominent, clear legible notices will be displayed at all exits requesting patrons to respect the needs of the local residents and to leave the premises and the area quietly.

Approval will be sought from the Licensing Authority prior to the use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas.

The placing of bottles into receptacles outside the premises will take place at times that will minimise disturbance to nearby properties.

For the drinking up period, the music will be discernably quieter.

The playing of live or recorded music in garden areas of the premises will not be permitted after 8 pm.

Noxious smells from licensed premises will not cause a nuisance to nearby properties.

Premises will be adequately vented to prevent nuisance from noxious smells.

Flashing or bright lights on or outside licensed premises will not cause a nuisance to nearby properties.

### **The Protection of Children from Harm**

Photographic proof of age will be required to be shown by anyone seeking to purchase alcohol that appears to be under 20 years of age.

Children will be permitted onto the premises from 0600 until 2100 hours: Sunday - Wednesday, 1900 hours: Thursday - Saturday, when accompanied by a suitable adult only, except when the children are bona fide hotel residents or when they are the children of the DPS or a Personal Licence holder that lives on-site.

Children of the DPS will be permitted to stay on the premises at any period of the trading week.

Children who are staying at the hotel as residents will be permitted on the premises for the period of their stay.

Children who are part of a private function will be permitted to stay until the end of the function as long as they are accompanied by an adult.

No unusual risks of harm to children have been identified, but all areas of the operation will be monitored when considering children's access to the premises by way of risk assessment reviewed on a regular basis.

Any restrictions on the admission of children to the premises will be displayed outside the premises.

For any premises with any activities or entertainment of a clearly adult or sexual nature, access will not be permitted for persons under 18 years.

Applicants wishing to allow access to under 18s to such premises will explain their reasons and outline in detail the steps they intend to take to protect children from harm.

The hours of the day during which age restrictions will and will not apply will be detailed.

A proof of age policy agreed by the police and local authority will be enforced.

If children are allowed on the premises, a "no smoking" area of such a size and design that it genuinely provides a suitable, comfortable area for children and families wishing to be separated from smoking areas will be available.

Advertising of events involving nudity and or striptease will be agreed with the council in advance.

No person under 18 will be permitted to enter the premises whilst nudity or striptease is taking place.

Physical contact will not be permitted between performers, staff and customers.

### **Conditions Attached after a Hearing by the Licensing Authority:**

1. A noise management plan to be implemented in consultation with the Licensing Officers but to include the closure of doors and windows in the bar and restaurant areas throughout the year.
2. One meeting per annum to be arranged by the applicants with local residents and interested parties.
3. The garden to be used for no purposes whatsoever after 21.00 with the exception of the existing patio area, which may be used as a designated smoking area until 23.00. Duty management to monitor the area every half hour to ensure that none of the patrons of the premises cause any disturbance to neighbours of the property. The Subcommittee is aware a new conservatory has been approved, when this is completed the new smoking area to not exceed the current patio area, as per the plan signed by the applicant on 17th August 2007.
4. All outside entertainment to be prohibited
5. The Designated Premises Supervisor is available by phone 24 hours a day and is to respond to any issues within 12 hours.

**Plans: See Separate Sheet**

**INFORMATIVE:**

The provision of live music between 8am and 11pm is not licensable (and so any conditions relating to the provision of Live Music do not apply) if;

the performance is unamplified or;

The performance is amplified and takes place to an audience of no more than 200 persons and;

The performance must take place when the premises are open and licensed for the sale or supply of alcohol for consumption on the premises.

The provision of plays and dance performances between 8am and 11pm to an audience of 500 persons or less is not licensable (any related conditions do not apply within the stipulated hours).

Indoor sporting events other than boxing or wrestling (with or without any martial arts) are not licensable between 8am and 11pm to an audience 1000 persons or less (any related conditions do not apply within the stipulated hours).

**This Licence has been Authorised by:**

  
Sarah L. Meeten  
Authorised Officer  
29 July 2014

This Licence is issued by the Arun Licensing Team; all enquiries should be made to: Licensing Team Environmental Health Service, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF or [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk).



