

SURREY HEATH BOROUGH COUNCIL

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23 SEP 2014

COMMUNITY SERVICES - LICENSING

[Insert name and address of relevant licensing authority and its reference number (optional).]

**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 Robert Ronald Potter, OBE., and Jacqueline Carol Piper

(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 The Golf Driving Range, 220, Mytchett Road, Mytchett, Surrey.			
Post town	Mytchett	Postcode	GU16 6AG
Telephone number at premises (if any)	N/A.		
Non-domestic rateable value of premises	£TBA		

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- 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)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input checked="" type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname PIPER			First names Jaqueline Carol		
I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Current postal address if different from premises address		Lakeside Complex, Wharf Road, Frimley Green, Surrey.			
Post town	Frimley Green		Postcode	GU16 6PT	
Daytime contact telephone number			07808 755070		
E-mail address (optional)		evans.glynn@yahoo.com			

(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	N/A
Address	
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	
Telephone number (if any)	
E-mail address (optional)	

- 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 statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	OBE.
Surname POTTER			First names Robert Ronald		
I am 18 years old or over				<input checked="" type="checkbox"/> Please tick yes	
Current postal address if different from premises address		Lakeside Complex, Wharf Road, Frimley Green, Surrey.			
Post town	Frimley Green		Postcode	GU16 6PT	
Daytime contact telephone number			07808 755070		
E-mail address (optional)		evans.glynn@yahoo.com			

Part 3 Operating Schedule

When do you want the premises licence to start?

TBA

DD	MM	YYYY

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

The premises are purpose built single storey brick under tile roof with a 20 bay roofed driving range that has a block rear and side wall.

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

N/A.

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 any that apply

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

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

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

In all cases complete boxes K, L and M

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) N/A.	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			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					
Sun					

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) N/A.	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			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					
Sun					

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2) N/A.	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			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 (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2) N/A.	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon			State any seasonal variations for the performance of live music (please read guidance note 4)		
Tue					
Wed					
Thur					
Fri			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					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2) N/A.	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2) N/A.	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing N/A.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri					
Sat			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 (please read guidance note 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2) N/A.	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) N/A.		
Mon	08.00	23.00			
Tue	08.00	23.00			
Wed	08.00	23.00			
Thur	08.00	23.00			
Fri	08.00	23.00			
Sat	08.00	23.00			
Sun	08.00	22.30			
			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) It has been agreed that the timings herein will be altered to correspond with the Sunday timing on Christmas Days and Good Fridays.		

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

Name Robert Ronald Potter, OBE..	
Address : Lakeside Complex, Wharf Road, Frimley Green, Surrey.	
Postcode	GU16 6PT
Personal licence number (if known) N/K.	
Issuing licensing authority (if known) N/K.	

K

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).

None.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) N/A.
Day	Start	Finish	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 (please read guidance note 5) See J.
Mon	08.00	23.00	
Tue	08.00	23.00	
Wed	08.00	23.00	
Thur	08.00	23.00	
Fri	08.00	23.00	
Sat	08.00	23.00	
Sun	08.00	22.30	

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

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

See the enclosed attachments.

b) The prevention of crime and disorder

See the enclosed attachments.

c) Public safety

See the enclosed attachments.

d) The prevention of public nuisance

See the enclosed attachments.

e) The protection of children from harm

See the enclosed attachments.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated 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 SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

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	
Date	15/4/2014
Capacity	Agent for the Applicants.

For joint applications, signature of 2nd applicant or 2nd 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	15/4/2014
Capacity	Agent for the Applicants.

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) Glynn Evans, Lakeside Complex, Wharf Road, Frimley Green, Surrey.			
Post town	Frimley Green	Postcode	GU16 6PT
Telephone number (if any)	07808 755070		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) evans.glynn@yahoo.com			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



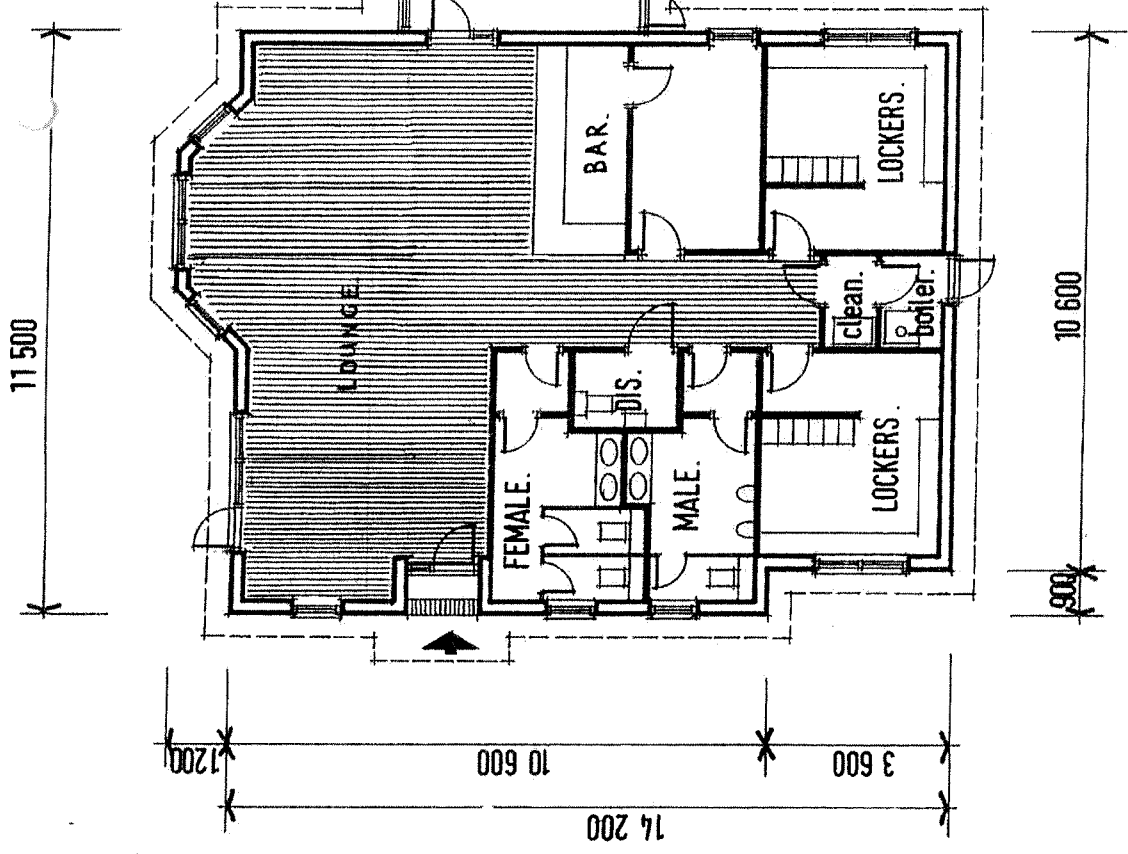
SCALE: 1/2" = 1'

DATE: APRIL 1987

DRAWING No.:

3008

PROPOSED COUNTRY PARK
LAND AT MYTCHETT ROAD MYTCHETT SURREY



GOLF DRIVING RANGE CLUBHOUSE

GOLF DRIVING RANGE, MYTCHETT.

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1. EXPLANATION AND BRIEF STATEMENT.
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3. PLAN OF THE PREMISES.
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6. LICENSING OBJECTIVES.
7. MANAGEMENT PLAN.
8. LETTER FROM SURREY FIRE AND RESCUE SERVICE CONFIRMING CAPACITY.
9. CONFIRMATION FROM SURREY POLICE REGARDING CCTV.

GOLF DRIVING RANGE, MYTCHETT.

EXPLANATION AND BRIEF STATEMENT.

This Application for a Premises Licence is being made preparatory to the opening of this almost completed sport facility to members of the public.

The property has been transformed from an old gravel extraction and concrete mixing facility, community waste disposal site and derelict open space, into a multi leisure and local information complex over the past eighteen years.

The Applicants are both local residents and multiple licence holders with in excess of 90 years experience. Their standing in the local licensing community is unparalleled. As well as financially supporting Frimley Park Hospital the businesses also give to local community projects and organisations.

Surrey Fire and Rescue Service have considered the proposed licensed premises in regard to safety and capacity and their findings are contained within this report as recommended in BS. 9999-2008 Table 10.

Whilst all licenced premises are required to prohibit the sale of alcohol to under 18's it is expected that this facility will be a "family" one where parents and their children will come they will not be permitted to enter the bar serving area

Included with this Application are a premises plan, an Operating Schedule, the Licensing Objectives, a Management Plan and recommendations from Surrey Police regarding CCTV usage.

GOLF DRIVING RANGE CLUBHOUSE, MYTCHETT.

OPERATING SCHEDULE.

1. Relevant Licensable Activities.

The relevant licensable activities which it is proposed to carry out at the licensed premises include, any activity connected with golf competitions either for solo or team participation, tuition and the supply of food, (hot and cold) and alcohol.

2. Operating Times.

It is proposed that the licensed premises will be open for public and private events between the hours of 08.00hrs. to 23.00hrs. Monday through Saturday and 08.00hrs. to 22.30hrs. Sundays, Christmas Days and Good Fridays. Outside events will cease at 22.00hrs.

3. Designated Premises Supervisor.

Mr. Robert Ronald Potter, OBE., is the Designated Premises Supervisor (DPS).

4. The Supply of Alcohol.

It is proposed that the sale of alcohol at the licensed premises will be for consumption both ON and OFF the premises and will be dispensed in accordance with the provisions of the Licensing Act 2003 and the Premises Licence conditions.

5. Promotion of the Licensing Objectives.

The four licensing objectives are promoted in the attachments to this Operating Schedule.

6. Additional Information.

This Operating Schedule comprises an Events Schedule, Premises Management Plan and Premises Plans which are all attached. As it is envisaged that these premises will ostensibly be used by families there will be no age limitation. However, only children accompanied by a supervising adult will be allowed into the licensed premises. The Management have adopted the "Challenge 25" campaign for use in all its licensed premises.

7. The Premises.

The plans, included in the Operating Schedule, show the floor layout to scale together with a site location plan with the licensed premises outlined in red.

8. Capacity.

The Application is supported by written confirmation from Surrey Fire and Rescue Service regarding capacity.

GOLF DRIVING RANGE, MYTCHETT.

GENERAL COMMENTS ON THE LICENSING OBJECTIVES.

1. The premises licence holder shall ensure that a Management Plan is in place and that a copy is kept on site with the Premises Licence.

Whilst the existence of such a plan shall be a condition of the Licence the exact content is not.

The steps taken to promote the Licensing Objectives are specifically contained within these five pages, starting on this page at 1. and finishing at 25. The Objectives are further supported by all the information contained in the Application and existing legislation.

GOLF DRIVING RANGE, MYTCHETT.

PREVENTION OF CRIME AND DISORDER.

2. The authorised capacity limits, set by Surrey Fire and Rescue Service, will not be exceeded.
3. Any person who shows signs of intoxication will be refused entry to the Licensed Premises.
4. The Licensed Premises are fully equipped with colour CCTV and recording facilities which are approved by both Surrey Police and Surrey Heath Borough Council. The recordings will be kept for 28 days for inspection and a notice will be displayed in reception advising of its use.
5. Awareness procedures for reducing drug use have been adopted in conjunction with Surrey Police. The business is a Pubwatch member and will provide a secure facility for the storage and registering of any controlled drugs found on the premises and handed to the Police.
6. No glasses or containers for drinks will be allowed to leave the licensed premises.
7. The Management have adopted the "Challenge 25" campaign and bar staff are instructed not to serve anyone who fails to prove that they have reached 18 years of age.

GOLF DRIVING RANGE, MYTCHETT.

PUBLIC SAFETY.

8. The authorised capacity limit, set by Surrey Fire and Rescue Service will not be exceeded.
9. Any person who shows signs of intoxication will be refused entry to the Licensed Premises.
10. The Licensed Premises are fully equipped with colour CCTV and recording facilities which have been approved by both Surrey Police and Surrey Heath Borough Council. The recordings will be kept for 28 days for inspection and notices will be displayed advising of its use.
11. Awareness procedures for reducing drug use have been adopted in conjunction with the advice of Surrey Police. The business is a Pubwatch member and will provide a secure facility for the storage and registration of any controlled drugs found on the premises and handed to the Police.
12. No glasses or containers for drinks will be allowed to leave the Licensed Area.
13. The Management have adopted the "Challenge 25" campaign and bar staff are instructed not to serve anyone who fails to prove that they have reached 18 years of age.
14. All physically impaired customers must be accompanied by a carer or chaperone.
15. An appropriate first aid kit shall be located at the bar and available for customer and staff use.
16. Free tap water will be made available to all customers.

GOLF DRIVING RANGE, MYTCHETT.

PREVENTION OF PUBLIC NUISANCE.

17. The Management shall control the escape of noise from the Licensed Premises by ensuring that the windows and doors are kept shut during the hours of operation, except in an emergency.
18. No food or drink will be allowed to be consumed outside the Licensed Premises after 22.00hrs.
19. Any person who shows signs of intoxication will be refused entry to the premises.
20. No music, other than pre-recorded music, will be played on the Licensed Premises.
21. Floodlighting, operation and the sale of alcohol will be restricted to the opening hours of the clubhouse granted by planning consent 97/0675 dated 15th January 1998.

GOLF DRIVING RANGE, MYTCHETT.

PROTECTION OF CHILDREN FROM HARM.

22. Only children, accompanied by an adult will be allowed into the Licensed Premises.
23. Children will not be permitted to enter the bar serving area within the Licensed Premises.
24. The Management have adopted the "Challenge 25" campaign to reinforce the prevention of under age drinking and bar staff are instructed not to serve anyone who cannot prove that they have reached 18 years of age.
25. Children will not be permitted to enter the designated smoking area.

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**GOLF DRIVING RANGE
MANAGEMENT PLAN**

**Version 1
APRIL 2014**

BOB POTTER LEISURE LTD

INDEX

SECTION	DESCRIPTION
1	Introduction
2	Plan aim and objectives
3	Management structure
4	Organisational chart
5	THE PREVENTION OF CRIME AND DISORDER <ul style="list-style-type: none">➤ How to promote zero tolerance of drugs➤ Responsible drinks promotion policy➤ Prevention of underage drinking (Challenge 25)➤ Glass collection➤ Plastic glasses➤ Preservation of crime scene➤ Capacity – how to prevent overcrowding➤ How to deal with drunks and drunkenness
6	PUBLIC SAFETY <ul style="list-style-type: none">➤ How to deal with disorder policy➤ Coats and bags➤ Risk assessments and hazard identification➤ Fire and emergency arrangements➤ Managing queues at the bars➤ Disabled people➤ Emergency vehicle access➤ Accident book and incident log➤ First aid➤ Incident logs➤ Smoking➤ Daily safety inspection➤ Building maintenance➤ Toilet checks➤ Cleaning up bodily fluids➤ Managing smoking area

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INDEX

SECTION	DESCRIPTION
7	THE PREVENTION OF PUBLIC NUISANCE <ul style="list-style-type: none">➤ Noise➤ Litter and waste➤ Light pollution➤ Dispersal policy
8	THE PROTECTION OF CHILDREN FROM HARM <ul style="list-style-type: none">➤ Children as customers
9	GENERAL <ul style="list-style-type: none">➤ Pub watch➤ Layout and plan➤ Key contacts
10	APPENDICES <ul style="list-style-type: none">a) Illegal drugs and weapons log sheetb) Incident log sheetc) Violent incident report formd) Refusal of sales log sheet

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Introduction and licensing activities

The Premises has a general duty to ensure that health, safety and welfare of all employees. The premises also have a duty to conduct its business so as to ensure that persons other than employees, such as visitors and contractors etc are not exposed to risks to their health, safety and welfare. In order to ensure that people attending the premises, whether they be staff, or visitors, are safe and that the premises is complying with its legal obligations.

The premises provide space for a variety of events, with a maximum capacity set by Surrey Fire and Rescue Service.

Plan aim and objectives

The aim of the plan is to ensure, as far as reasonably practicable, the safety of customers in their enjoyment of attending the licensed premises to promote a co-ordinated response to any emergency which may arise.

Its main objectives are:

1. To facilitate the running of a safe and enjoyable environment
2. To consider and plan for problems that may happen
3. Define trigger points at which other plans may be implemented

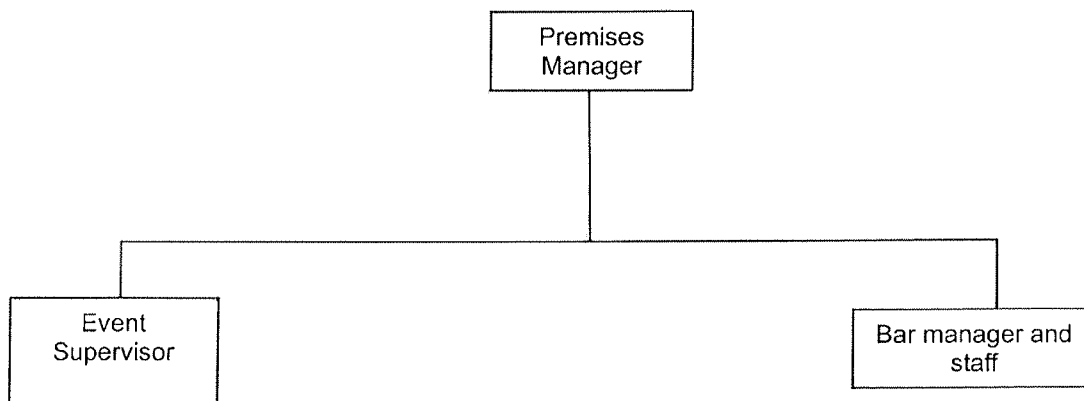
Management Structure

Our management structure is designed to ensure that we encourage responsible behaviour on our premises and the premises manager holds a personal licence qualification. There is always at least one manager (often more) on duty throughout trading hours.

The duty manager shall be in charge of and be on the premises during the whole of the time that members of the public are on the premises.

The duty manager shall ensure that the event risk assessment control measures are being adhered to.

Organisational chart



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SECTION 5 - THE PREVENTION OF CRIME AND DISORDER

Safety is essential to running of the business and also the welfare of staff, below are issues that have been considered.

1. Cleaning ashtrays and collecting empties, also getting a feel for the atmosphere, and looking for any evidence of drug abuse, such as packets of cigarette papers with the flap torn off, or odd shaped hand rolled cigarettes in the ashtray at the same time.
2. Cash only counted behind a locked door in the office area.
3. Banking procedures varied to avoid a pattern developing.
4. Parking area well lit and located within view of the premises.
5. For obvious reasons the cash till, spirits and other items are carefully sited to prevent access by customers.
6. Any drugs or weapons found on the premises will be handed to the police as soon as reasonably practicable.

How to promote zero tolerance of drugs

The venue operates a zero tolerance towards drug abuse and persons found in possession, or suspected to be under the influence of a controlled substance will be removed from the auditorium and reported to the police.

1. The venue asks that patrons kindly cooperate with such requests. Failure to do so may result in refusal of admission.
2. Any person found using or dealing drugs will be reported to the police
3. Persons who appear to be intoxicated, abusive, and argumentative or who demonstrate signs of anti-social behaviour will be asked to leave the premises.

Responsible drinks promotions policy

The venue and its staff have a responsibility to ensure that alcohol is sold and supplied to patrons in a responsible manner.

All staff are aware of what is expected of them in regards to the laws and the service of alcohol to patrons of the venue, as staff can be held liable for offences committed.

1. The management will make complementary tap water freely available to those who request it.
2. Ban practices and promotions that may encourage rapid or excessive consumption of alcohol.
3. At all times the principles of the responsible serving of alcohol will apply.
4. Avoid serving drinks that offer alcohol in non-standard measures.
5. All staff have been made aware of the recent new mandatory licensing conditions in "Selling Alcohol Responsibly".

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Prevention of underage drinking (Challenge 25)

We operate a strict 'Challenge 25' policy and 'No ID, No Entry' policy in regards to the prevention of underage drinking. Notices regarding these matters will be displayed in every bar in the licence premises.

The Management take a strong stance on this and will deny entry to any person who uses false ID or ID that does not belong to them.

Under 18's cannot legally purchase alcohol - NO PROOF OF AGE = NO SALE

Refusing a sale can sometimes make the customer angry. Here are some tips to help you handle difficult refusals.

ASK FOR PROOF OF AGE: This helps the situation as it is not a direct refusal. It says that you will make the sale if they can produce an acceptable and valid proof of age. Only accept proof of age with a photo and only if you are happy it is correct.

REFUSE POLITELY: If necessary repeat your refusal clearly.

KEEP CALM: Don't get in to an argument.

EXPLAIN BRIEFLY WHY YOU CANNOT SELL: Try saying:

- a) 'I'm sorry, if I serve you I might be breaking the law'
- b) 'We have a policy of no proof of age, no sale'
- c) 'Our company policy is not to sell these products to young people'

SHOW CUSTOMERS NOTICES, POSTERS & STICKERS that indicate you will not serve alcohol to under 18's or sell other age restricted products.

BE POSITIVE IN YOUR REFUSAL: Have a firm tone of voice, be confident and use direct eye contact.

The law is on your side and you are doing the right thing.

CALL YOUR SUPERVISOR OR MANAGER FOR SUPPORT IF NECESSARY.

RECORD DETAILS in the premises refusals register.

REPORT INCIDENTS where you have felt threatened and/or intimidated.

Acceptable 'Proof of Age' includes:

- a) 10 year passport.
- b) Photo driving licence.
- c) 'PASS' approved proof of age scheme card.

There are fake proof of age cards about so if you are unhappy with a card for any reason, refuse the sale. Items such as birth certificates and National Insurance cards are not recommended. They carry no photo so can be passed between friends. Legally you have the right to refuse to sell to anyone, whether over or under age, if you are unhappy with the sale in any way.

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REMEMBER: BETTER SAFE THAN SORRY - IF YOU SELL AN AGE RESTRICTED PRODUCT YOU ARE RESPONSIBLE.

- a) Check that the PASS hologram is genuine and flush with the body of the card.
- b) Check that the photo matches the person using it and that it is printed on the card not just stuck on top of it. Ask them to remove helmets, hoods, sun glasses if you are not sure.
- c) Check that the date of birth is properly printed on the card and that you have calculated the date of birth correctly.
- d) Check that the card has not been tampered with in any way.
- e) Check the person. If you are unsure about any of the above you must, and have the right to, refuse the sale.

All staff must carry out their own checks as all individuals can be held responsible should underage sales take place.

Glass collection

1. Empty bottles and glassware are removed from tables promptly so as to reduce the risk of breakages and their use as weapons.
2. Operationally bottles must be removed from the public area on a frequent basis and transferred to the bottle banks.
3. Broken glass is to be cleared from patron areas quickly to prevent injury to patrons and staff.
4. Equipment required to remove hazards (e.g. brooms, dustpan and brush) can be obtained from the cleaning cupboard.
5. Broken glass is disposed of separately from the regular waste in glass bin provided.
6. Broken glass not cleared is a hazard to staff and patrons.
7. Empty glassware and bottles left unattended and not promptly cleared can be knocked over and break or used as weapons.
8. Empty bottles must be stored, collected and organized in an area out of the reach of customers (bottle bank).

Plastic glasses

1. Polycarbonate, shatterproof glasses are to be used for safety and durability at the management discretion.

Preservation of a crime scene

In order to assist with police investigation of a crime, we are required to preserve the crime scene until police arrive by following this procedure.

1. Prevent patrons from walking through the area and disrupting evidence.
2. Identify possible witnesses and provide the information to police.
3. Don't move or touch anything.
4. Be observant and make note of what you see and hear.

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Capacity - how to prevent overcrowding

In order to maintain a safe, fun and efficient environment, we must deny entry when the premises are at or getting near our licence's capacity limit and outlined below are the various methods adopted.

1. The venue control and monitor overflow guests by having them form an orderly line rather than allowing them to gather as a group outside the licensed premises.
2. Customers that are intoxicated are not permitted into the premises.
3. The event manager will be responsible for supervising capacity at each event / function.

How to deal with drunks and drunkenness

We are dedicated to our customer's safety, pleasure and satisfaction. When it comes to serving alcohol however, our staff will not serve alcohol to patrons to the point of intoxication or who appear intoxicated. Nor will we serve patrons who are troublesome, dangerous or under the legal drinking age. To support this position, our policy is as follows:

1. Entry will be denied to any person whom appears to be intoxicated, belligerent or troublesome. We reserve the right to refuse entry to any person who matches this description.
2. Each member of the bar staff will be following the "Challenge 25" procedure.
3. Staff will encourage that food be eaten when drinking alcohol and we offer a wide variety menu.
4. We offer non-alcohol and low alcohol beverages.
5. Staff will gladly assist customers in finding a safe way home and reception staff have details of local taxi companies.
6. Under 18's are welcome however they will not be allowed to consume alcohol on the licensed premises.
7. In the event that a customer becomes intoxicated or is acting dangerously, staff will carefully and politely deal with that person and may ask them to leave the premises.
8. Patrons involved in troublesome behaviour will be asked to leave the premises. Troublesome behaviours include vandalism, fighting, selling/using drugs, sexual harassment, physical or verbal abuse, belligerence or other similar behaviours. We reserve the right to ban entry to these customers.
9. Customers are not permitted to bring their own alcohol on to the premises except by agreement with the management.

SECTION 6 - PUBLIC SAFETY

How to deal with disorder

Safe working procedures are issued for customers, staff and contractors. Managers or supervisors will be responsible for:

1. Entrances and exits are well lit and that immediate surrounds are safe, allow good visibility and remain unobstructed.
2. Good surveillance systems are on and working, such as closed circuit television systems, on premises.
3. At specified events drinks served in containers which minimize potential harm to customers
4. Cooperation with Police and Local Authority on ways to improve public safety.
5. Prevent criminal activity and disorderly conduct from occurring on premises.
6. Notify police immediately something illegal or suspicious does occur.

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Coats and bags

Where cloak room facilities are required by the management or hirer they will be provided. Other than locker facilities which will be provided by the management for customers use.

Risk assessments and hazard identification

The premises are maintained as safe as possible for all of our visiting public, staff and contractors.

Risk assessments are completed for all works and activities. Hazards are identified in a daily monitoring programme and are isolated or rectified immediately or as soon as practicable. All risk assessments are held by the health and safety department and are reviewed annually or as circumstance dictates.

A risk assessment will be completed for each event which is not assessed within the current site risk assessment prior to the event by the Safety Officer and any controls implemented.

Fire and Emergency arrangements

The Company as an employer of staff working at premises where licensable activities are taking place is, in terms of fire safety, the 'Responsible Person' as defined in the Regulatory Reform (Fire Safety) Order 2005. The Company therefore owes duties to relevant persons such as employees, and other persons lawfully on the premises.

Surrey Fire & Rescue Service have been consulted and the premises complies with the requirements of BS 9999-2008

If the building is to be evacuated in the event of an emergency then the fire and emergency plan will be followed and staff are made aware of this at induction and at briefings.

The above procedures will be reviewed annually or as circumstance dictates, the Safety Officer is responsible for carrying out any review.

Managing Queues at the bars

1. The number of bar staff will be adequate to ensure no customers are kept waiting for an undue period of time, and staff will be trained to acknowledge waiting customers thereby creating a positive and friendly atmosphere, which could go a long way to reduce the likelihood of problems occurring.
2. Sufficient staff will be on hand at peak trading periods to ensure that queues are managed so that gangways can be kept clear.
3. All staff need to be aware that the licensed premises are kept orderly at all times.

Disabled people

1. When disabled people are present, adequate arrangements must exist to enable their safe evacuation in the event of an emergency.
2. Staff must be aware of disabilities and react according to a pre-determined plan.
3. Disabled people on the premises must be made aware of the arrangements in place to enable their safe evacuation in the event of an emergency.
4. All wheelchair and disabled visitors must be chaperoned by a carer who will assist and are made aware of the evacuation procedures which is explained at the time of entry to the premises.

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Emergency vehicle access

The areas directly in front of the main doors are left clear (and regularly checked) for emergency vehicles (police, fire, and ambulance) including unmarked emergency vehicles on production of suitable ID.

Accident book and incident log

Certain accidents must be reported to the Local authority under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). This can be done via contacting the Incident Contact Centre:-

By telephone: 0845 300 9923 (8.30am – 5.00 pm)

By internet: [RIDDOR](#) (anytime)

By email: riddor@natbrit.com

By post:

Incident Contact Centre

Caerphilly Business Park

Caerphilly

CF83 3GG

All injuries to employees must be recorded in the accident book, accident, incident or dangerous occurrence that involves customers, contractors or others whilst on the premises must also be recorded and reportable under the above Regulations.

The venue manager is responsible for carrying out an accident investigation and for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed.

The following investigation procedures will be followed:

1. Implement temporary control measures to prevent any further injuries to employees.
2. Review the equipment, operations, and processes to gain an understanding of the accident situation.
3. Identify and interview each witness and any other person who might provide clues to the accident's causes.
4. Investigate causal conditions and unsafe acts; make conclusions based on existing facts
5. Complete the accident investigation report.
6. Provide recommendations for corrective actions.
7. Indicate any need for additional or remedial safety training.

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First Aid

During public opening hours there are trained company first aiders available and adequate first aid equipment which is checked regularly.

First aid kits are held on site, if you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Inform your manager
2. Administer first aid treatment to the injury or wound (if trained).
3. If a first aid kit is used, indicate usage on the accident investigation report.
4. Access to a first aid kit is not intended to be a substitute for medical attention.
5. Provide details for the completion of the accident investigation report.

Incident logs

1. Maintain a register of all safety incidents noting the time, date and nature of the incident in and around the premises and the response by staff and management.
2. All relevant staff are to be trained on how to use the Incident book.

Smoking

The building is a completely non-smoking area. Smoking is only permitted in the designated area only. No smoking signage is maintained by the health and safety department and replaced as necessary.

Daily safety inspection logs

Daily safety inspection is carried out by departments to ensure that the premise is safe to accept customers and visitors.

Building maintenance

There is a defect reporting system in place to ensure that all defects, whether caused by accident or otherwise are reported promptly, enabling rectification work to be implemented. To support this position, our policy is as follows:

Any employee identifying a defect in either building or equipment will record details of the defect onto the defect form and the pad containing these forms is kept available at all times.

Action by employee:

1. Complete part 1 of defect form.
2. When the repair/action is complete obtain signature from the repairer and countersign, accepting equipment/item as safe for use.

Action by Repairer:

1. Carry out repairs as requested by site.
2. Complete Part 2 of the form detailing work carried out.
3. Sign Part 2 and obtain site signature accepting equipment/item as safe for use.

The buildings manager together with his team is responsible for ensuring that any defects are rectified in a timely manner.

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Toilet checks

Toilet checks are carried out by employees at frequent intervals at least once every hour during trading hours. These checks help ensure that they are clean and maintained and no illegal activities take place in these areas.

Cleaning up bodily fluids

1. Limit staff and patron exposure to potential health risks.
2. Promptly clean up bodily fluids (vomit, blood, etc.) by putting on disposable rubber gloves
3. Wipe up blood or body fluids with paper towels.
4. Place contaminated paper towels in a new plastic garbage bag.
5. Clean and rinse area with paper towels and disinfectant.
6. Wipe the surface with a cloth or paper towels and bleach.
7. Dispose of the cloth or paper towels into the same plastic garbage bag along with your gloves; removing gloves last.
8. Secure the bag with knot or tie. Dispose of plastic garbage bag.
9. Wash hands thoroughly with soap & water for 5 minutes. Rinse under running water and dry hands.

Managing smoking area

1. Ensuring patrons smoke only in the designated smoking area.
2. Monitoring customer behaviour (ensuring they are not bothering other patrons who are smoking or entering or exiting the smoking area).
3. Ensuring the area is clean and tidy (ashtrays are supplied and not overflowing, cigarette butts picked up).
4. Wash hands prior to returning to work if handling food or beverages.

SECTION 7 - THE PREVENTION OF PUBLIC NUISANCE

Noise

1. Prior to collection empty bottles must be deposited in the bottle banks (bins) which because of their design, contain and minimise noise.
2. Clear and legible notices must be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors and sounding of car horns must also be discouraged. Signage regarding leaving the premises quietly will be displayed in public areas.

Litter and waste

1. External waste bins with closable lids provided to contain and control waste to prevent attracting rats and insects and therefore reduce potential for public health risks and slips, trips and fall injuries.
2. Waste and refuse are removed in a timely manner to a licensed waste disposal facility to prevent any over spill from containers.

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Light pollution

1. Internal and external lighting provided for the purpose of customer and staff safety and for the security of the premises are positioned so as not to cause nuisance to neighbouring properties.
2. Lighting associated with activities of entertainment are positioned so as not to cause nuisance to neighbouring properties.
3. Lighting provided externally to promote advertising of the premises or activities associated with the premises are of intensity, such as not to cause nuisance to neighbouring properties.
4. Trees along neighbouring fence line also help to reduce any potential light intensity.

Dispersal policy

1. Ensure that there is strong management and staff presence in the customer area and at all exit points during the dispersal period to ensure that customers leave quietly.
2. Routinely place signage at exit doors asking customers to respect the rights of our neighbours to the quiet enjoyment of their homes. Where it is deemed appropriate we can provide customers with site-specific information on how they can get home safely.
3. Where customers require individual assistance in obtaining safe transport from our premises we do whatever is reasonably possible to help, for example by providing details of bus routes, taxi hire operators to them.

SECTION 8 - THE PROTECTION OF CHILDREN FROM HARM

Children as customers

1. In case of doubt the same rules for asking for proof of age as other staff apply and if proof of age cannot be provided then the person(s) will not be served any intoxicating liquor.
2. Only children coming as spectators/players and supervised by at least one responsible adult will be allowed entry to the licensed premises.
3. The management have adopted the "Challenge 25" campaign to reinforce the prevention of under aged drinking and bar staff are instructed not to serve anyone who cannot prove that they have reached 18 years of age.

SECTION 9 - GENERAL

Pub Watch

The company is a member of the Pub Watch scheme, which has the key aims of achieving a safe, secure and responsible social drinking environment in all licensed premises throughout the borough helping to reduce alcohol-related crime.

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Key Contacts

Name	Role	Number
Mr RR Potter	Designated Premises Supervisor	07785 557725
Mrs BV Leitch	Manager	01252 838000
Danny Wallace	Group Safety Officer	07789 900774

SECTION 10 - APPENDICES

- a) Illegal drugs and weapons log sheet
- b) Incident log sheet
- c) Violent incident report form
- d) Refusal of sales log sheet

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ILLEGAL DRUGS OR WEAPONS LOG SHEET

Name of premises		Date		Time	
Illegal drugs or weapons found	Where found	Incident logged by (print name & sign)	Police called? Incident ref, Name & Collar of Police Officer if involved	Action taken/Comments	

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VIOLENT INCIDENT REPORT FORM

Date of report		Date of incident		Time of incident	
-----------------------	--	-------------------------	--	-------------------------	--

Person reporting incident	Job title
----------------------------------	------------------

Details of offender	
Employee(s) involved <small>(name, age & sex)</small>	
Activity/task at time of incident	
Type of incident <small>(physical injury, verbal abuse, sexual/racial, threatening behaviour, damage to property)</small>	
Location of incident <small>(attach sketch if possible)</small>	
Outcome <small>(assailant apprehended, police called, first aid treatment/medical attention, lost time, distress, legal action)</small>	
Relevant events which preceded the incident <small>(including any contributing factors)</small>	
Details of witnesses <small>(attach statement if possible including name & address)</small>	
Other relevant information <small>(Preventative/remedial action etc.)</small>	

Details of offender			
Sex		Race	
Height		Weight	
Glasses		Facial Hair	
Tattoos		Identifiable markings	
Clothing			
What was said? <small>(include any distinguishing accent/features etc.)</small>			
Vehicle description <small>(include make & model if possible)</small>		Registration number	

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REFUSAL OF SALES LOG SHEET

Name of premises		Date	Time		
Description of the individual refused and reason for refusal	Product (alcohol etc)	ID produced (if any)	Captured on CCTV? Y/N	Refusal logged by (print name & sign)	Action taken & outcome

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD



BUILDING CONTROL

The Building Act 1984
The Building Regulations 2000

CERTIFICATE OF COMPLETION OF WORKS

1. Description of Work	New golf driving range
2. Address or Location of Work	Mytchett Mere Mytchett Road Mytchett Surrey
3. Council's Reference Number	1998/FP0226
4. Deposit of Particulars	Full plans were/A Building Notice was deposited under the Building Regulations made under Section 1(3) of the Building Act 1984.
5. Date of Receipt	26 March 1998
6. Date of Completion Inspection	17 August 2006
7. Compliance with Building Regulations	It is certified that so far as the Council have been able to ascertain, after taking all reasonable steps in that behalf, the substantive requirements of the relevant Building Regulations have been satisfied.
8. Limitations of Certificate	This Certificate relates only to the work described in (1) above and not in the case of extension or alterations or installation of fittings, to any work carried out to which the regulations did not on this occasion apply, e.g. to the existing building not affected by the extension or the work of repair or the replacement of fittings, etc.

Dated 29 September 2006

E. Townley
Head of Built Environment



Building Design Agency
(Southern) Ltd
42 St. Leonards Road
Eastbourne
East Sussex BN21 3UU

Surrey Heath Borough Council

Surrey Heath House
Knoll Road
Comberley
Surrey GU15 3HD
Telephone: (01276) 686252
Facsimile: (01276) 22277
DX: 32722 Comberley

Directorate: Planning Services

Division: Development Control

Application No: 93/0313

2nd December 1996

TOWN & COUNTRY PLANNING ACT 1990 - DECISION NOTICE
.....

Outline Application

Drawing No./Date stamped: 5096/2A(means of access), 2109/01A.

The Council as Local Planning Authority **GRANTS** outline planning permission for the following development subject to the condition(s) specified in the schedule below:-

Proposal: Formation of leisure park to provide visitors centre/ clubhouse, golf-driving range and various outdoor recreational facilities.(Amended plan received 24.6.93).

Location: Mytchett Mere Mytchett Road Mytchett

SCHEDULE OF CONDITION(S) (if any)

1. Approval of the details of the siting, design and external appearance of the building(s), and the landscaping of the site (hereinafter called "the reserved matters") shall be obtained from the Local Planning Authority.

REASON: This is an outline application approved in accordance with the provisions of the Town and Country Planning (General Development Procedure) Order 1995 and to ensure a satisfactory form of development.

2. (a) Application for approval of the reserved matters shall be made to the Local Planning Authority within three years of the date of this permission.
(b) The development hereby permitted shall be begun either within five years of the date of this permission, or within two years of the date of approval of the last of the reserved matters to be approved.

REASON: To prevent an accumulation of unimplemented planning permissions and in accordance with Section 92(2) of the Town and Country Planning Act 1990.

3. Provision shall be made within the site for the parking of plant and other vehicles occasioned by the carrying out of the development hereby approved and shall be retained for that purpose during the period of construction following which all plant and vehicles shall be removed from the site to the satisfaction of the Local Planning Authority.

REASON: In the interests of the residential amenities of the area and to ensure that the development does not prejudice the free flow of traffic and condition of safety on the highway nor cause inconvenience to other highway users.



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4. The development hereby permitted shall not be commenced until the applicants shall have submitted to the Local Planning Authority detailed proposals for the disposal of excavated soil arising from the construction of roads, buildings and any other works associated directly or indirectly with the development hereby permitted and shall have received the Local Planning Authority's written approval thereof; these proposals shall show the position of disposal on the site of surplus excavated soil; and the Local Planning Authority reserves the right to grant any such approval subject to conditions which may be required, in particular that the disposal works shall be carried out immediately the soil is excavated and specify the areas where any surplus soil shall be deposited.

REASON: To ensure that proper provision shall be made for the disposal of excavated soil.
5. The parking spaces shown on the approved plan shall be made available for use prior to the first occupation of the development and shall not thereafter be used for any purpose other than the parking of vehicles.

REASON: To ensure the provision of on-site parking accommodation.
6. No demolition, site clearance or building operations shall commence until chestnut pale or similar protective fencing shall have been erected around each tree or group of trees which it is intended to retain on site. Such fencing to be erected and retained during the course of the development at a radius from the trunks to be agreed on site with the Local Planning Authority.

REASON: To ensure the retention of trees in the interests of the visual amenities of the area.
7. No trenches, pipe runs for services and drains shall be sited less than 5m. from the trunk of any tree intended to be retained unless otherwise agreed in writing by the Local Planning Authority.

REASON: To ensure the retention of trees in the interests of the visual amenities of the area.
8. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order) details of all walls and fencing shall be submitted to and approved by the Local Planning Authority before development commences, such walls and fencing to be erected to the reasonable satisfaction of the Local Planning Authority before the development hereby permitted is first occupied.

REASON: In the interests of the visual and residential amenities of the area.
9. Before the development hereby permitted is commenced details and samples of the external materials to be used shall be submitted to and approved in writing by the Local Planning Authority.

REASON: In the interests of visual amenities of the area.
10. Before works commence on site details of foul and surface water drainage are to be submitted to and approved by the Local Planning Authority.

REASON: To ensure a satisfactory development.
11. No work shall be carried out on Sundays, Public Holidays, or except between the hours of 8a.m. and 7p.m. on weekdays and 7a.m. and 1pm. on Saturdays.

REASON: In the interests of the amenities enjoyed by neighbouring residents.



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12. The clubhouse hereby approved shall only be used between the hours of 8.00 and 23.00 on Monday to Saturday and 8.00 and 22.30 on Sundays, Christmas Day and Good Friday.

REASON: In the interest of the residential amenities of the adjoining premises.

13. The driving range hereby approved shall only be used between the hours of 8.00 and 22.00.

REASON: In the interest of the residential amenities of the adjoining premises.

14. Before any other operations are commenced, the existing vehicular access to Mytchett Road shall be redesigned, reconstructed, provided with visibility zones, all to be permanently retained to a specification to be agreed with the Planning Authority after consultation with the Highway Authority.

REASON: The condition above is required in order that the development should not prejudice highway safety, the free flow of traffic nor cause inconvenience to other highway users.

15. The premises, the subject of the application, shall not be occupied until space has been provided within the site to accommodate,
(a) parking
(b) loading
(c) unloading
(d) turning

of vehicles clear of the highway and properly laid out and paved as may be agreed with the Planning Authority after consultation with the Highway Authority and such space shall be retained thereafter free of any impediment to its designated use.

REASON: The condition above is required in order that the development should not prejudice highway safety, the free flow of traffic nor cause inconvenience to other highway users.

16. No development shall take place until details of locations for
(a) parking for vehicles of site personnel, operatives and visitors
(b) loading and unloading plant and materials
(c) storage of plant and materials

to be used in constructing the development have been submitted to and approved by the Planning Authority after consultation with the Highway Authority and each of those facilities shall be retained as required by the terms of that approval throughout the course of construction of the development free from any impediment to its designated use.

REASON: The condition above is required in order that the development should not prejudice highway safety, the free flow of traffic nor cause inconvenience to other highway users.

17. Before any of the operations hereby approved are commenced, which involve the movement of materials in bulk to or from the site, facilities shall be provided as may be agreed with the Planning Authority, after consultation with the Highway Authority to prevent the deposition of extraneous matter on the public highway and shall thereafter be retained and used whenever the said operations are carried out.

REASON: The condition above is required in order that the development should not prejudice highway safety, the free flow of traffic nor cause inconvenience to other highway users.



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18. Before the development is commenced a detailed site investigation shall be carried out to establish if the site is contaminated, to assess the degree and nature of the contamination present, and to determine its potential for the contamination of the water environment. The method and extent of this investigation shall be agreed in writing with the Local Planning Authority in consultation with the Environment Agency prior to the commencement of the work. Details of appropriate measures to prevent future pollution of groundwater and surface water shall also be agreed in writing with the Local Planning Authority in consultation with the Environment Agency. The development shall then proceed in strict accordance with the measures approved.

REASON: To prevent pollution of the water environment.

19. No solid matter shall be deposited so that it passes or is likely to pass into any watercourse.

REASON: To prevent pollution of the water environment.

20. No soakaways shall be constructed such that they penetrate the water table.

REASON: To prevent pollution of groundwater.

21. A buffer zone 20 metres wide alongside the Blackwater River shall be established in accordance with details which shall be submitted to and approved in writing by the Local Planning Authority in consultation with the Environment Agency before development commences.

REASON: To protect the flora and fauna dependant on the aquatic environment and prevent prejudice of the statutory conservation obligations of the Environment Agency.

Informative(s) :-

1. The applicant is advised that Section 106 of the Water Industries Act 1991 applies to this development. A permit to connect to the public sewers must therefore be obtained from the Local Authority. Enquiries about the acceptability of connections to existing sewers and requests for application forms should be directed to the Council's Chief Drainage Engineer.
2. The applicant is advised that consent to culvert or divert an existing watercourse will need to be obtained from Environment Agency, pursuant to Section 109 of the Water Resources Act 1991. Similarly consent under Section 263 of the Public Health Act 1936, will need to be obtained from the Local Land Drainage Authority. Requests for application forms should be directed to the Council's Chief Drainage Engineer.
3. Your attention is drawn to the letter from Thames Water Utilities dated 8th July 1993 a copy of which is attached to this decision notice.
4. Your attention is drawn to the letter from the National Rivers Authority (now known as Environment Agency) dated 29th July 1993 a copy of which is attached to this decision notice.
5. Surface water from parking areas are to be drained to gullies with oil/petrol interceptors.
6. The applicant will be required to enter into a Section 278 Legal Agreement to carry out highway works relating to the proposed access.
7. Infrastructure charges will be applied by Thames Water Utilities.



Surrey Heath Borough Council

Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD
Telephone: (01276) 707100
Facsimile: (01276) 707218
DX: 32722 Camberley

Directorate: Planning Services

Division: Development Control

Frederick Bird Architectural
& Development Consultants Ltd
42 St Leonards Road
Eastbourne
E Sussex BN21 3UU

Application No: 97/0675

COPY

15th January 1998

TOWN & COUNTRY PLANNING ACT 1990 - DECISION NOTICE

Reserved matters Application

Drawing No./Date stamped: 3008:07A,06A,14,15,16,17,9419/01A

The Council as Local Planning Authority has APPROVED the following RESERVED MATTER(S), pursuant to outline planning permission no: 93/0313

Proposal: Part Reserve matter application pursuant to outline application 93/0313 dated 2nd December 1996 for a single storey detached building to comprise a 20 tee golf driving range with associated car parking.

Location: Mytchett Mere Mytchett Road Mytchett Surrey

SCHEDULE OF CONDITION(S) (If any)

1. The reiteration of conditions imposed on outline consent reference 93/0313

REASON: These are reserved matters following the grant of outline planning permission.

2. No development shall take place until details of the lighting of the driving range hereby approved shall be submitted to the Local Planning Authority for approval in writing. The details should include levels of luminosity, beam direction and anti-glare measures.

REASON: In the interest of the residential amenities of neighbouring occupiers and the general amenities of the area.

Informative(s) :-

1. The applicant is advised that this permission is only pursuant to the Town and Country Planning Act 1990 and is advised to contact the Chief Building Control Officer with regard to the necessary consents applicable under the Building Regulations.

Chief Planner (Development Control)
duly authorised in this behalf

(ATTENTION IS DRAWN TO THE THIRD SCHEDULE ATTACHED)

Tel: 01483 517277
 Fax: 01483 518599
 Email: westareabusiness.support@surreycc.gov.uk



SURREY
 COUNTY COUNCIL

Mr Glynn Evans
 Lakeside Complex
 Wharf Road
 Frimley Green
 Surrey

Surrey Fire and Rescue Service
 West Area Protection Team
 Fire Station
 Guildford Road
 Farnham
 Surrey
 GU9 9QB

Premises: Club House, The Waters Edge
 Mytchett Road
 Mytchett
 Surrey

File Ref: SSH/70007
 (Please quote this reference
 on all future correspondence)

Your Ref:

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Inspector: **Holly Davey**

10 April 2014

Regulatory Reform (Fire Safety) Order 2005

s and

I write in response to your email dated 2 April 2014 with regards to numbers of persons within the club house, and thank you for forwarding the square meterage of the room.

I have referred to the occupancy figures within BS9999, Table 10, and have taken into account that you wish to provide above the 0.5m² per person for standing room, and 1m² per person for seated events.

The provided area of the club house is approximately 100m², I am satisfied that the fire exits are in excess of the required 45 degrees apart. There are 3 exits of 850mm, discounting one, leaves an exit capacity for 340 persons.

I hereby confirm that your proposal for 200 persons standing and 100 persons seated is acceptable.

I hope that this information is helpful in assisting you in your license application.

Should you require any further advice or assistance please do not hesitate to contact us at the above address or visit our page on Surrey County Council's website at: <http://www.surreycc.gov.uk/council-services/customers-and-communities-directorate/surrey-fire-and-rescue>.



Holly Davey
 Fire safety officer

Surrey Fire & Rescue
 Reducing Community Risk