

Borough Council of  
**King's Lynn &  
West Norfolk**



# **LICENSING COMMITTEE - SUB-COMMITTEE HEARING**

Hanse House and No 1 & The Undercroft,  
Hanse House,  
South Quay,  
King's Lynn

## *Agenda*

Friday 22<sup>nd</sup> March 2013  
10am

**VENUE:**  
Committee Suite  
King's Court  
Chapel Street  
King's Lynn  
Norfolk, PE30 1EX



If you require parts of this document in another language, large print, audio, Braille or any alternative format please contact the Council Information Centre on 01553 616200 and we will do our best to help.

#### **LATVIAN**

Ja Jums nepieciešamas daļas no šī dokumenta citā valodā, lielā drukā, audio, Braila rakstā vai alternatīvā formātā, lūdzu, sazinieties ar Padomes informācijas centru (Council Information Centre) pa 01553 616200 un mēs centīsimies Jums palīdzēt.

#### **RUSSIAN**

Если вам нужны части этого документа на другом языке, крупным шрифтом, шрифтом Брайля, в аудио- или ином формате, обращайтесь в Информационный Центр Совета по тел.: 01553 616200, и мы постараемся вам помочь.

#### **LITHUANIAN**

Jei pageidaujate tam tikros šio dokumento dalies kita kalba, dideliu šriftu, Brailio raštu, kitu formatu ar norite užsisakyti garso įrašą, susisiekite su Savivaldybės informacijos centru (Council Information Centre) telefonu 01553 616200 ir mes pasistengsime jums kiek įmanoma padėti.

#### **POLISH**

Jeśli pragną Państwo otrzymać fragmenty niniejszego dokumentu w innym języku, w dużym druku, w formie nagrania audio, alfabetem Braille'a lub w jakimkolwiek innym alternatywnym formacie, prosimy o kontakt z Centrum Informacji Rady pod numerem 01553 616200, zaś my zrobimy, co możemy, by Państwu pomóc.

#### **PORTUGUESE**

Se necessitar de partes deste documento em outro idioma, impressão grande, áudio, Braille ou qualquer outro formato alternativo, por favor contacte o Centro de Informações do Município pelo 01553 616200, e faremos o nosso melhor para ajudar.

Borough Council of  
**King's Lynn &  
West Norfolk**



**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.  
Telephone: 01553 616275  
Fax: 01553 691663**

*My Ref:* RAE/LC  
*Please ask for:* Rachael Edwards  
*Direct Dial:* (01553) 616275  
*Email:* rachael.edwards@west-norfolk.gov.uk

28<sup>th</sup> February 2013

Dear Member

**Licensing Sub-Committee Hearing – Friday 22<sup>nd</sup> March 2013**

You are invited to attend a meeting of a Licensing Sub-Committee to commence at **10am** on **Friday 22<sup>nd</sup> March 2013** in the **Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk** to consider the business shown below.

Yours sincerely,  
Chief Executive

**AGENDA**

1. To consider an application for the grant of two Premises Licences in respect of Hanse House and No1 & The Undercroft, South Quay, King's Lynn

Papers attached as follows:-

- (a) Procedure that will be followed at the hearing – (pages 1-3)
- (b) Report of the Licensing Manager under the Licensing Act 2003 (pages 4 - 15)
- (c) Appendix One – Copy of Application – Hanse House (pages 16 – 28)
- (d) Appendix Two – Copy of the Application – No.1 & The Undercroft (pages 29 - 41)
- (e) Appendix Three – Community Safety & Neighbourhood Nuisance Letter of Objection dated 20 February 2013 – Hanse House (pages 42 - 45)
- (f) Appendix Four – Community Safety & Neighbourhood Nuisance Letter of Objection dated 20 February 2013 – No.1 & The Undercroft (pages 46 –49)

- (g) Appendix Five – Letters of Objection from ‘other persons’ (pages 50 – 104)
- (h) Appendix Six – Premises Plan – Hanse House (pages 105 – 106)
- (i) Appendix Seven – Premises Plan – No.1 & The Undercroft (page 107)
- (j) Appendix Eight – Location Plan (pages 108 -109)

To: Panel Members – Councillor G Sandell, C Crofts and D Tyler  
Appropriate Officers – Rachael Edwards and John Gilbraith  
Legal Advisor  
All relevant parties

# Procedure for Determining Licensing Act 2003 Cases

*The hearing will be held in public. However, the Borough Council may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public. The hearing is not adversarial but an examination of the facts by the Members of the Committee. All participants must be courteous at all times. All parties will be given equal maximum time which is normally 15 minutes each, in total. Any person may apply for longer time if they immediately notify the Borough Council upon receipt of the Notice of the Hearing and in exceptional circumstances, the Borough Council may extend the maximum time allowed to all parties if the complexity of the application demands. In the event that there are a large number of objections to a particular application, the Borough Council may ask an appropriate number of representatives or a single representative to put forward their views.*

## Introductions

1. The **Chairman** of the Committee should read out a statement declaring under which capacity the Committee is sitting.

**This Committee is sitting to consider matters under the Licensing Act 2003.**

2. The **Chairman** will introduce himself and the Members of the Committee.
3. The **Chairman** will then introduce and explain the respective roles of
  - (i) the Democratic Services Officer
  - (ii) the Officer representing the Licensing Authority (i.e. Licensing Manager)
  - (iii) the Legal Advisor to the Committee
4. **The Chairman** should invite all those present to introduce themselves and ask them to indicate if they wish to speak during the hearing.
5. Each party will be asked by the **Chairman** whether 15 minutes is sufficient for the presentation of his/her/body's case. (Agreement on the length of time given for each speaker is at the discretion on the Chairman).

## The Application for Premises Licenses

6. The **Licensing Manager** explains the procedure that will be followed at the meeting.
7. The **Licensing Manager** outlines the premises applications to the Committee by presenting the report referring to any relevancy to Licensing Policy and Statutory Guidance.
8. The **Licensing Manager** will invite questions from all parties to clarify the content of the Licensing Officer's report.

## The Applicant's Case

9. The **Licensing Manager** then invites the Applicant or his representative to make their case. Witnesses may be called but each will be subject to separate questioning (see below).

## Questions

10. Once the Applicant has presented their case, the **Licensing Manager** invites questions to the Applicant or his representative from
  - (i) the Responsible Authorities (or their representative)
  - (ii) other persons (or their representatives)
  - (iii) Members of the Committee.

11. The **Licensing Manager** will invite questions to the witnesses from the
- (i) the Responsible Authorities (or their representative)
  - (ii) other persons (or their representatives)
  - (iii) Members of the Committee.

Questions should be relevant to the application and repetition will be discouraged.

### **The Responsible Authorities Case**

12. The **Licensing Manager** then invites the Responsible Authorities (or their representative) to make their case. Witnesses may be called but each will be subject to separate questioning (see below).

### **Questions**

13. Once the Responsible Authorities has presented their case, the **Licensing Manager** invites questions to the Responsible Authorities (or their representative) from the
- (i) the applicant (or their representative)
  - (ii) other persons (or their representatives)
  - (iii) Members of the Committee.

14. The **Licensing Manager** will invite questions to the witnesses from the
- (i) the applicant (or their representative)
  - (ii) other persons (or their representatives)
  - (iii) Members of the Committee.

### **Other Persons**

15. Each of the other persons or their representatives wishing to address the Committee may do so in an order determined by the **Licensing Manager**. They too must be willing to be questioned by other parties in the same order. Local Objectors may not however question each other. Questions should be relevant to the application and repetition will be discouraged.

This will operate as follows:

- each party will present his/her/body's case
- each party's witnesses (if any) will give evidence in support of the party's case
- firstly, each party and, secondly, their witnesses may be questioned by other parties, prior to questioning by Members of the Committee.

16. The applicant (or their representative) and the Responsible Authorities will be invited to ask relevant questions of those parties (or the parties' representatives).

### **Summing Up**

17. The **Licensing Manager** then invites the Responsible Authorities and other parties (or their representative) to sum up their case. They may comment upon what has been said but no new evidence should be introduced. Each party will be allowed 5 minutes to sum up.
18. The **Licensing Manager** then invites the applicant (or their representative) to sum up their case. They may comment upon what has been said but no new evidence should be introduced. They also will be allowed 5 minutes to sum up.

## Reaching and Making their Decisions

19. **The Chairman** will ask the Council's Legal Advisor to address the Committee on any outstanding matters.
20. The **Chairman** will then thank all those who have spoken and invite the Committee to retire to consider the applications, accompanied by the Legal Advisor and Democratic Services Officer (who will take no part in the decision).
21. The Committee will then debate the case(s) presented to them at the hearing and will seek to reach decisions and reasons for their decisions.
22. Once decisions have been made, the Committee (and relevant officer/Legal Advisor) will return back in to the room and **the Chairman** will invite the **Legal Advisor** to announce in public any legal advice he/she has given in private.
23. **The Chairman** will read out the decisions for each of the applications and the reasons for the decisions (unless the Committee is unable to reach a determination at the conclusion of the hearing). Where appropriate, **the Chairman** will ask the Licensing Manager/Officer for any comments on their decisions prior to any final determination.
24. **The Chairman** will explain that all parties will be notified of the outcome of the decision(s) and reasons for their decisions in writing.
25. If the Committee is unable to reach decisions in relation to the applications, the **Chairman** will explain that all parties will be notified as soon as possible (but within 5 working days) of the decisions and the reasons for such.

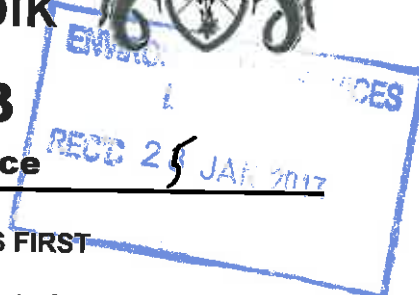
### NOTE

Decisions may be deferred to:-

1. Receive further documentation referred to in the meeting
  2. Enable a site visit(s) to take place
  3. Invite the Applicant or his representative to appear if they had not done so at the meeting (only once)
- No further debate may be heard on further documentation or at a site visit
  - Adjournments should generally be granted if to refuse would deny applicant a fair hearing.

Licensing  
Environmental Health & Housing  
Borough Council of King's Lynn & West Norfolk  
King's Court  
Chapel Street  
King's Lynn, PE30 1EX  
Tel: 01553 616600  
Email: [ehlicensing@west-norfolk.gov.uk](mailto:ehlicensing@west-norfolk.gov.uk)  
[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

Borough Council of  
**King's Lynn &  
West Norfolk**



## Licensing Act 2003

### Application for a Premises Licence

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.

Once completed, send your original applications back to us at:

- **The Licensing Team**, Environmental Health & Housing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

and copies to the following:-

- **Norfolk Constabulary Licensing Team**, 4<sup>th</sup> Floor Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET.
- **Fire Safety Office**, Norfolk Fire Service Western Area, Kilhams Way, King's Lynn, PE30 2HY
- **Norfolk Children's Safeguarding Board**, Room 60, Lower Ground, County Hall, Martineau Lane, Norwich, NR1 2DH
- **Norfolk Trading Standards**, Consumer Operations Manager, Norfolk County Council Trading Standards, County Hall, Martineau Lane, Norwich, NR1 2UD
- **Planning**, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Health & Safety**, Environmental Health & Housing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Community Safety & Neighbourhood Nuisance**, Environmental Health & Housing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Public Health Director**, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

I / We **JAMES LEE**

*(insert name(s) of applicant(s))*

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 the application to you as the relevant licensing authority in accordance with Section 12 of the Licensing Act 2003.

#### Part 1 – Premises Details

HANSE HOUSE\*  
SOUTH QUAY

\*excluding No.1 & The Undercroft, Hanse House.

Post town: KING'S LYNN

Postcode: PE30 5GN



Telephone number at premises (if any):

-
£72,000

Non-domestic rateable value of premises:

## Part 2 – Applicant Details

Please state whether you are applying for a premises licence as:

- Please tick ✓ yes**
- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
1. as a limited company  please complete section (B)
2. as a partnership  please complete section (B)
3. as an unincorporated association or  please complete section (B)
4. 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  please complete section (B)
- h) the chief officer 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  Mrs  Miss  Ms  Other title   
(e.g. Rev)

**Surname**

LEE

**First names**

JAMES KENNETH

I am 18 years old or over

please tick ✓/yes

<b>Current postal address If different from premises address</b>	
--	--

<b>Post Town:</b>	KING'S LYNN	<b>Post Code:</b>	
-------------------	-------------	-------------------	--

<b>Daytime telephone number:</b>	
----------------------------------	--

<b>Email address (optional):</b>	
----------------------------------	--

**Second Individual Applicant** (if applicable) N/A

Mr  Mrs  Miss  Ms  Other title   
(e.g. Rev)

**Surname**

**First names**

I am 18 years old or over

please tick ✓/yes

<b>Current postal address If different from premises address</b>	
--	--

<b>Post Town:</b>		<b>Post Code:</b>	
-------------------	--	-------------------	--

<b>Daytime telephone number:</b>	
----------------------------------	--

<b>Email address (optional):</b>	
----------------------------------	--

**(B) Other Applicants N/A**

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

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

**Part 3 – Operating Schedule**

When do you want the premises licence to start?

**ASAP**

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

..... / ..... / .....

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**

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

Hanseatic warehouse complex, with later Georgian façade to St Margaret's Place and extensions to the South Quay frontage, with enclosed inner courtyard.

The building entered private ownership in November 2011; planning permission and listed building consent have been granted for a mixed use development consisting of:

- 3 rooms licenced for Civil Ceremonies
- Associated Function Rooms
- Gallery / Exhibition Space
- Studio
- Conference / training rooms
- Indoor Market
- Offices
- 3x residential flats

Residential flats have a dedicated entrance from St Margaret's Lane.  
Public entrances are available from the South Quay and St Margaret's Place.

Car parking is accessed from the South Quay entrance, which is considered the 'main' public entrance.

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

**Provision of regulated entertainment**

please tick ✓ yes

- 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) performance 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 refreshments**

(if ticking yes, fill in box I)

**Sale by retail of alcohol**

(if ticking yes, fill in box J)

**In all cases complete boxes 'K', 'L' & 'M'**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 3)  In accordance with planning consent ref: 12/00616/F, condition 6, plays taking place in the inner courtyard shall finish at 22.00 hrs Mon-Sat and no plays shall take place in the inner courtyard on Sundays.  State any seasonal variations for performing plays (please read guidance note 4)  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)	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00			
Thur	10.00	23.00			
Fri	10.00	23.00			
Sat	10.00	23.00			
Sun	10.00	23.00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			Will the exhibition of film take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 3)  In accordance with planning consent ref: 12/00616/F, condition 6, plays taking place in the inner courtyard shall finish at 22.00 hrs Mon-Sat and no plays shall take place in the inner courtyard on Sundays.  State any seasonal variations for the exhibition of films (please read guidance note 4)  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)	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00			
Thur	10.00	23.00			
Fri	10.00	23.00			
Sat	10.00	23.00			
Sun	10.00	23.00			

**C**

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

**D**

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

**E**

<b>Performance of live music</b> Standard timings (please read guidance note 6)			Will the performance of live music take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon	10.00	00.00	Please give further details here (please read guidance note 3)  In accordance with planning consent ref: 12/00616/F, condition 6, live music performed in the inner courtyard shall finish at 22.00 hrs Mon-Sat and no live music shall be performed in the inner courtyard on Sundays.  State any seasonal variation (please read guidance note 4)	Both	✓
Tue	10.00	00.00			
Wed	10.00	00.00			
Thur	10.00	00.00			
Fri	10.00	01.00		Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)  New Year's Eve: 10.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 10.00 – 01.00.	
Sat	10.00	01.00			
Sun	10.00	01.00			

**F**

<b>Playing of recorded music</b> Standard timings (please read guidance note 6)			Will the playing of recorded music take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon	10.00	00.00	Please give further details here (please read guidance note 3)  In accordance with planning consent ref: 12/00616/F, condition 6, recorded music played in the inner courtyard shall finish at 22.00 hrs Mon-Sat and no recorded music shall be played in the inner courtyard on Sundays.  State any seasonal variation (please read guidance note 4)	Both	✓
Tue	10.00	00.00			
Wed	10.00	00.00			
Thur	10.00	00.00			
Fri	10.00	01.00		Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (p read guidance note 5)  New Year's Eve: 10.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 10.00 – 01.00.	
Sat	10.00	01.00			
Sun	10.00	01.00			

**G**

<b>Performance of dance</b> Standard timings (please read guidance note 6)			Will the performance of dance take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
				Both	✓
Mon	10.00	23.00	Please give further details here (please read guidance note 3) In accordance with planning consent ref: 12/00616/F, condition 6, performance of dance taking place in the inner courtyard shall finish at 22.00 hrs Mon-Sat and no performance of dance shall take place in the inner courtyard on Sundays.		
Tue	10.00	23.00			
Wed	10.00	23.00		State any seasonal variation (please read guidance note 4)	
Thur	10.00	23.00			
Fri	10.00	23.00		Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (p read guidance note 5)	
Sat	10.00	23.00			
Sun	10.00	23.00			

**H**

<b>Entertainment of a similar description to that falling within (e), (f) or (g) Standard timings (please read guidance note 6)</b>			Please give a description of the type of entertainment you will be providing:		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Will the entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoor	
				Outdoor	
				Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed				State any seasonal variation (please read guidance note 4)	
Thur					
Fri					
Sat				Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun					



I

<b>Late night refreshment</b> Standard timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	23.00	00.00	To allow for the sale of hot, non-alcoholic beverages within the same standard timings as the sale of alcohol on the premises; to exclude the inner courtyard.	
Tue	23.00	00.00		
Wed	23.00	00.00	State any seasonal variation (please read guidance note 4)	
Thur	23.00	00.00		
Fri	23.00	01.00	Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5) New Year's Eve: 23.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 23.00 – 01.00.	
Sat	23.00	01.00		
Sun	23.00	01.00		

\*Note: 'Late Night Refreshment' is only licensable between the hours of 11pm & 5am.

J

<b>Supply of alcohol</b> Standard timings (please read guidance note 6)			Will the sale of alcohol be for consumption – please tick ✓ (please read guidance note 6)	
			On the premises	<input type="checkbox"/>
			Off the premises	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variation (please read guidance note 4)	
Mon	10.00	00.00	In accordance with planning consent ref: 12/00616/F, condition 6, sale of alcohol taking place in the inner courtyard shall finish at 22.00 hrs Mon-Sat and no sale of alcohol shall take place in the inner courtyard on Sundays.	
Tue	10.00	00.00		
Wed	10.00	00.00		
Thur	10.00	00.00	Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)	
Fri	10.00	01.00		
Sat	10.00	01.00	New Year's Eve: 10.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 10.00 – 01.00.	
Sun	10.00	01.00		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (DPS)**

Name: KIRSTY GAUNTLEY

Address:

.....

Postcode: .....

Personal Licence number (if known): WNPA010097.....

Issuing licensing authority (if known): BCKL&WN.....

**K**

Please highlight any services, activities, 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)

**PLAYS AND PERFORMANCE OF DANCE WITH ADULT CONTENT**

**L**

<b>Hours premises are open to the public</b> Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	09.00	00.30	
Tue	09.00	00.30	
Wed	09.00	00.30	
Thur	09.00	00.30	
Fri	09.00	01.30	
Sat	09.00	01.30	
Sun	09.00	01.30	
			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)
			New Year's Eve: 09.00 – 02.30. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 09.00 – 01.30.

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

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

On sales of alcohol shall take place only to persons who are attending a pre-arranged event at the premises; including but not limited to wedding receptions, gallery openings and other such entertainments and activities as may take place at the premises from time to time. At all such events a representative of the premises shall be in attendance.

Off sales of alcohol shall only take place in retail areas by third parties following approval by the Premises Licence Holder or Designated Premises Supervisor.

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

All exterior doors shall be fitted with 5 lever mortice locks and if opening outwards shall have their hinges supported by hinge bolts, as permitted by Listed Building Consent.

Emergency escape night latched shall be fitted as appropriate on escape routes to allow keyless exit in the event of an emergency.

**c) Public safety**

Nothing beyond existing Health and Safety / Fire Safety requirements.

**d) The prevention of public nuisance**

The representative(s) of the premises in attendance at any event at which the public are present in numbers shall facilitate the dispersal of clientele in a swift, efficient and safe manner.

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

When the performance of a play, dance or other entertainment containing material of an adult nature takes place at the premises, no person under the age of 18 shall be admitted to the performance.

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

**Checklist**

Please tick ✓/ yes

- 1 I have made or enclosed payment of the fee. Cheques should be made payable to 'BCKLWN':
- 1 I have enclosed two sets of plans of the premises:
- 1 I have sent you the original application and copies including the plan to the 'responsible authorities' (details on front page):
- 1 I have enclosed the consent form completed by the individual I wish to be premises supervisor (if applicable):
- 1 I will send / ~~enclose~~ my Certificate of Service:
- 1 I understand that I must now advertise the application both in a newspaper and on the premises:
- 1 I will send / ~~enclose~~ the Certificate of Display:
- 1 I will send a copy of the advert once it has appeared in the newspaper
- 1 I understand that if I do not comply with the above requirements my application may be rejected:

**It is an offence, liable to conviction to a fine up to level 5 on the standard scale (£5,000) under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this action.**

**The council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request.**

Signature of applicant (the current premises licence holder) 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: ..... *G. Lee* ..... Date: ... *25/01/2013* .....

Capacity: ..... *Proprietor* .....

Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (Please read guidance note 12) If signing on behalf of the applicant please state in what capacity.

Signature: ..... Date: .....

Capacity: .....

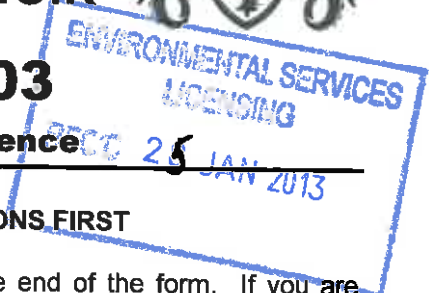
Licensing  
Environmental Health & Housing  
Borough Council of King's Lynn & West Norfolk  
King's Court  
Chapel Street  
King's Lynn, PE30 1EX  
Tel: 01553 616600  
Email: [ehlicensing@west-norfolk.gov.uk](mailto:ehlicensing@west-norfolk.gov.uk)  
[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

Borough Council of  
**King's Lynn &  
West Norfolk**



## **Licensing Act 2003**

### **Application for a Premises Licence**



**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.

Once completed, send your original applications back to us at:

- **The Licensing Team**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

and copies to the following:-

- **Norfolk Constabulary Licensing Team**, 4<sup>th</sup> Floor Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET.
- **Fire Safety Office**, Norfolk Fire Service Western Area, Kilhams Way, King's Lynn, PE30 2HY
- **Norfolk Children's Safeguarding Board**, Room 60, Lower Ground, County Hall, Martineau Lane, Norwich, NR1 2DH
- **Norfolk Trading Standards**, Consumer Operations Manager, Norfolk County Council Trading Standards, County Hall, Martineau Lane, Norwich, NR1 2UD
- **Planning**, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Health & Safety**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Community Safety & Neighbourhood Nuisance**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Public Health Director**, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

**I / We** JAMES LEE

*(insert name(s) of applicant(s))*

**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 the application to you as the relevant licensing authority in accordance with Section 12 of the Licensing Act 2003.**

#### **Part 1 – Premises Details**

NO 1 & THE UNDERCROFT HANSE HOUSE SOUTH QUAY	
Post town: KING'S LYNN	Postcode: PE30 5GN

Telephone number at premises (if any):

-

Non-domestic rateable value of premises:

£72,000

## Part 2 – Applicant Details

Please state whether you are applying for a premises licence as:

- Please tick ✓ yes**
- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
1. as a limited company  please complete section (B)
2. as a partnership  please complete section (B)
3. as an unincorporated association or  please complete section (B)
4. 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  please complete section (B)
- h) the chief officer 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  Mrs  Miss  Ms  Other title   
(e.g. Rev)

**Surname**

LEE

**First names**

JAMES KENNETH

I am 18 years old or over

please tick ✓ yes

<b>Current postal address If different from premises address</b>	
--	--

<b>Post Town:</b>	KING'S LYNN	<b>Post Code:</b>	
-------------------	-------------	-------------------	--

<b>Daytime telephone number:</b>	
----------------------------------	--

<b>Email address (optional):</b>	
----------------------------------	--

**Second Individual Applicant (if applicable) N/A**

Mr  Mrs  Miss  Ms  Other title   
(e.g. Rev)

**Surname**

**First names**

I am 18 years old or over

please tick ✓ yes

<b>Current postal address If different from premises address</b>	
--	--

<b>Post Town:</b>		<b>Post Code:</b>	
-------------------	--	-------------------	--

<b>Daytime telephone number:</b>	
----------------------------------	--

<b>Email address (optional):</b>	
----------------------------------	--

## (B) Other Applicants N/A

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

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

## Part 3 – Operating Schedule

When do you want the premises licence to start?

**ASAP**

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

..... / ..... / .....

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**

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

Hanseatic warehouse complex, with later Georgian façade to St Margaret's Place and extensions to the South Quay frontage, with enclosed inner courtyard. This application relates to No 1 Hanse House, and The Undercroft.

No 1 Hanse House is comprised of 2 later extensions to the original buildings, consisting 1 and 2 storeys respectively; with shop front, windows and entrance facing onto the Hanse House car park to the front of the complex. It is intended to serve hot and cold food and beverages for consumption on and off the premises, with associated retail outlet.

The Undercroft is located on part of the ground floor of the hanseatic wing adjacent to the side car park, with windows to the enclosed inner courtyard. It is intended to serve hot and cold food and beverages for consumption on the premises.

Both the Undercroft and No 1 Hanse House have separate entrances from the South Quay and are also accessible from the main complex.

Residential flats have a dedicated entrance from St Margaret's Lane. Public entrances are available from the South Quay and St Margaret's Place.

Car parking is accessed from the South Quay entrance, which is considered the 'main' public entrance.



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

**Provision of regulated entertainment**

please tick ✓ yes

- 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) performance 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 refreshments**

(if ticking yes, fill in box I)

**Sale by retail of alcohol**

(if ticking yes, fill in box J)

**In all cases complete boxes 'K', 'L' & 'M'**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
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**

<b>Films</b> Standard days and timings (please read guidance note 6)			Will the exhibition of film take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
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**

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

**D**

<b>A boxing or wrestling entertainment</b> Standard timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon			Both		Please give further details here (please read guidance note 3)
Tue					
Wed					
Thur					State any seasonal variation (please read guidance note 4)
Fri					
Sat					
Sun					
Sun					

**E**

<b>Performance of live music</b> Standard timings (please read guidance note 6)			Will the performance of live music take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon	10.00	00.00	Please give further details here (please read guidance note 3)	Both	✓
Tue	10.00	00.00		The performance of live music shall only take place in the Inner Courtyard with the prior approval of Hanse House Management.	
Wed	10.00	00.00			
Thur	10.00	00.00	State any seasonal variation (please read guidance note 4)		
Fri	10.00	01.00	Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	10.00	01.00			
Sun	10.00	01.00	New Year's Eve: 10.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 10.00 – 01.00.		

**F**

<b>Playing of recorded music</b> Standard timings (please read guidance note 6)			Will the playing of recorded music take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
Mon	10.00	00.00	Please give further details here (please read guidance note 3)	Both	✓
Tue	10.00	00.00		The playing of recorded music shall only take place in the Inner Courtyard with the prior approval of Hanse House Management.	
Wed	10.00	00.00			
Thur	10.00	00.00	State any seasonal variation (please read guidance note 4)		
Fri	10.00	01.00	Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (p read guidance note 5)		
Sat	10.00	01.00			
Sun	10.00	01.00	New Year's Eve: 10.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 10.00 – 01.00.		

**G**

<b>Performance of dance</b> Standard timings (please read guidance note 6)			Will the performance of dance take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variation (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

**H**

<b>Entertainment of a similar description to that falling within (e), (f) or (g) Standard timings</b> (please read guidance note 6)			Please give a description of the type of entertainment you will be providing:		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Will the entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoor	
Mon				Outdoor	
Tue			Please give further details here (please read guidance note 3)		
Wed			State any seasonal variation (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

I

<b>Late night refreshment</b> Standard timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give further details here (please read guidance note 3)		
Mon	23.00	00.00	To allow for the sale of hot, non-alcoholic beverages within the same standard timings as the sale of alcohol on the premises.		
Tue	23.00	00.00			
Wed	23.00	00.00	State any seasonal variation (please read guidance note 4)		
Thur	23.00	00.00	Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5) New Year's Eve: 23.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 23.00 – 01.00.		
Fri	23.00	01.00			
Sat	23.00	01.00			
Sun	23.00	01.00			

\*Note: 'Late Night Refreshment' is only licensable between the hours of 11pm & 5am.

J

<b>Supply of alcohol</b> Standard timings (please read guidance note 6)			Will the sale of alcohol be for consumption – please tick ✓ (please read guidance note 6)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	State any seasonal variation (please read guidance note 4)		
Mon	10.00	00.00			
Tue	10.00	00.00			
Wed	10.00	00.00	Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5) New Year's Eve: 10.00 – 02.00. At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 10.00 – 01.00.		
Thur	10.00	00.00			
Fri	10.00	01.00			
Sat	10.00	01.00			
Sun	10.00	01.00			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (DPS)**

Name: LINDSAY ABEL

Address:

.....

Postcode: .....

Personal Licence number (if known): PA0017.....

Issuing licensing authority (if known): BRECKLAND.....

**K**

Please highlight any services, activities, 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)

**L**

<b>Hours premises are open to the public</b> Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	08.30	00.30	Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)
Tue	08.30	00.30	
Wed	08.30	00.30	
Thur	08.30	00.30	
Fri	08.30	01.30	
Sat	08.30	01.30	
Sun	08.30	01.30	

New Year's Eve: 08.30 – 02.30.  
At such times as Hanse House is holding a special event, or there is such an occasion, including but not limited to a Hanseatic or other festival or similar held in the town, and this event falls Mon-Thurs: 08.30 – 01.00.

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

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

The sale of alcohol shall only take place in the Inner Courtyard with the prior approval of Hanse House Management.

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

All exterior doors shall be fitted with 5 lever mortice locks and if opening outwards shall have their hinges supported by hinge bolts, as permitted by Listed Building Consent.

Emergency escape night latches shall be fitted as appropriate on escape routes to allow keyless exit in the event of an emergency.

**c) Public safety**

Nothing beyond existing Health and Safety / Fire Safety requirements.

**d) The prevention of public nuisance**

The Duty Manager shall facilitate the dispersal of clientele in a swift, efficient and safe manner.

The area immediately surrounding the premises shall be cleared of all waste food, food containers, wrapping, etc. at the end of trading each day and placed in a container appropriate for the storage and disposal of such wastes.

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

Nothing beyond existing legislative requirements.



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

**Checklist**

Please tick/ yes

- |   |  |                                     |
|---|--|-------------------------------------|
| 1 | I have made or enclosed payment of the fee. Cheques should be made payable to 'BCKLWN':  | <input checked="" type="checkbox"/> |
| 1 | I have enclosed two sets of plans of the premises:   | <input checked="" type="checkbox"/> |
| 1 | I have sent you the original application and copies including the plan to the 'responsible authorities' (details on front page): | <input checked="" type="checkbox"/> |
| 1 | I have enclosed the consent form completed by the individual I wish to be premises supervisor (if applicable):                   | <input checked="" type="checkbox"/> |
| 1 | I will send / <del>enclose</del> my Certificate of Service:  | <input checked="" type="checkbox"/> |
| 1 | I understand that I must now advertise the application both in a newspaper and on the premises:                                  | <input checked="" type="checkbox"/> |
| 1 | I will send / <del>enclose</del> the Certificate of Display:   | <input checked="" type="checkbox"/> |
| 1 | I will send a copy of the advert once it has appeared in the newspaper   | <input checked="" type="checkbox"/> |
| 1 | I understand that if I do not comply with the above requirements my application may be rejected:                                 | <input checked="" type="checkbox"/> |

**It is an offence, liable to conviction to a fine up to level 5 on the standard scale (£5,000) under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this action.**

**The council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request.**

Signature of applicant (the current premises licence holder) 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: ..... *G. Lee* ..... Date: *25/01/2013* .....

Capacity: ..... *Proprietor* .....

Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (Please read guidance note 12) If signing on behalf of the applicant please state in what capacity.

Signature: ..... Date: .....

Capacity: .....

Our ref: MAU 20855  
Please ask for: Katherine Jones  
Direct dial: (01553) 616654  
Direct fax: (01553) 773026  
E-mail: Katherine.jones@west-norfolk.gov.uk

**Appendix 3 to  
Report to Licensing Sub-Committee  
Re: Hanse House  
Dated 28th February 2013**

Head of Environmental Health and Housing  
**Andy Piper**

Hanse House  
South Quay  
Kings Lynn  
Norfolk  
PE30 5GN

**Environmental Health and Housing**

20<sup>th</sup> February 2013.

Dear Kirsty Gauntly,

**Premises Licence Application: Hanse House, Kings Lynn, South Quay, Kings Lynn, Norfolk, PE30 5GN.**

I write in connection with your application under the Licensing Act 2003 for the above mentioned premises.

Having considered and discussed the application with you, I have expressed my concerns of the hours for regulated entertainment applied for. This is due to the location of premises being nearby to a residential area and there are also residential accommodation proposed within the premises. With regards to your argument of other existing licensed premises in the area, each license application is assessed on a case by case merit, taking into account the type of premises and intended use and its location. I have also taken into consideration that current licensed premises near the vicinity, i.e. Town Hall and The Bank House have regulated entertainment permitted until midnight only. I am therefore of the opinion that the following recommendations would not impose an unreasonable restriction on the business whilst safeguarding residents from potential public nuisance.

Therefore, I wish to make the following representations:

### **The prevention of public nuisance**

In light of the above concerns in order to prevent any public nuisance from noise disturbance to local residents, **I will be recommending that the following conditions should be attached to your licence:**

- Provisions for regulated entertainment E and F outdoors (i.e. the inner court yard) shall only be permitted from 10.00hrs to 22.00hrs Monday to Saturdays and at no times on Sunday, as in accordance with planning requirements.
- Provisions for regulated entertainment E and F indoors to be permitted for the following hours:



INVESTOR IN PEOPLE

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
Tel: (01553) 616200; fax: (01553) 691663  
Minicom: (01553) 616705; DX 57825 KING'S LYNN

Chief Executive – **Ray Harding** Deputy Chief Executive – **David Thomason**

Monday 10.00 to 23.00  
Tuesday 10.00 to 23.00  
Wednesday 10.00 to 23.00  
Thursday 10.00 to 23.00  
Friday 10.00 to midnight  
Saturday 10.00 to midnight  
Sunday 10.00 to 23.00

- Within 28 days from the start date of the licence, a detailed noise management plan shall be submitted to and agreed by the CSNN team from the Borough Council of King's Lynn and West Norfolk (BCKLWN). The noise management plan shall include an agreed noise level that shall be measured between the hours of 23.00 and 24.00 on a Friday or Saturday night and shall be expressed as an LAeq 5min at monitoring locations agreed by BCKLWN

I would like to draw your attention to the following information.

### **General Guidance**

Our role in Community Safety and Neighbourhood Nuisance is to prevent dis-amenity and nuisance. With good management there is no reason that the activities you are permitted to provide under the terms of the license, (if permitted) should cause dis-amenity or nuisance. However, noise from people can be difficult to control and we would ask you to read and consider the following suggestions. These are not to be attached to your license but are simply to provide you with information on how to manage the premises effectively without causing dis-amenity.

- ❖ Signs may be displayed on any entrance and exit to the premises requiring that customers respect the neighbours and do not cause unreasonable disturbance to residents.
- ❖ Regular checks of any outdoor area to ensure that excessive noise or anti social behaviour is not occurring.
- ❖ Ensuring that windows and doors are kept shut to avoid noise outbreak.
- ❖ Use of the South Quay entrance for customers
- ❖ Identify a suitable location for smoking area to avoid unreasonable noise disturbance for residents.
- ❖ Liaising with the Police or other relevant authority if anti social behaviour or noisy activity is occurring that requires their assistance.

By ensuring the above practices are adhered to there is no reason that dis-amenity will be experienced by any neighbouring property.

Yours sincerely

Katherine Jones  
Environmental Health Officer  
Community Safety & Neighbourhood Nuisance Team

**THIS LETTER CAN BE MADE AVAILABLE IN LARGE PRINT AND OTHER LANGUAGES UPON REQUEST.**

Our ref: MAU 20855  
Please ask for: Katherine Jones  
Direct dial: (01553) 616654  
Direct fax: (01553) 773026  
E-mail: Katherine.Jones@west-norfolk.gov.uk

Head of Environmental Health and Housing  
**Andy Piper**

**Environmental Health and Housing**

Ms Kirsty Gauntly  
Hanse House  
South Quay  
Kings Lynn  
Norfolk  
PE30 5GN

20<sup>th</sup> February 2013

**Premises Licence Application: Hanse House**

**Address of Premises: Hanse House, Kings Lynn, South Quay, Kings Lynn, Norfolk, PE30 5GN**

**Recommended conditions;**

- Provisions for regulated entertainment E and F outdoors (i.e. the inner court yard) shall only be permitted from 10.00hrs to 22.00hrs Monday to Saturdays and at no times on Sunday, as in accordance with planning requirements.
- Provisions for regulated entertainment E and F indoors to be permitted for the following hours:

Monday 10.00 to 23.00  
Tuesday 10.00 to 23.00  
Wednesday 10.00 to 23.00  
Thursday 10.00 to 23.00  
Friday 10.00 to midnight  
Saturday 10.00 to midnight  
Sunday 10.00 to 23.00

- Within 28 days from the start date of the licence, a detailed noise management plan shall be submitted to and agreed by the CSNN team from the Borough Council of King's Lynn and West Norfolk (BCKLWN). The noise management plan shall include an agreed noise level that shall be measured between the hours of 23.00 and 24.00 on a Friday or Saturday night and shall be expressed as an LAeq 5min at monitoring locations agreed by BCKLWN

**To applicant/s: please sign below as confirmation that you agree or disagree with the proposed changes to the Premises Licence Application.**

I acknowledge receipt of the Environmental Health representations dated 20<sup>th</sup> February 2013, in connection with the application for the premises shown above. **I agree with the recommended conditions in the accompanying letter.**

Signed.....

Name.....

Date.....

Our ref: MAU 20856  
Please ask for: Katherine Jones  
Direct dial: (01553) 616654  
Direct fax: (01553) 773026  
E-mail: Katherine.jones@west-norfolk.gov.uk

**Appendix 4 to  
Report to Licensing Sub-Committee  
Re: No 1 & The Undercroft, Hanse House  
Dated 28th February 2013**

Head of Environmental Health and Housing  
**Andy Piper**

**Environmental Health and Housing**

No1 and The Undercroft  
Hanse House  
South Quay  
Kings Lynn  
Norfolk  
PE30 5GN

20<sup>th</sup> February 2013.

Dear Kirsty Gauntly,

**Premises Licence Application: No 1 and The Undercroft, Hanse House, Kings Lynn, South Quay, Kings Lynn, Norfolk, PE30 5GN.**

I write in connection with your application under the Licensing Act 2003 for the above mentioned premises.

Having considered and discussed the application with you, I have expressed my concerns of the hours for regulated entertainment applied for. This is due to the location of premises being nearby to a residential area and there are also residential accommodation proposed within the premises. With regards to your argument of other existing licensed premises in the area, each license application is assessed on a case by case merit, taking into account the type of premises and intended use and its location. I have also taken into consideration that current licensed premises near the vicinity, i.e. Town Hall and The Bank House have regulated entertainment permitted until midnight only. I am therefore of the opinion that the following recommendations would not impose an unreasonable restriction on the business whilst safeguarding residents from potential public nuisance.

Therefore, I wish to make the following representations:

### **The prevention of public nuisance**

In light of the above concerns in order to prevent any public nuisance from noise disturbance to local residents, **I will be recommending that the following conditions should be attached to your licence:**

- Provisions for regulated entertainment E and F outdoors (i.e. the inner court yard) shall only be permitted from 10.00hrs to 22.00hrs Monday to Saturdays and at no times on Sunday, as in accordance with planning requirements.
- Provisions for regulated entertainment E and F indoors to be permitted for the following hours:



INVESTOR IN PEOPLE

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
Tel: (01553) 616200; fax: (01553) 691663  
Minicom: (01553) 616705; DX 57825 KING'S LYNN

Chief Executive – **Ray Harding** Deputy Chief Executive – **David Thomason**

Monday 10.00 to 23.00  
Tuesday 10.00 to 23.00  
Wednesday 10.00 to 23.00  
Thursday 10.00 to 23.00  
Friday 10.00 to midnight  
Saturday 10.00 to midnight  
Sunday 10.00 to 23.00

- Within 28 days from the start date of the licence, a detailed noise management plan shall be submitted to and agreed by the CSNN team from the Borough Council of King's Lynn and West Norfolk (BCKLWN). The noise management plan shall include an agreed noise level that shall be measured between the hours of 23.00 and 24.00 on a Friday or Saturday night and shall be expressed as an LAeq 5min at monitoring locations agreed by BCKLWN

I would like to draw your attention to the following information.

### **General Guidance**

Our role in Community Safety and Neighbourhood Nuisance is to prevent dis-amenity and nuisance. With good management there is no reason that the activities you are permitted to provide under the terms of the license, (if permitted) should cause dis-amenity or nuisance. However, noise from people can be difficult to control and we would ask you to read and consider the following suggestions. These are not to be attached to your license but are simply to provide you with information on how to manage the premises effectively without causing dis-amenity.

- ❖ Signs may be displayed on any entrance and exit to the premises requiring that customers respect the neighbours and do not cause unreasonable disturbance to residents.
- ❖ Regular checks of any outdoor area to ensure that excessive noise or anti social behaviour is not occurring.
- ❖ Ensuring that windows and doors are kept shut to avoid noise outbreak.
- ❖ Use of the South Quay entrance for customers
- ❖ Identify a suitable location for smoking area to avoid unreasonable noise disturbance for residents.
- ❖ Liaising with the Police or other relevant authority if anti social behaviour or noisy activity is occurring that requires their assistance.

By ensuring the above practices are adhered to there is no reason that dis-amenity will be experienced by any neighbouring property.

Yours sincerely

Katherine Jones  
Environmental Health Officer  
Community Safety & Neighbourhood Nuisance Team

**THIS LETTER CAN BE MADE AVAILABLE IN LARGE PRINT AND OTHER LANGUAGES UPON REQUEST.**

Our ref: MAU 20856  
Please ask for: Katherine Jones  
Direct dial: (01553) 616654  
Direct fax: (01553) 773026  
E-mail: Katherine.Jones@west-norfolk.gov.uk

Head of Environmental Health and Housing  
**Andy Piper**

**Environmental Health and Housing**

Ms Kirsty Gauntly  
No1 and The Undercroft  
Hanse House  
South Quay  
Kings Lynn  
Norfolk  
PE30 5GN

20<sup>th</sup> February 2013

**Premises Licence Application: No 1 and The Undercroft**

**Address of Premises: No 1 and The Undercroft, Hanse House, Kings Lynn, South Quay, Kings Lynn, Norfolk, PE30 5GN**

**Recommended conditions;**

- Provisions for regulated entertainment E and F outdoors (i.e. the inner court yard) shall only be permitted from 10.00hrs to 22.00hrs Monday to Saturdays and at no times on Sunday, as in accordance with planning requirements.
- Provisions for regulated entertainment E and F indoors to be permitted for the following hours:

Monday 10.00 to 23.00  
Tuesday 10.00 to 23.00  
Wednesday 10.00 to 23.00  
Thursday 10.00 to 23.00  
Friday 10.00 to midnight  
Saturday 10.00 to midnight  
Sunday 10.00 to 23.00

- Within 28 days from the start date of the licence, a detailed noise management plan shall be submitted to and agreed by the CSNN team from the Borough Council of King's Lynn and West Norfolk (BCKLWN). The noise management plan shall include an agreed noise level that shall be measured between the hours of 23.00 and 24.00 on a Friday or Saturday night and shall be expressed as an LAeq 5min at monitoring locations agreed by BCKLWN



**To applicant/s: please sign below as confirmation that you agree or disagree with the proposed changes to the Premises Licence Application.**

I acknowledge receipt of the Environmental Health representations dated 20<sup>th</sup> February 2013, in connection with the application for the premises shown above. **I agree with the recommended conditions in the accompanying letter.**

Signed.....

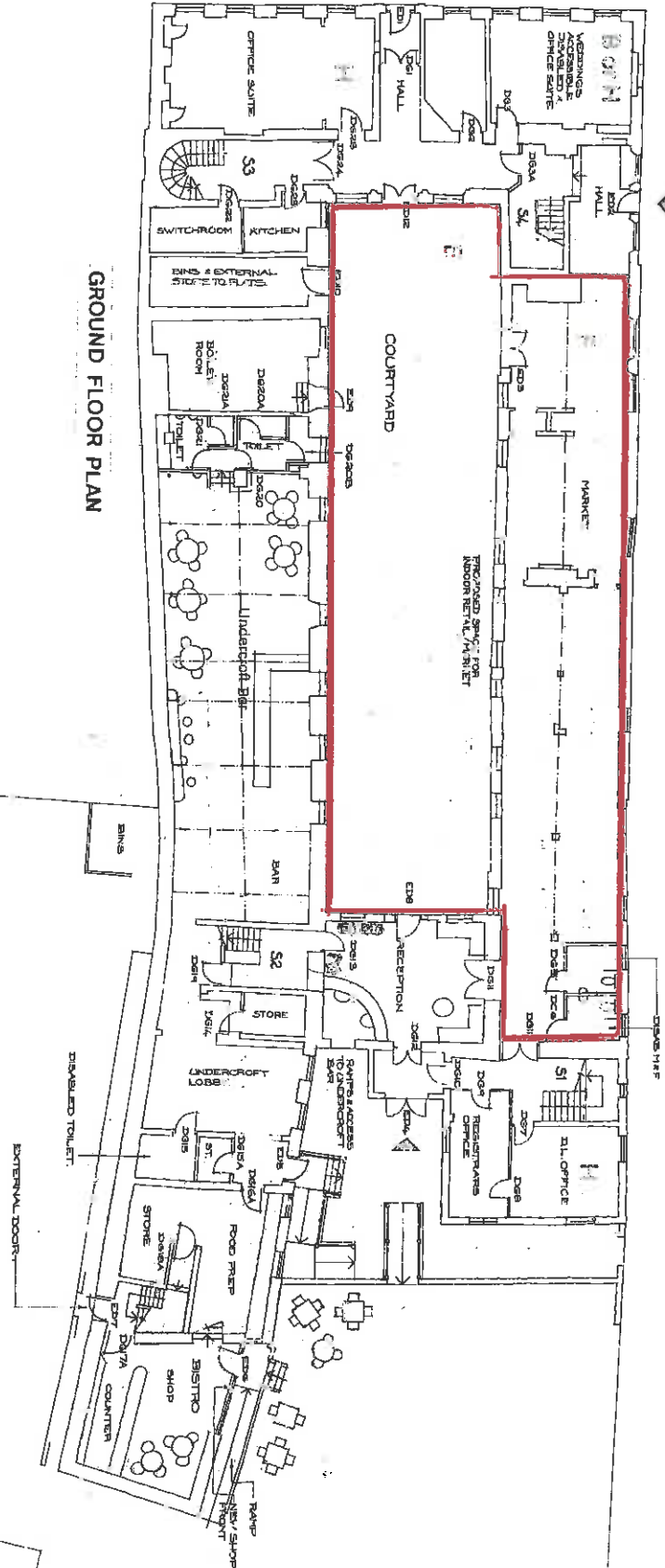
Name.....

Date.....

**'Hanse House' and 'No. 1 & the Under-croft'**  
**Objectors – Other Persons**

<u>Flag</u>	<u>Name &amp; Address</u>		
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			

**Hanse House, King's Lynn, PE30 5GN**



GROUND FLOOR PLAN

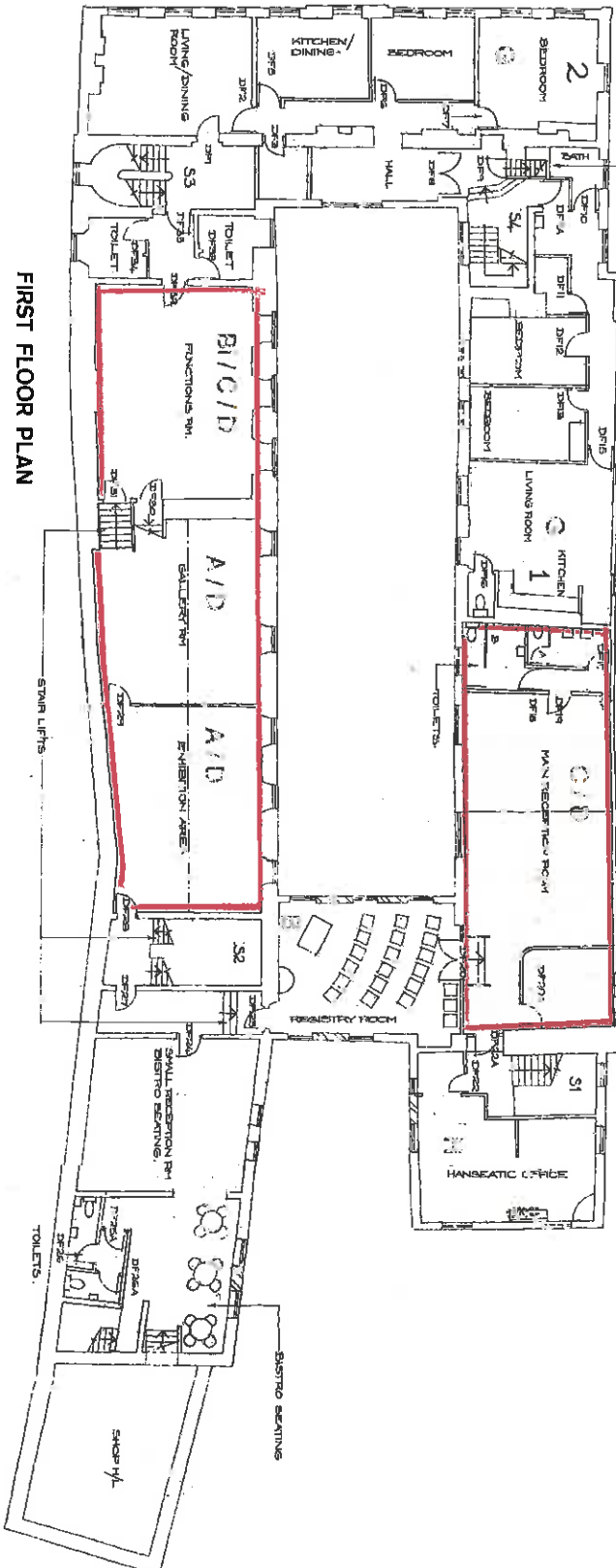
CAR PARK

D. SCARLE, NASH & ASSOCIATES  
 CONSULTING ARCHITECTS  
 201-203, MARKET STREET, KING'S LYNN, PE30 1JG  
 TEL: 01553 833333 FAX: 01553 833334  
 WWW.DSCARLE.COM

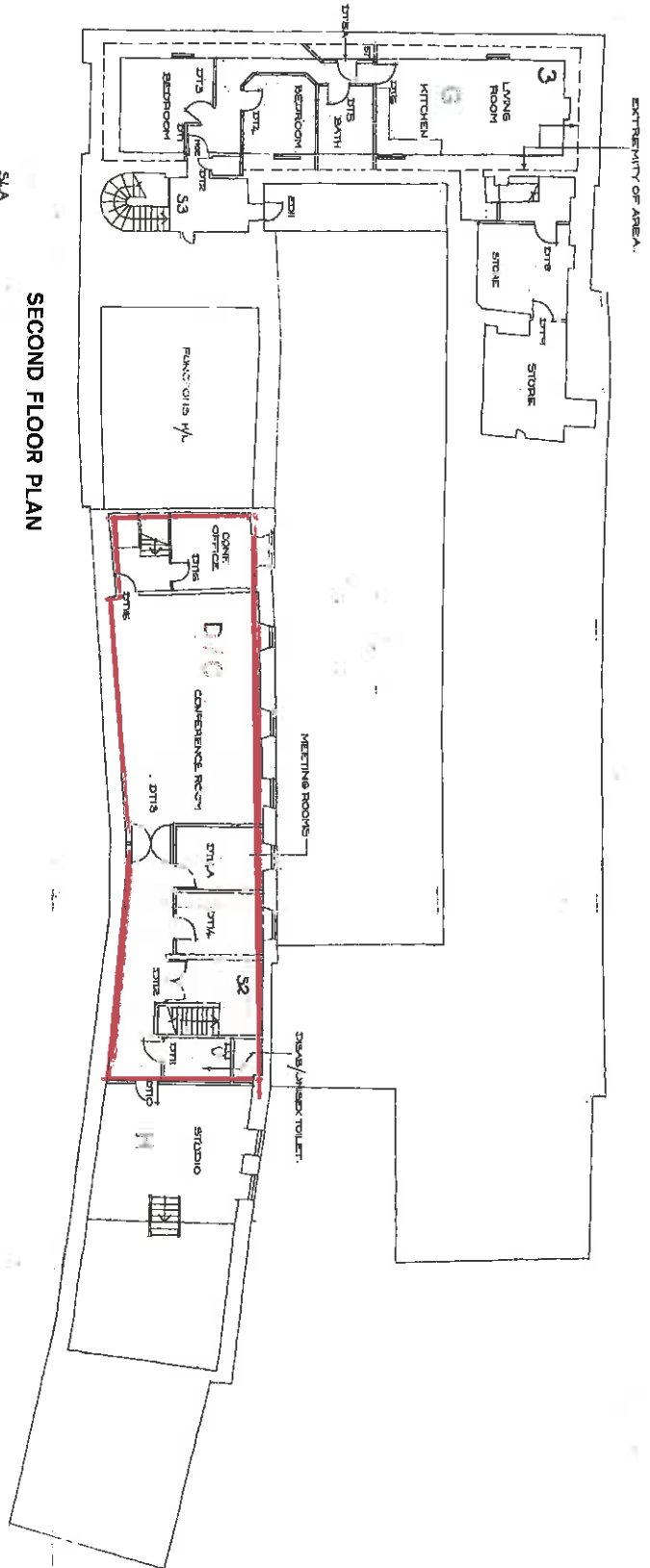
HANSE HOUSE  
 KING'S LYNN

PROPOSALS  
 1:100  
 DEC 11, 2010

03340 200 D



FIRST FLOOR PLAN



SECOND FLOOR PLAN

EXTREMITY OF AREA.

GRANDS MAJOR ARRANGEMENTS.  
 CLOTTING ARRANGEMENTS BASED ON  
 BUILDING RULES, PUBLIC ACTION  
 AND THE HANSEATIC HOUSE  
 AND THE HANSEATIC HOUSE

HANSEATIC HOUSE  
 KING'S LANE

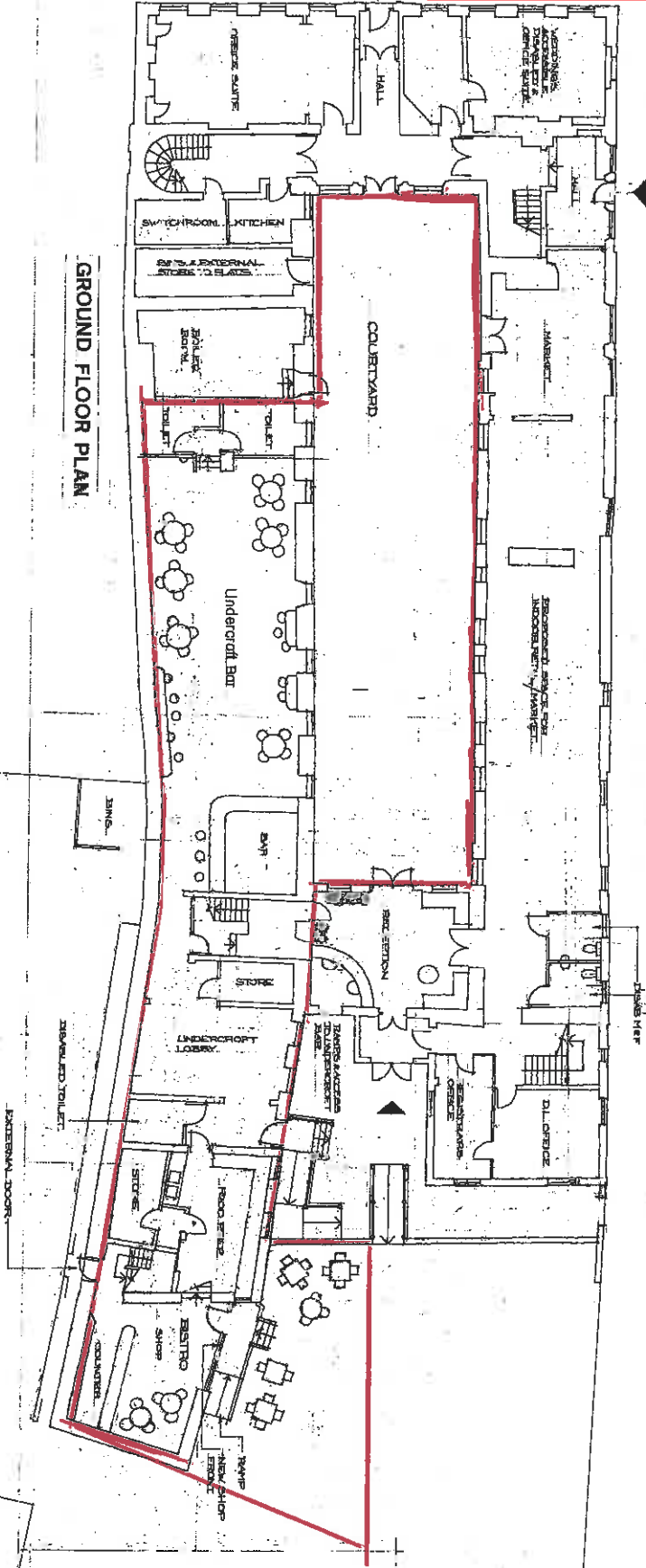
PROPOSALS


 The Hanseatic House  
 100 King's Lane  
 London E14 6AP  
 Tel: 020 7463 1000  
 Fax: 020 7463 1001  
 Email: info@hanseatichouse.com  
 Website: www.hanseatichouse.com

0840 201 D

**No 1 & The Undercroft, Hanse House, King's Lynn, PE30 5GN**

GROUND FLOOR PLAN



CAR PARK

A 2/21 12/ PLANNING PERMISSIONS

**HANSE HOUSE**  
 KING'S LYNN

**PROPOSALS**

Chartered Architect  
 The Lames Lynn Road  
 Kings Lynn, King's Lynn  
 Norfolk, PE30 5SN  
 Tel: 01553 822222  
 Fax: 01553 822222  
 Email: info@proposals.co.uk

DATE: 11/10/12  
 SCALE: 1:100  
 DRAWING NO: 0840\_2001

**Hanse House' and 'No. 1 & the Under-croft'  
Location Plans**



Approx 50 metres

**Three Crowns, South Quay (2)**

**Hanse House**



(c) Crown copyright. All rights reserved. 100024314 - 2 13.

**Hanse House**

**Hampton Court (4)**

**Nelson Street (13)**

**Priory Lane (4)**