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| service_team_name | Licensing Team |
| service_email_addresses | |
| Your Details | |
| Correspondence | |
| Correspondence Email | |
| Confirm Email | |
| Name | Highley Manor Venue Ltd |
| Premises licence number | PWA0266 |
| Premises | |
| Name of premises | Highley Manor |
| Does your premises have a postal address? | Yes |
| Postal address of premises or, if none, ordnance survey map reference or description | Crawley Lane Balcombe, Haywards Heath UK RH17 6LA |
| Tel: (at premises) | |
| Email | |
| Non-domestic rateable value of premises. | £33001 - £87000 |
| Current Premises Licence | |
| Please describe briefly, the nature of the proposed variation | We would like to extend our performance of dance, live music and playing of recorded music licence to the outdoor space between the hours of 11.00am and 6.00pm. We would like to extend the hours of playing of record music to the hours from 8am to midnight Sunday to Thursday and to 1.00am Friday and Saturday We would also like to extend the sales by retail of alcohol to the are area marked as bar and reception on the attached planning. |
| Attach the premises licence (or relevant part of it) | |
| If you have not attached the premises licence or relevant part of it, please give your reasons: | |
| Applicant Details | |
| Current postal address if different | |

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| from premises address | |
| Phone | |
| Email | |
| Operating Schedule | |
| Do you want the proposed variation to have effect as soon as possible? | |
| Yes | |
| Operating Schedule | |
| If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend | |
| 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. | |
| Wedding Venue. Highley Manor dose now almost only weddings. The extension of the music licence to the outside area is requested because when the ceremony is taking place outside, the couple may requests some background music to be plaid before and after the ceremony during the drink reception, | |
| Activities | |
| Plays | |
| Will you be provisioning Plays? | |
| No | |
| Monday | |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |
| Saturday | |
| Sunday | |
| Films | |

| | | |
|--|-------|-----|
| Will you be provisioning Films? | | No |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Indoor Sports | | |
| Will you be provisioning Indoor Sporting events? | | No |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Boxing or wrestling | | |
| Will you be provisioning boxing or wrestling events? | | No |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Live Music | | |
| Will you be provisioning Live Music? | | Yes |
| Monday | | |
| Start Time | 11:00 | |
| End Time | 00:00 | |
| Tuesday | | |

| | |
|---|--|
| Start Time | 11:00 |
| End Time | 00:00 |
| Wednesday | |
| Start Time | 11:00 |
| End Time | 00:00 |
| Thursday | |
| Start Time | 11:00 |
| End Time | 00:00 |
| Friday | |
| Start Time | 11:00 |
| End Time | 01:00 |
| Saturday | |
| Start Time | 11:00 |
| End Time | 01:00 |
| Sunday | |
| Start Time | 11:00 |
| End Time | 00:00 |
| Where will the performance of live music take place? Indoors may include a tent. | Indoors and outdoors |
| Please state 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. | Outdoor amplified and unamplified back ground music outdoor is only requested between the hours of 11:00am and 18:00 before and after the ceremony |
| State any seasonal variations for performing live music: For example (but not exclusively) where the activity will occur on additional days during the summer months. | All year |
| Non standard timings. Where the premises intends to | Friday and Saturday. |

use the premises for the performance of live music at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Recorded Music

Will you be provisioning Recorded Music?

Monday

| | |
|-------------------|-------|
| Start Time | 08:00 |
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| | |
|-----------------|-------|
| End Time | 00:00 |
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Tuesday

| | |
|-------------------|-------|
| Start Time | 08:00 |
|-------------------|-------|

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|-----------------|-------|
| End Time | 00:00 |
|-----------------|-------|

Wednesday

| | |
|-------------------|-------|
| Start Time | 08:00 |
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| | |
|-----------------|-------|
| End Time | 00:00 |
|-----------------|-------|

Thursday

| | |
|-------------------|-------|
| Start Time | 08:00 |
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|-----------------|-------|
| End Time | 00:00 |
|-----------------|-------|

Friday

| | |
|-------------------|-------|
| Start Time | 08:00 |
|-------------------|-------|

| | |
|-----------------|-------|
| End Time | 01:00 |
|-----------------|-------|

Saturday

| | |
|-------------------|-------|
| Start Time | 08:00 |
|-------------------|-------|

| | |
|-----------------|-------|
| End Time | 01:00 |
|-----------------|-------|

Sunday

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|-------------------|-------|
| Start Time | 08:00 |
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|-----------------|-------|
| End Time | 00:00 |
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Where will the playing of recorded music take place? Indoors and outdoors
Indoors may include a tent.

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| Please state 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. | Amplified back ground music to be able to be played inside from 08.00am to midnight or 1am at week end and outside only between 11.00am and 6.00pm before during and after the civil ceremony when done outside. |
| State any seasonal variations for playing recorded music: For example (but not exclusively) where the activity will occur on additional days during the summer months. | all year |
| Non standard timings. Where the premises intends to use the premises for the playing of recorded music at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve. | Friday and Saturday |
| Performances of dance | |
| Will you be provisioning Performances of dance? | No |
| Monday | |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |
| Saturday | |
| Sunday | |
| Similar to live music, recorded music or performances of dance | |
| Will you be | Yes |

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| provisioning anything with a similar description to live music, recorded music or Performances of dance? | |
| Monday | |
| Start Time | 11:00 |
| End Time | 18:00 |
| Tuesday | |
| Start Time | 11:00 |
| End Time | 18:00 |
| Wednesday | |
| Start Time | 11:00 |
| End Time | 18:00 |
| Thursday | |
| Start Time | 11:00 |
| End Time | 18:00 |
| Friday | |
| Start Time | 11:00 |
| End Time | 19:00 |
| Saturday | |
| Start Time | 11:00 |
| End Time | 19:00 |
| Sunday | |
| Start Time | 11:00 |
| End Time | 18:00 |
| Please give a description of the type of entertainment that the club will be providing | back ground music and performance before and after the ceremony |
| Where will the entertainment take place? Indoors may include a tent. | Outdoors |
| Please state type of activity to be authorised, if not already stated, and | N/a |

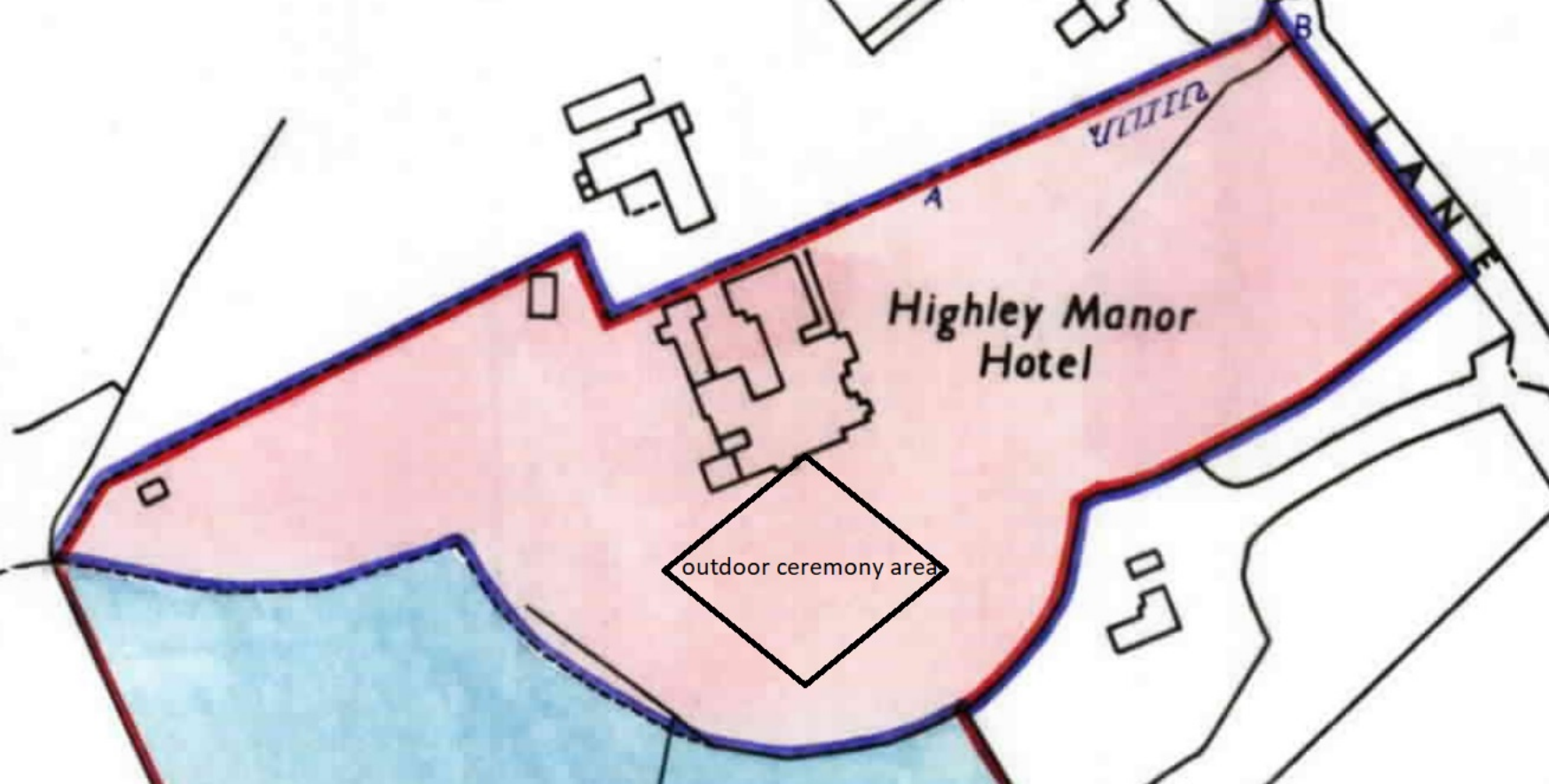
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| give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified. | |
| State any seasonal variations for the entertainment: For example (but not exclusively) where the activity will occur on additional days during the summer months. | |
| all year | |
| Non standard timings. Where the premises intends to use the premises for the entertainment at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve. | |
| week end | |
| Late Night Refreshment | |
| Will you be provisioning any late night refreshment? | |
| Yes | |
| Monday | |
| Start Time | 23:00 |
| End Time | 00:00 |
| Tuesday | |
| Start Time | 23:00 |
| End Time | 00:00 |
| Wednesday | |
| Start Time | 23:00 |
| End Time | 00:00 |
| Thursday | |
| Start Time | 23:00 |
| End Time | 00:00 |
| Friday | |

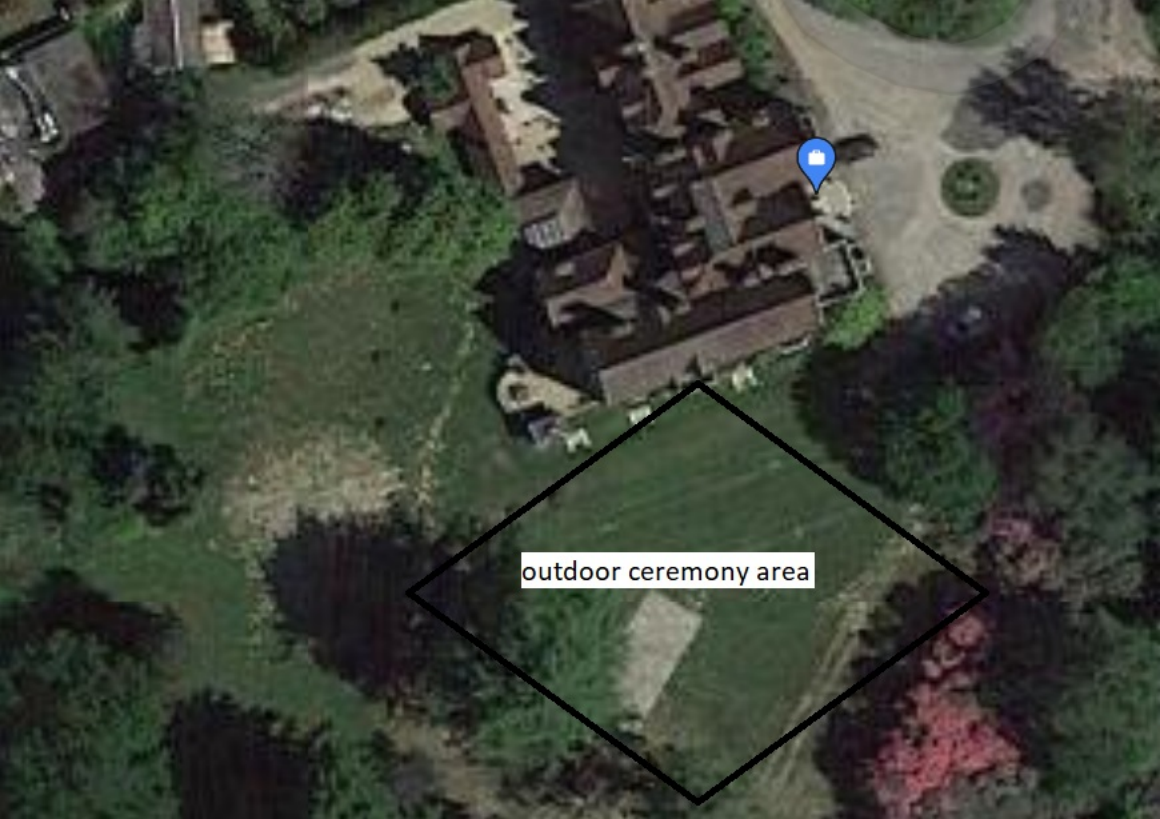
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|--|--|
| Start Time | 23:00 |
| End Time | 01:00 |
| Saturday | |
| Start Time | 23:00 |
| End Time | 01:00 |
| Sunday | |
| Start Time | 23:00 |
| End Time | 00:00 |
| Where will the provision of late night refreshment take place? Indoors may include a tent. | Indoors |
| State any seasonal variations: For example (but not exclusively) where late night refreshment is provided on additional days during the summer months. | We would like to be able to extend late night refreshment for resident guest only over 24 hours. |
| Non standard timings. Where the club intends to use the premises for the provision of late night refreshment at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve. | Friday and Saturday |
| Supply of alcohol | |
| Will you be provisioning any alcohol? | Yes |
| Monday | |
| Start Time | 11:00 |
| End Time | 00:00 |
| Tuesday | |
| Start Time | 11:00 |

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| End Time | 00:00 |
| Wednesday | |
| Start Time | 11:00 |
| End Time | 00:00 |
| Thursday | |
| Start Time | 11:00 |
| End Time | 00:00 |
| Friday | |
| Start Time | 11:00 |
| End Time | 01:00 |
| Saturday | |
| Start Time | 11:00 |
| End Time | 01:00 |
| Sunday | |
| Start Time | 11:00 |
| End Time | 00:00 |
| Where will the supplied alcohol be consumed? | Both on and off premises |
| State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months. | |
| We would like to be able to supply alcohol 24 hours for resident only. all year. Sale of alcohol should be extended to the area signed as Bar on the attached planning | |
| Non standard timings. Where the premises intends to use the premises for the supply of alcohol at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve. | |
| Friday and Saturday | |
| Hours premises is open to the public | |
| Monday | |
| Start Time | 11:00 |

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|---|--|
| End Time | 00:30 |
| Tuesday | |
| Start Time | 11:00 |
| End Time | 00:30 |
| Wednesday | |
| Start Time | 11:00 |
| End Time | 00:30 |
| Thursday | |
| Start Time | 11:00 |
| End Time | 00:30 |
| Friday | |
| Start Time | 11:00 |
| End Time | 01:30 |
| Saturday | |
| Start Time | 11:00 |
| End Time | 01:30 |
| Sunday | |
| Start Time | 11:00 |
| End Time | 00:30 |
| State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months. | all year. |
| Non standard timings. Where you intend to use the premises to be open at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve. | Friday and Saturday |
| Current licence conditions | |
| Please identify those conditions currently imposed on the | The outside music is meant to be only before, during and after the civil ceremony as background and during day hours only. The extension of the inside music is only for back ground music at low level just as back |

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| licence which you believe could be removed as a consequence of the proposed variation you are seeking. | ground. This is to compliment the guest stay and is not meant to be any intrusive. The request to extend the sale of alcohol to resident guest only to 24 hours is in line with all hotels and similar establishment. the are designated as Bar should be allowed for sale of alcohol |
| Adult Entertainment | |
| Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children. | N/A |
| Licensing Objectives | |
| General - all four licensing objectives (b,c,d,e): Please list here steps you will take to promote all four licensing objectives together. | At Highley Manor we have strict rules and regulation in order to avoid wherever possible any of the listed below possible situations. All staff is trained and induction is carried out to maintain and respect the rules and regulation in place. |
| The prevention of crime and disorder: | Highley Manor do not tolerate any type of violence or disorder. Guest are advised even before making a booking at this property. Several rules are in place to prevent possible disorder including checks that the staff carry out regularly. |
| Public safety: | Safety of the staff and guests is a priority at Highley Manor and any possible disruption is taken seriously and actioned accordingly. |
| The prevention of public nuisance: | There are several measures in place including a manual of standard procedure that is communicated to all team in order to avoid any nuisance wherever possible. Highley Manor management team is also happy to work with neighbours and local society and apply any reasonable tools to limit nuisance. |
| The protection of children from harm: | Highley Manor is very keen to make sure children are looked after. There are several procedure in place including challenge 25 and other to make sure children are protected |
| Submit & Pay | |
| Name | Giovanni De Marco |
| Address for correspondence associated with this application | |
| Phone | |
| Email | |
| | |





outdoor ceremony area

Highley Manor
Hotel

07/15838/PRM

Highley Manor
PWA0266

