

## 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 Greentrees Barn Limited

*(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			
Greentrees Barn Limited			
Greentrees Estate			
High Street			
<b>Post town</b>	Balcombe	<b>Postcode</b>	RH17 6JZ
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£0-£4300	

#### 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/limited liability partnership  please complete section (B)
- ii as a partnership (other than limited liability)  please complete section (B)
- 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 (by ticking yes to one box below):

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 type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/> Please tick yes		
<b>Nationality British</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/> Please tick yes		
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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 Greentrees Barn Limited
Address
Registered number (where applicable) 12544729

Description of applicant (for example, partnership, company, unincorporated association etc.) The Operating company for the applicants
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start? DD MM YYYY  
0 1 0 8 2 0 2 1

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

<p>Please give a general description of the premises (please read guidance note 1)</p> <p><b>A new premises being formed into a function hall with lounge area and bar servery for alcohol for use for private functions when hired out. Attached are some suites for accommodation, included in the plan so as to allow sales from the Bar Servery to occupiers who are attending a function.</b></p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. [ ]

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

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- |  |                            |
|--|----------------------------|
| Provision of regulated entertainment (please read guidance note 2)   | Please tick all that apply |
| a) plays (if ticking yes, fill in box A)                             | <input type="checkbox"/>   |
| b) films (if ticking yes, fill in box B)                             | X                          |
| c) indoor sporting events (if ticking yes, fill in box C)            | <input type="checkbox"/>   |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/>   |
| e) live music (if ticking yes, fill in box E)                        | X                          |

- f) recorded music (if ticking yes, fill in box F) X
- 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) X

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

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

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 6)		
Sat					
Sun					

## B

Films Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	12.00	23.00	<b><u>Please give further details here</u></b> (please read guidance note 4) Film will only be shown as part of the entertainment for a pre-booked event such as a wedding or other Corporate Event.		
Tue	12.00	23.00			
Wed	12.00	23.00	<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur	12.00	23.00			
Fri	12.00	24.00	<b><u>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</u></b> (please read guidance note 6)		
Sat	12.00	24.00			
Sun	12.00	24.00			

# C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			



**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 6)		
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input checked="" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  Live Music will only be played as part of the entertainment for a pre-booked event such as a wedding or other Corporate Event.			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)			
Thur						
Fri	12.00	23.00				
Sat	12.00	23.00	<b><u>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</u></b> (please read guidance note 6)			
Sun	12.00	23.00				

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input checked="" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  Recorded Music will only be played as part of the entertainment for a pre-booked event such as a wedding or other Corporate Event.			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)			
Thur			<b><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></b> (please read guidance note 6)			
Fri	12.00	24.00				
Sat	12.00	24.00				
Sun	12.00	24.00				

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	X
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)  There may be some live entertainment given on occasions such as Cabaret but it will only be shown as part of the entertainment for a pre-booked event such as a wedding or other Corporate Event.		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri	12.00	24.00			
Sat	12.00	24.00	<b><u>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</u></b> (please read guidance note 6)		
Sun	12.00	24.00			

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	X
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  Late Night Refreshments will only be available on those nights that a pre-booked event is running after 23.00 for the guests attending.		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri	23.00	24.00	<b><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></b> (please read guidance note 6)		
Sat	23.00	24.00			
Sun	23.00	24.00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)					
Mon	12.00	2300						
Tue	12.00	2300						
Wed	12.00	2300						
Thur	12.00	2300						
Fri	12.00	2400						
Sat	12.00	2400						
Sun	12.00	2400						
						<b>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</b> (please read guidance note 6)		
Thur	12.00	2300						
Fri	12.00	2400						
Sat	12.00	2400						
Sun	12.00	2400						

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b> Simon Lambor	
<b>Date of birth</b>	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b> Mid-Sussex District Council	

## 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 9).

None

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	
Mon	09.00	23.30	<p><b><u>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</u></b> (please read guidance note 6)</p>
Tue	09.00	23.30	
Wed	09.00	23.30	
Thur	09.00	23.30	
Fri	09.00	00.30	
Sat	09.00	00.30	
Sun	09.00	00.30	



## 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 10)  
The premises is primarily a wedding venue as stated but there may be other events organised such as a Corporate Meeting or other private celebration but it will not be open to the public just to come and have a drink or refreshments. So if no event is booked then no Licensable Activities will occur.

Entertainment provided such as Plays, Recorded and Live Music is not classed as licensable due to the small size of the venue only because of the time on Friday, Saturday and Sunday evenings.

The opening hours cover those times when preparation of the event is in hand by the applicants and the venue hirer.

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

1. Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.
  - - The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
  - - CCTV footage will be stored for a minimum of 31 days.
  - - The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.
  - - The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
  - - Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police.
  - - Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
  - - In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

**c) Public safety**

All weddings are pre-booked. At any time an event other than a wedding is intended it will be also pre-booked and a full Risk Assessment of its operation will be available and the police licensing office and Council Licensing Office will be emailed with details of the event. This will normally be well in advance although this time scale may be reduced to a minimum of 24 hours notice if there is direct consultation from the applicants to the relative officers as an extreme circumstance.

The Premises Licence Holder will carry out a Risk Assessment for events and consider the use of SIA Door Staff where needed. The Risk Assessment will be recorded and take into account any advice received from the authorities especially Sussex Police prior to any special event or any up and coming peak trading times.

An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority). The logbook should be kept on the premises and be available for inspection at all times the premises are open by authorised officers and staff of the Licensing Authority or the police.

An incident will be defined as being one which involves an allegation of a criminal offence. Any refusals made for alcohol service e.g. underage, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept for a minimum of twenty-four (24) months.

**d) The prevention of public nuisance**

A Noise Management Plan as approved by Environmental Health will be in place and at all times the premises are open the Responsible Person will monitor sound and if required adjust the installed sound output which is under their full control by reducing it below the set agreed Sound limiter Level.

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

The premises will operate an age verification policy set at a minimum of 25 years, whereby any person attempting to buy alcohol who appears to be under the specified age will be asked for photographic ID to prove their age. Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale as a minimum.

All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed prior to engaging in any sale of alcohol. Refresher training shall be conducted thereafter at intervals of no more than twelve (12) weeks. (this may be verbally delivered) All restricted sales training undertaken by staff members shall be fully documented and

signed by the employee and the DPS. All training records shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.

The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by the Designated Premises Supervisor at intervals of no more than four (4) weeks. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.

After 21:00 hours, all children under 18 years must be accompanied by a responsible adult and may only remain on the premises if attending the pre-booked function or event.

**Checklist:**

**Please tick to indicate agreement**


- I have made or enclosed payment of the fee. X
- I have enclosed the plan of the premises. X
- 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. X
- I understand that I must now advertise my application. X
- I understand that if I do not comply with the above requirements my application will be rejected. X
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

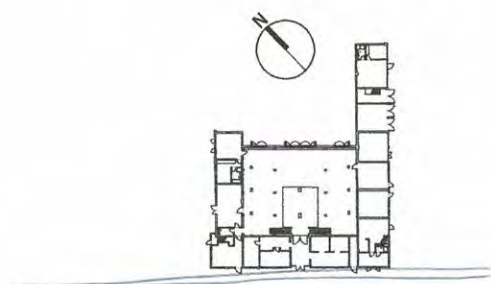
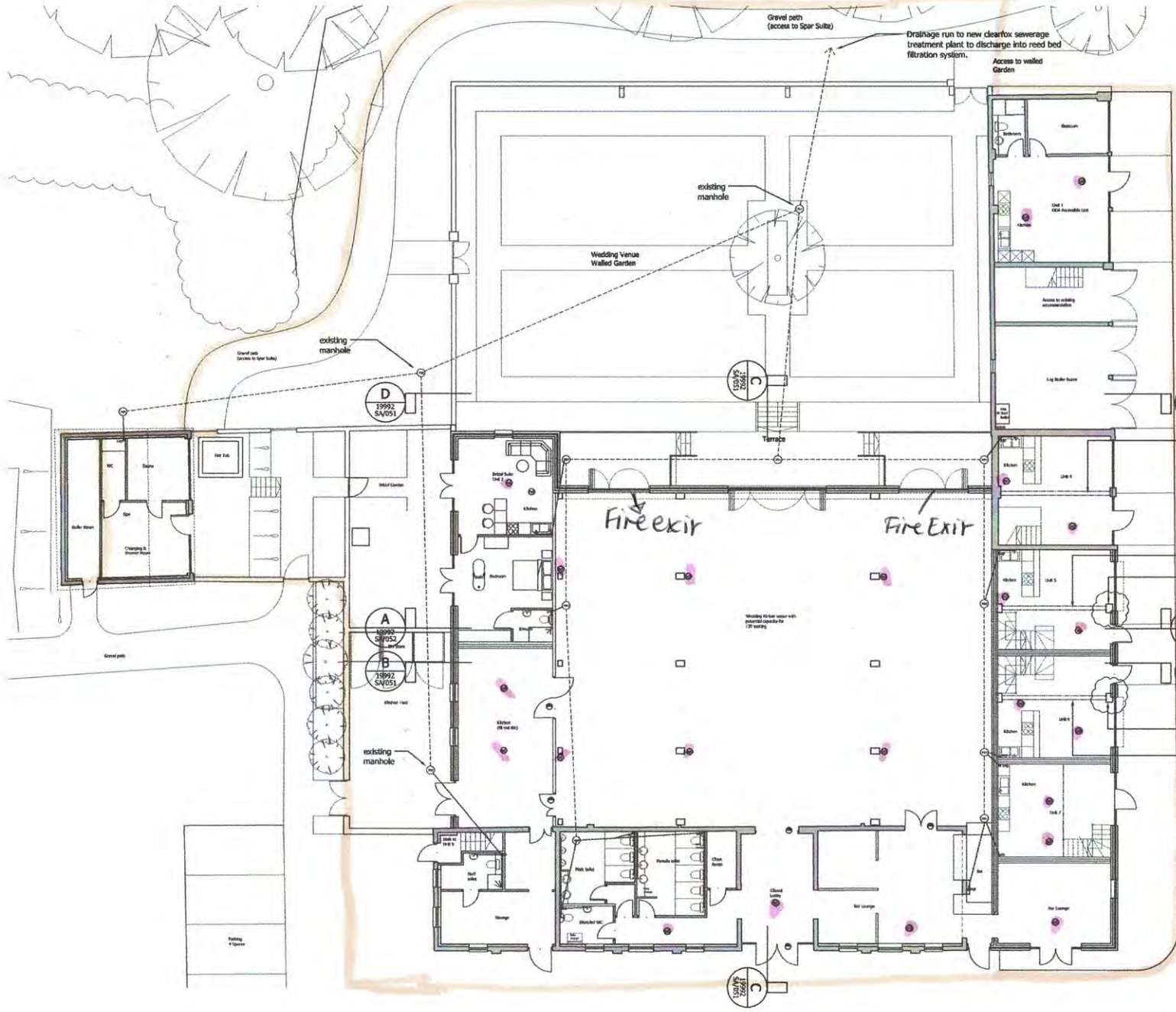
**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	01/04/2021
Capacity	Licensing Consultant

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



Area within to hold license  
Smoke detectors \*

\* each unit has a myst system

- cranked beam at roof level
- cranked beam at roof level
- potential clash of column with window opening
- potential clash of column with window opening
- cranked beam at roof level

Building Regulations  
15.07.20

revision	date	description	drawn	checked
D	15.07.20	Plans amended	md	js
C	19.05.20	Plans amended	md	js
B	02.03.20	Windows Moved	dh	js
A	24.02.20	Generally Updated	dh	js
			md	js

LCE architects UK  
design management consultancy

154-195 Winton Road Brighton BN1 2BB  
T 01273 200910 F 01273 200991 E info@lcearch.com W lcearch.com  
LCE architects a subsidiary of LCE Holdings Ltd BSI 9001:2008 certified

project	scale
Greentree Estate Wedding Venue	1:100@A1
date	19.06.19
client	drawn
Mr & Mrs Lambor	DH
	checked
	js

Proposed Ground Floor Plan

drawing number	revision
19992/SA/010	D

# NOISE MANAGEMENT PLAN

## GREENTREES ESTATE

Greentrees Estate, High Street, Balcombe, RH17 6JZ

### **Site and Setting**

Greentree Barn has been converted from the original redundant and semi derelict Greentree Farm buildings. The venue consists of a substantial new oak barn formed in the position of the original cowshed and milking parlour. The original perimeter buildings comprising out buildings, stores, staff accommodation and milking parlours have been converted into residential accommodation, the bar, toilets and kitchen areas for the venue. These perimeter buildings screen the wedding barn on three sides leaving only the west elevation open. The perimeter walls to the barn venue have been constructed with 225mm concrete block walls lined with sound block plasterboard linings for both structural integrity and as sound insulation.

A new walled garden has been built to enclose the west elevation, providing an attractive outlook for the venue. The enclosing walls are over 2 metres high and offer good sound containment to the venue.

The venue and walled gardens are surrounded by open fields and then woodlands, leading down into a valley. At the bottom of this valley is the main London to Brighton railway line. Across the other side of the valley are dotted farm buildings and several houses.

The closest neighbours to the Greentrees Estate on the east of the property are four houses varying at approximately 400 metres away in the High Street. These residential dwellings are situated on the other side of a large field sloping upwards from the venue and on the far side of the road. The road is bounded on both sides by various mature oak, beech and other native trees. On the border of this field hedging has been planted next to the road to buffer noise in the future when it becomes more established.

### **Proposals**

Greentrees Estate venue will predominantly be used to host weddings and corporate functions. These will be held within the approved licensing hours. The ancillary residential accommodation will be used by the wedding or corporate parties and at other times it will be used as holiday accommodation.

## **Noise Management Controls proposed**

A majority of the noise management control will be set out in the lettings contract with the clients. Live or recorded music will only be played in the function hall within the licensed hours. The only live bands that will be permitted will be those that have been vetted by us and will be on our approved suppliers list. It is believed that this will ensure the best form of noise control as they will be keen to stay on the 'approved list'. They will be required to sign a strict contract that specifies performances will be at a maximum 60 minute intervals, always with a break between and a maximum of 3 hours total playing time. The bands will play on a vocal P.A. system highlighting the singers rather than the base sound.

The sound installation specialists that we have employed to install the equipment (BAV) are supplying a background sound system with a sound processor limiter built in. This will stop the music volume going above a certain level. In addition, there is a control device at the rear of the bar that can mute the sound immediately if necessary.

A manager will be on site during all functions to offer assistance as necessary but also to ensure compliance with the contract agreed at commencement. The bar itself will be operated under the manager and all volume controls are positioned at the rear of the bar.

A responsible person will ensure everyone on site leaves when the event finishes except for those staying in the accommodation overnight. A night-time supervisor will also be on duty to ensure overnight guests return to their individual units at the required time and they will not be permitted to wander around the site late at night. The owners of Greentree Hall will not accept any transgressions of these rules.

The car park is situated at the west of the venue at a considerable distance from the neighbouring properties in High Street. At this distance there should be no disturbance from people congregating before or after the event. Catering vans etc. may drop off deliveries but this will primarily be during normal working hours. Again, we will only be using approved caterers that will be on our suppliers list and they will work to a strict contract that will have rules on noise control.