

Report No.  
ES17089

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** LICENSING SUBCOMMITTEE

**Date:** 14<sup>th</sup> November 2017

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** New Premises Licence Application for Shortlands Golf Club Meadow Road Bromley BR2 0DX

**Contact Officer:** Stephen Phillips  
Tel: 0208 313 4659 E-mail: [steve.phillips@bromley.gov.uk](mailto:steve.phillips@bromley.gov.uk)

**Chief Officer:** Nigel Davies. Executive Director of Environment and Community Services

**Ward:** Bromley Town

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1. Reason for report

To provide Members with information to support them determine this licence application.

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2. **RECOMMENDATION(S)**

**Members are asked to determine this application having taken into account the Councils Statement of Licensing Policy 2016 to 2021, written and oral representations by the applicant and objectors.**

**Members can**

1. Grant the application
2. Grant the application but impose restrictions and conditions
3. Refuse the application.

Impact on Vulnerable Adults and Children

1. Summary of Impact: When making decisions under the Licensing Act 2003 the Council is required to promote the licensing objectives, one of which is the protection of children from harm.
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Corporate Policy

1. Policy Status: Existing Policy: The Council has adopted a Statement of its licensing policy under the Licensing Act 2003 for the period 2016 to 2021
  2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley Regeneration:
- 

Financial

1. Cost of proposal:: Further Details Licensing statutes allow for an appeal to the Magistrates Court against the Councils decision. Should an appeal be made cost are likely to be incurred but it is not possible to quantify these.
  2. Ongoing costs: Non-Recurring Cost: N/A
  3. Budget head/performance centre: 5804008407
  4. Total current budget for this head: £294,910
  5. Source of funding: External Licence Fee
- 

Personnel

1. Number of staff (current and additional): 2 Licensing Officers supported by 3.5 fte admin
  2. If from existing staff resources, number of staff hours:
- 

Legal

1. Legal Requirement: Statutory Requirement: The Council is the Licensing Authority for the Licensing Act 2003. This is a Non-Executive function and is delegated to the General Purposes and Licensing Committee. Where representations are received about a licence application it is referred to a Sub Committee for a hearing and decision.
  2. Call-in: Not Applicable:
- 

Procurement

1. Summary of Procurement Implications: Not applicable
- 

Customer Impact

1. Estimated number of users/beneficiaries (current and projected):
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes Ward Members were notified on the application by email on 13<sup>th</sup> Sept 2017
2. Summary of Ward Councillors comments: Ward Cllrs made representations to this application and they can be found in appendix 2

The following Responsible Authorities were notified about this application and their views sought

Responsible Authority	Date Notified	Comments Further details in Appendix 2
Metropolitan Police	13.09.17	No Comment
Planning Authority	13.09.17	No Comment
Trading Standards Service	13.09.17	No Comment
Public Health Nuisance Team	13.09.17	Objection placed found in appendix 2
Health & Safety Team	13.09.17	No Comment
Child Protection Team	13.09.17	No Comment
Fire Authority	13.09.17	No Comment
Public Health	13.09.17	No Comment

### 3. COMMENTARY

#### 3.1 Licensing Act 2003.

The Licensing Act 2003 states that any premise requires a licence / certificate issued by the Council (premises licence / club premises certificate) where the following activities occur:-

##### **Provision of regulated entertainment**

- a) plays. (Where the audience exceeds 500 people)
- b) films.
- c) indoor sporting events. (Where the audience exceeds 1000 people)
- d) boxing or wrestling entertainment.
- e) live music. (subject to the Live Music Act 2013 exemptions)
- f) recorded music.
- g) performances of dance. (Where the audience exceeds 500 people)

##### **Provision of late night refreshment (between 2300hrs and 0500hrs).**

Supply of alcohol (on and off sales).

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.

Licences / Certificates may be issued subject to any terms, conditions or restrictions the Council feels are appropriate to address any or all of the four licensing objectives.

The Council has previously agreed Bromley's Statement of Licensing Policy for the Period 2016 – 2021.

The Licensing sub Committee must consider the Statement of Licensing Policy and any Special Policy of Cumulative Impact currently in force when making any decisions in respect of these applications.

##### **Description of the Premises**

The premises is a Golf Club which currently benefits from the existence of a Club Premises Certificate shown in appendix 3

##### **Licensing History**

The Club Certificate was issued in 2006 and has remained essentially unchanged to date. The premises currently make use of Temporary Events Notices (Tens) for a number of extensions and privates hire activities. To date in 2017 Two Tens have been applied for.

## Details of the Application

This application is for a new premise licence to either replace or to run concurrently (unknown at this time) with the exiting club certificate. The new premises licence is for longer hours than currently allowed under the existing certificate

A copy of the full application is set out appendix 1

## Representations

During the public consultation period the Council received 12 representations against the application and 0 in support. Copies of these are contained in appendix 2

## 4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

Licensing regimes provide for additional control's through specific permissions to undertake activities. Both the Licensing Act 2003 and Gambling Act 2005 contain licensing objectives which seek to protect particular vulnerable groups. In the case of the Licensing Act 2003 it the protection of children from harm whereas the licensing objectives under the Gambling Act 2005 are wider and seek to protect children and vulnerable adults from being harmed or exploited.

Businesses and the Council are required to promote these objectives in the way they operate or make decisions.

Details of applications under both Acts are referred to the appropriate safeguarding teams for comment.

## 5. POLICY IMPLICATIONS

Both the Licensing Act 2003 and the Gambling Act 2005 require the Council to prepare, consult on and publish statements of their licensing policy. These must be reviewed at least every 5 years under the Licensing Act and 3 years under the Gambling Act.

Members should make decisions in accordance with these polices but are free to depart from them with good reason.

The current polices are -

- Statement of Licensing Policy 2016 – 2021

[http://www.bromley.gov.uk/downloads/file/226/statement\\_of\\_licensing\\_policy\\_2016-2021](http://www.bromley.gov.uk/downloads/file/226/statement_of_licensing_policy_2016-2021)

- Statement of Gambling Policy 2016-2019

[http://www.bromley.gov.uk/downloads/file/325/gambling\\_policy](http://www.bromley.gov.uk/downloads/file/325/gambling_policy)

## 6. FINANCIAL & LEGAL IMPLICATIONS

There are rights of appeal to the Magistrates Court against the decision of the subcommittee under both the Licensing and Gambling Acts. If an appeal were to be lodged there are costs associated with defending it. These are difficult to quantify and the Courts can award costs. In the event of a successful appeal we could pay the costs of the appellant as well as our own. Equally if we successfully defended an appeal it is open to the Court to order our costs to be paid by the appellant.

Parties involved in a hearing before a subcommittee can also seek a Judicial Review if we failed to administer the hearing in accordance with proper procedures.

The Council has adopted a procedure for the conduct of hearings.

<b>Non-Applicable Sections:</b>	Personnel and Procurement implications
Background Documents: (Access via Contact Officer)	Licensing soft file and computer records

# Appendix 1



**Bromley**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@bromley.gov.uk](mailto:licensing@bromley.gov.uk)  
 Telephone: 0208 313 4218

\* required information

### Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

SGC

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

Mark

\* Family name

Wood

\* E-mail

manager@shortlandsgolfclub.com

Main telephone number

Include country code.

Other telephone number

- Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?

- Yes  No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK?

- Yes  No

Business name

Shortlands Golf Club

If your business is registered, use its registered name.

VAT number

-

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company



*Continued from previous page...*Your position in the business Home country 

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name Street District City or town County or administrative area Postcode Country **Section 2 of 21****PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

 Address     OS map reference     Description
**Postal Address Of Premises**Building number or name Street District City or town County or administrative area Postcode Country **Further Details**Telephone number Non-domestic rateable value of premises (£)

**Section 3 of 21****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

**Section 4 of 21****NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

*Continued from previous page...*

Golf Club

**Address**Building number or name Street District City or town County or administrative area Postcode Country **Contact Details**E-mail Telephone number Other telephone number \* Date of birth  /  /   
dd mm yyyy\* Nationality [Documents that demonstrate entitlement to work in the UK](#)**Section 5 of 21****OPERATING SCHEDULE**When do you want the premises licence to start?  /  /   
dd mm yyyyIf you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of 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.

Golf Club

*Continued from previous page...*

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

### Section 6 of 21

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes  No

### Section 7 of 21

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes  No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

SUNDAY

Start End Start End 

Will the exhibition of films take place indoors or outdoors or both?

 Indoors
                 
  Outdoors
                 
  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 8 of 21****PROVISION OF INDOOR SPORTING EVENTS**[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

 Yes
                 
  No
**Section 9 of 21****PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

 Yes
                 
  No
**Section 10 of 21****PROVISION OF LIVE MUSIC**[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve until 03.00

Continued from previous page...

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Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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**Section 11 of 21****PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes  No

**Standard Days And Timings**

MONDAY

Start End Start End 

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start End Start End 

WEDNESDAY

Start End Start End 

THURSDAY

Start End Start End 

FRIDAY

Start End Start End 

SATURDAY

Start End Start End

*Continued from previous page...*

SUNDAY

Start End Start End 

Will the playing of recorded music take place indoors or outdoors or both?

 Indoors
                 
  Outdoors
                 
  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

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.

New Year's Eve until 03.00

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 12 of 21****PROVISION OF PERFORMANCES OF DANCE**[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

 Yes
                 
  No
**Standard Days And Timings**

MONDAY

Start End Start End 

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start End Start End



*Continued from previous page...*

WEDNESDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of dance take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors                     
  Outdoors                     
  Both

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.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve until 03.00

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start

End

Give a description of the type of entertainment that will be provided

*Continued from previous page...*

Will this entertainment take place indoors or outdoors or both?

- Indoors
  Outdoors
  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve until 03.00

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes
  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="00:30"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors                     
  Outdoors                     
  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve until 03.00

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

 Yes
                 
  No
**Standard Days And Timings**

MONDAY

Start End Start End 

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start End Start End 

WEDNESDAY

Start End Start End 

THURSDAY

Start End Start End 

FRIDAY

Start End Start End 

SATURDAY

Start End Start End 

SUNDAY

Start End Start End 

Will the sale of alcohol be for consumption:

 On the premises
                 
  Off the premises
                 
  Both

If the sale of alcohol is for consumption on  
the premises select on, if the sale of alcohol  
is for consumption away from the premises  
select off. If the sale of alcohol is for  
consumption on the premises and away  
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve until 03.00

*Continued from previous page...*

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

*Continued from previous page...*

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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*Continued from previous page...*

SUNDAY

Start

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End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve until 03.30

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 18 of 21**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

b) The prevention of crime and disorder

CCTV cameras / system must be in working condition, in use and recording at all times that licensable activities are taking place. The system must be maintained to ensure it is always fully operational. The images recorded must be of good evidential standard, allow for facial recognition of suspects, be able to record in all lighting conditions and be capable of being downloaded and supplied on request to either an Authorised Officer of the Council or a Metropolitan Police Officer. The recordings should be kept for a minimum of 31 days.

c) Public safety

d) The prevention of public nuisance

The premises will not be hired out to 18th or 21st birthday parties.



*Continued from previous page...*

Signs will be placed within the premises at exits, externally and in the car park asking members, guests and customers to respect neighbours by keeping noise down.

e) The protection of children from harm

The premises will adopt the 'challenge 25 scheme' whereby any person that appears under 25 year of age has to prove they are over 18 by providing identification by means of Passport, Photographic Identity drivers licence or identification card approved by the proof of age standards scheme (PASS) and bearing the PASS logo.

A refusals log to be kept and maintained and available to Police Officers or Council Licensing Officer on request.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

*Continued from previous page...*

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

## Section 20 of 21

### NOTES ON REGULATED ENTERTAINMENT

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21****PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00

*Continued from previous page...*

Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)	<input type="text" value="315.00"/>
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**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/bromley/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**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**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="SGC"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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# Appendix 2

**Double, Paul**

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**Subject:** FW: Shortlands Golf Club Meadow Road Bromley BR2 0DX

On 10 Oct 2017, at 17:29, "Rutherford, Michael, CLLR" <[Michael.Rutherford@bromley.gov.uk](mailto:Michael.Rutherford@bromley.gov.uk)> wrote:

And on the basis of the late night music as well.

Cllr Michael Rutherford  
Bromley Town ward

On 10 Oct 2017, at 17:28, "Rutherford, Michael, CLLR" <[Michael.Rutherford@bromley.gov.uk](mailto:Michael.Rutherford@bromley.gov.uk)> wrote:

Dear Paul,

Thanks very much for letting me know. Having looked into it further, I'm sceptical about the application too. Selling alcohol until 1:30am doesn't sound particularly golf clubby and seems like they want to create a more general events space. Presumably the New Year's Eve issue could be resolved through TENS?

I'd like to object to the application on the basis of the finish time being too late for a very residential area. It would be good to know more about their plans and why they want this license.

Michael

Cllr Michael Rutherford  
Bromley Town ward

**Double, Paul**

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**Subject:** FW: Shortlands Golf Club Meadow Road Bromley BR2 0DX

**From:** Wells, Stephen, Cllr

**Sent:** 10 October 2017 20:32

**To:** Rutherford, Michael, CLLR

**Cc:** Double, Paul; Payne, Ian, Cllr; Dykes, Cllr Nicky; Harmer, William, Cllr

**Subject:** Re: Shortlands Golf Club Meadow Road Bromley BR2 0DX

Paul,

Can we please call this matter into a licensing sub committee.

The four principles of licensing policy are concerned include Public Nuisance, Crime and Disorder, both I would suggest are likely to be adversely impacted by such a late license. Public Safety may indeed also be impacted.

As Cllr Rutherford suggests, TEN could be used in many cases, this license change suggests the use of the clubhouse for regular general events.

Cllr Steve Wells

**Double, Paul**

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**From:** Brewer, Sarah  
**Sent:** 11 October 2017 16:26  
**To:** Double, Paul  
**Subject:** RE: SGC

Hi Paul

The PHNT team would like to object to this application.

This is due to concerns that there has been no consideration given to noise control.

I am in contact with the Golf Club; however no decision has been made by them at present at my suggestions.

I will copy licensing in to the emails.

Kind Regards

Sarah

**Sarah Brewer**  
**Public Health Nuisance Team**  
**London Borough of Bromley**

Tel: 0208 313 4669  
Fax: 0208 313 4450  
Email: [sarah.brewer@bromley.gov.uk](mailto:sarah.brewer@bromley.gov.uk)  
Web: [www.bromley.gov.uk](http://www.bromley.gov.uk)

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**From:** Double, Paul  
**Sent:** 10 October 2017 16:19  
**To:** Brewer, Sarah  
**Subject:** SGC

Forms as required.

If I can be of further assistance, please contact me.

Kind regards

**Paul Double**

Paul Double  
Licensing & Business Support Officer  
London Borough Of Bromley  
[paul.double@bromley.gov.uk](mailto:paul.double@bromley.gov.uk)  
020 8313 4218

**Double, Paul**

---

**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE

**Application Summary**

**Address:** Shortlands Golf Club Meadow Road Bromley BR2 0DX

**Proposal:** Premises Licence

**Case Officer:** Steve Phillips

[Click for further information](#)

**Customer Details**

**Name:**

**Email:**

**Address:** Ravensbourne Avenue BROMLEY

**Comments Details**

**Commenter Type:** Neighbour

**Stance:** Customer objects to the Licensing Application

**Reasons for comment:**

- Crime and Disorder
- Noise Disturbance
- Opening Hours
- Parking
- Public Nuisance
- Traffic

**Comments:** 9:43 AM on 11 Oct 2017 I am a close neighbour. There has already been a significant increase in the number of private parties held at the golf club. The building is not soundproofed and the music and noise levels have increased, presumably through open windows. We are concerned that the application will give rise to: (i) an increase in the volume of noise affecting neighbours beyond current licensing hours; (ii) by giving guests longer access to alcohol, increase levels of anti-social behaviour well into the early hours of the morning; (iii), significant increases in the number of cars and taxis accessing and leaving the site, again well into the early hours.

If the application is permitted, there will be detriment to the local environment and have a negative impact on the quality of life of local residents.

**Double, Paul**

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**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE**Application Summary****Address:** Shortlands Golf Club Meadow Road Bromley BR2 0DX**Proposal:** Premises Licence**Case Officer:** Steve Phillips[Click for further information](#)**Customer Details****Name:****Email:****Address:** Ravensbourne Avenue Bromley**Comments Details****Commenter Type:** Neighbour**Stance:** Customer objects to the Licensing Application**Reasons for comment:**

- Crime and Disorder
- Noise Disturbance
- Opening Hours
- Parking
- Public Nuisance
- Public Safety
- Traffic

**Comments:** 7:58 PM on 10 Oct 2017 This is a quiet residential area and the revised licence proposal will have a severe negative impact on neighbours within Ravensbourne Avenue.

We are located by the golf club car park entrance and exit; used by taxi's and pick ups. We know from experience that most visitors park in Ravensbourne Avenue for access, and the noise at night when people leave the venue is disruptive and unacceptable.

The rear of our property backs on to the clubhouse, the kitchen and entertainment bar. Each of these areas have fully opening windows which raises the noise levels through to our property. This year we have seen a significant increase in the number of private parties and an increase in the music volume through open windows.

There appears to be no noise management control in place and this has impacted on our ability to enjoy quiet occupation of our home.

Any further extension to the licensing hours will further impact adversely on ourselves and in our opinion should not be permitted.

Regards.

**Double, Paul**

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**Subject:** FW: FAO Steve Phillips Ref 17/00634/LAPRE**Sent:** 03 October 2017 15:47**To:** Licensing**Subject:** FAO Steve Phillips Ref 17/00634/LAPRE

Application Reference:	17/00634/LAPRE
Address:	Shortlands Golf Club Meadow Road Bromley BR2 0DX
Licence Category:	Premises Licence
Application Type:	New

Hello

I'd like to object to this license application on the grounds of existing noise disturbances being bad enough - do not want to see this becoming any more regular than it is currently as is already an issue when there are late night events on at the club. It's really unpleasant being woken up, the noise even wakes up my baby in the middle of the night which doesn't seem very fair.

Existing issues with noise from music/DJ that wake us up at night and late night disturbances outside of our house, i.e. people sitting on the front wall talking loudly/kissing and groups of people being loud out on the street waiting for taxis, shouting across the road at each other etc. This only happens on nights after events at the golf club.

I've not got an issue with general noise until say 11pm but when it's 2/3am over the summer it was really horrible and caused a lot of sleepless nights so I would hate this to become a regular occurrence, I think I'd have to consider moving but equally doesn't seem fair on the next person.

If possible I'd rather keep my details private so as not to become a target when I live so close to the club - but please let me know if that is not an option as if needs be I'll have to if my objection would make a difference.

Please can you confirm receipt of my email and let me know if I need to provide any further info?

Many thanks,

**Double, Paul**

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**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE

Regards

Paul D.

**From:** ESD Planning (Group)  
**Sent:** 08 October 2017 17:26  
**To:** Licensing  
**Subject:** Comments for Licensing Application 17/00634/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 5:25 PM on 08 Oct 2017 from.

**Application Summary**

**Address:** Shortlands Golf Club Meadow Road Bromley BR2 ODX  
**Proposal:** Premises Licence  
**Case Officer:** Steve Phillips  
[Click for further information](#)

**Customer Details**

**Name:**  
**Email:**  
**Address:** Ravensbourne Avenue Shortlands Bromley

**Comments Details**

**Commenter Type:** Neighbour  
**Stance:** Customer made comments neither objecting to or supporting the Licensing Application  
**Reasons for comment:**

- Noise Disturbance
- Opening Hours
- Parking
- Traffic

**Comments:** 5:25 PM on 08 Oct 2017 Shortlands Golf Club lies at the end of my back garden and as such, I am very close to any events that take place there.

Although the Club currently hires out its facilities from time to time, and these can be noisy, they tend to be intermittent and therefore can be tolerated.

However, I am very disturbed to see that the Club wishes to extend its licensing hours until 11 pm Mons to Thurs and then until 1am on Fridays and Saturdays and until 12.30 on Sundays. If the licence were granted, this



would be tantamount to living opposite a pub which plays live music, potentially, every night of the week.

When the Club has events, the people who go along tend to be quite noisy and the music can definitely be heard from inside our houses. There are families with children who I'm sure would be very disturbed by this noise.

I understand that the Club wishes to make money but extending its licensing hours to this extent every day of the week shows no respect for its immediate neighbours. Despite their promise that notices would be put in the car park asking people to be quiet, this certainly doesn't happen at the moment.

I would urge the Council to take these comments into account when considering this application. I believe it shows no consideration whatsoever to the people who live adjacent to the Club and I see no reason why it should be licensed until 1 pm at the weekends, disturbing the amenities and peace of the residents.

**Double, Paul**

---

**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE

**Application Summary**

**Address:** Shortlands Golf Club Meadow Road Bromley BR2 0DX

**Proposal:** Premises Licence

**Case Officer:** Steve Phillips

[Click for further information](#)

**Customer Details**

**Name:**

**Email:**

**Address:** Ravensbourne avenue shortlands Kent

**Comments Details**

**Commenter Type:** Local Resident

**Stance:** Customer objects to the Licensing Application

**Reasons for comment:** - Noise Disturbance

**Comments:** 6:35 PM on 10 Oct 2017 Dear Sir

I object to the extension of operating hours for the golf club at the dates and times submitted on the application. On previous occasions over the past year or so when social events have been held at the golf club , I have noticed the music played is not contained to the club house, and is a disturbance to me and my neighbours . Upon leaving the golf club house there is further disturbance of people talking loudly and shouting, car doors slamming , and the general anti social noise associated with people leaving a party after drinking. So I certainly do not want an increase of this unwelcome disturbance which would be generated by extending the operating hours , especially until 1.30 and later , as outlined in the application. This is a quiet residential area and not one conducive to late night revelling .

**Double, Paul**

---

**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE

**Application Summary**

**Address:** Shortlands Golf Club Meadow Road Bromley BR2 0DX

**Proposal:** Premises Licence

**Case Officer:** Steve Phillips

[Click for further information](#)

**Customer Details**

**Name:**

**Email:**

**Address:** Ravensbourne Avenue, Beckenham BR3 5HG

**Comments Details**

**Commenter Type:** Residents Association

**Stance:** Customer objects to the Licensing Application

**Reasons for comment:**

- Noise Disturbance
- Opening Hours
- Public Nuisance
- Public Safety
- Traffic

**Comments:** 8:32 AM on 10 Oct 2017 The Ravensbourne Valley Preservation Society (RVPS) objects to this extension of licensing hours on behalf of local residents in Ravensbourne Avenue and Meadow Road. There has been insufficient notice for consultation considering that residents were not aware of the notice until 7 October. Shortlands Golf Club is located in a pleasant and quiet residential area, with no similar places of entertainment in the vicinity. The application is very scant in relation to details provided in Sections 10, 11, 12 and 13 for the types of events or activities planned which needs to be clarified. There is also very little detail in what steps the applicant will take to promote the licensing objectives, especially on steps for public safety and prevention of public nuisance. There has already been a significant impact on neighbours within Ravensbourne Avenue with an increase in the number of private parties held at the golf club with a corresponding increased level in the volume of music through open windows. We are concerned that the application will give rise to: (i) an increase in the volume of noise affecting neighbours; (ii) guests will have longer time to drink alcohol leading to increased levels of anti-social behaviour (iii), significant increases in traffic movements of cars and taxis accessing and leaving the site which will all occur well into the early hours of the morning in a quiet residential street. Each of these factors will have a negative impact on the quality of life of the local residents and will impact to the detriment of the local area.

We believe that the application should be rejected. If further consideration is to be given than strong controls should be in place to minimise the impact to residents.

**Double, Paul**

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**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE**Application Summary****Address:** Shortlands Golf Club Meadow Road Bromley BR2 ODX**Proposal:** Premises Licence**Case Officer:** Steve Phillips[Click for further information](#)**Customer Details****Name:****Email:****Address:** Kingswood Road Shortlands BROMLEY**Comments Details****Committer Type:** Residents Association**Stance:** Customer objects to the Licensing Application**Reasons for comment:**

- Crime and Disorder
- Noise Disturbance
- Opening Hours
- Public Nuisance

**Comments:** 10:00 AM on 09 Oct 2017 The Shortlands Residents' Association (SRA) objects to this extension of licensing hours on behalf of local residents in Ravensbourne Avenue and others who may be affected in adjacent streets such as Meadow Road. We do not feel that the notice period for the consultation is sufficient given that the notice was not drawn to the attention of residents or seen until 7 October.

Shortlands Golf Club is located in a pleasant and quiet residential area, with no similar places of entertainment in the vicinity. The application makes no reference to the impact on neighbours within Ravensbourne Avenue. There has already been a significant increase in the number of private parties held at the golf club and an increase in the music volume through open windows. We are concerned that the application will give rise to: (i) an increase in the volume of noise affecting neighbours beyond current licensing hours; (ii) by giving guests longer access to alcohol, increase levels of anti-social behaviour well into the early hours of the morning; (iii), significant increases in the number of cars and taxis accessing and leaving the site again well into the early hours.

Each of these factors will act to the detriment of the local environment and have a negative impact on the quality of life of local residents.

We would also like to point out that, in section 13 of the application, the applicant has not specified what other events and activities are planned to be held at the golf club. This needs to be clarified before further

consideration in given to the case.  
We believe that the application should be rejected. If it is  
to be considered further, robust controls should be n  
place to minimise the impact.

**Double, Paul**

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**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE**From:****Sent:** 09 October 2017 09:01**To:** Phillips, Steve**Cc:****Subject:** Comments for Licensing Application 17/00634/LAPRE

Dear Mr Phillips,

We would like to object to the premises licence notice for extended hours at Shortlands Golf Club. We are very disappointed, as neighbours of the Club, that we only found out about the application by seeing the licence notice in a bush outside Shortlands Golf Club on 7 October.

We feel this is a very limited period to object and feel that we should have been notified in advance. We wish to raise our objections on the following grounds:

1. This is a quiet residential area, not a night club district.
2. The request makes no reference to the impact on neighbours within Ravensbourne Avenue. We are located by the golf club car park entrance and exit; used by taxi's and pick ups. We know from experience that most visitors park in Ravensbourne Avenue for access, and the noise at night when people leave the venue is disruptive and unacceptable.
3. The rear of our property backs on to the clubhouse, the kitchen and entertainment bar. Each of these areas have fully opening windows which raises the noise levels through to our property.

This year we have seen a significant increase in the number of private parties and an increase in the music volume through open windows. There appears to be no noise management control in place. Please advise?

Should this licence be granted through to 01:30 (and notably 03:30 for New Years Eve) then we feel the disruptions to local residents from people leaving drunk, urinating along the road, rubbish and general lack of consideration will be a significant public nuisance. This is already a common occurrence.

If you accept this license from the golf course then we would request constraints be placed on the approval to protect the neighbours within this quiet family area:

- Decibel power management control system installed
- Agreement that no windows can be opened on all aspects during these hours
- All walls are internally sound-proofed, with equally efficient windows, ahead of the first event taking place.

We are in contact with our neighbours who all have the same concerns. We are supported by neighbours from no xxx

Please can you allow us time to meet and discuss our objections face to face with you ahead of any approval decision? We will happily coordinate the residents to attend a meeting?

Thanks in advance.

xxx

WE Could only send this part below so apologies for the longer element but we felt this needed more discussion:



**Double, Paul**

---

**Subject:** FW: Comments for Licensing Application 17/00634/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 9:59 PM on 08 Oct 2017 from.

**Application Summary****Address:** Shortlands Golf Club Meadow Road Bromley BR2 0DX**Proposal:** Premises Licence**Case Officer:** Steve Phillips[Click for further information](#)**Customer Details****Name:****Email:****Address:** Ravensbourne Avenue, Bromley BR2 0BP**Comments Details****Commenter Type:** Neighbour**Stance:** Customer objects to the Licensing Application**Reasons for comment:**

- Crime and Disorder
- Noise Disturbance
- Opening Hours
- Parking
- Public Nuisance
- Public Safety
- Traffic

**Comments:** 9:59 PM on 08 Oct 2017 Dear Mr Philips: This is a quiet residential area, not a night club district. The request makes no reference to the impact on neighbours within Ravensbourne Avenue. We are located by the golf club car park entrance and exit; used by taxi's and pick ups. We know from experience that most visitors park in Ravensbourne Avenue for access, and the noise at night when people leave the venue is disruptive and unacceptable.

The rear of our property backs on to the clubhouse, the kitchen and entertainment bar. Each of these areas have fully opening windows which raises the noise levels through to our property. This year we have seen a significant increase in the number of private parties and an increase in the music volume through open windows. There appears to be no noise management control in place. Please advise? Please can you allow us time to meet and discuss our objections face to face with you ahead of any approval decision? We will happily coordinate the residents to attend a meeting? Thanks in advance.

Ravensbourne Avenue  
Shortlands  
Bromley Kent BR2 0BP

9<sup>th</sup> October, 2017

Licensing Authority,  
London Borough of Bromley,  
Civic Centre,  
Stockwell Close,  
Bromley, BR1 3UH.

Dear Sirs,

Licensing Application: Shortlands Golf Course: 17/00634/LAPRE

We have been informed by neighbours in Ravensbourne Avenue, Shortlands, that there is an Application for the above for extension of Shortlands Golf Club's Licensing Hours, although the Golf Club have not made anyone aware of this in Ravensbourne Avenue – the only Notice we gather, was a sheet put on a hedge by the Golf Course.

This is to register strong objections to the Shortlands Golf Club's proposals for extension of Licensing hours. This is a residential road and to have banging of car doors and people talking loudly in the car park and road is quite unacceptable. The Club House is very near the bottom of our garden and obviously there would be noise from there when the windows were open as well, which obviously would be the case as the evening progressed.

There seem to be more and more private parties in the Golf Club from which noise emerges. Therefore, to consider extending the present Licensing hours is totally unacceptable.

Yours faithfully,

[Redacted signature]

[Redacted address]

# Appendix 3

**Club Premises Certificate  
London Borough of Bromley**

Club premises certificate number

**05/02671/LAPRE**

Signed

Paul Lehane  
Food, Safety and Licensing Manager

Certificate Granted 25<sup>th</sup> July 2006

This Certificate consists of **5** pages

**Club Details**

**Name of club in whose name this certificate is granted and relevant postal address of club**

Shortlands Golf Club  
Meadow Road  
Shortlands  
BR2 0DX

**If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description**

Not Applicable

**Where the club premises certificate is time limited the dates**

Not Applicable.

**Qualifying club activities authorised by the certificate**

Sale or Supply of Alcohol  
Alcohol Off Sales  
Films  
Live Music  
Recorded Music

**Where the certificate authorises supplies of alcohol whether these are on and/or off supplies**

Both On and Off Supplies

**The times the certificate authorises the carrying out of qualifying club activities**

Sale or Supply of Alcohol on Monday-Saturday from 10:00 to 23:00

Sale or Supply of Alcohol on Sunday from 12:00 to 22:30

Alcohol Off Sales Timings as Above

Films Timings as Above

Live Music Timings as Above

Recorded Music Timings as Above

**The opening hours of the club**

Not Specified

**Mandatory Conditions**

1. Where a premises licence authorises the exhibition of films:  
The admission of children must be restricted in accordance with the recommendations laid down by the British Board of Film Classification.

2. In circumstances where the licensing authority has reclassified a film. Then access of children should be restricted to meet this reclassification standard.  
Note: - "Children" means any person less than 18 years of age.

**Conditions consistent with the Club Operating Schedule**

**3. Club Premises - Permitted Hours**

Alcohol shall not be sold or supplied except during permitted hours.

In this condition, permitted hours means:

(a) On weekdays, other than Christmas Day, Good Friday or New Year's Eve, 10.00. to 23.00.

(b) On Sundays, other than Christmas Day or New Year's Eve, 12.00 to 22.30

(c) On Good Friday, 12.00 to 22.30.

(d) On New Year's Eve, except on a Sunday, 11.00 to 23.00.

(e) On New Year's Eve on a Sunday, 12.00 to 22.30.

(f) On New Year's Eve from the end of permitted hours to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December);

(g) On Christmas Day, as provided by the rules of the club and notified in writing by the chairman or secretary of the club to the Licensing Authority. The said hours shall:

i. Not exceed six and a half hours;

ii. Not begin earlier than 12.00;

iii. Not end later than 22.30

iv. Provide for a break of at least 2 hours, including 15.00 to 17.00;

v. Not extend for more than three and a half hours after 17.00.

The above restrictions do not prohibit the supply to, or consumption by, any person of alcohol in any premises where they are residing.

4. Off sales of alcohol can only be made at a time when the premises are open for the purpose of supplying alcohol to members of the club for consumption on the premises in accordance with this certificate.

a. The alcohol supplied for consumption off the premises must be in a sealed container.

b. The supply of alcohol for consumption off the premises must be made to a member of the club.

5. The premises must operate in accordance with the submitted application form and is subject to additional conditions as specified within, Part 3 (Operating Schedule) of the Form, held by the Licensing Authority.

Stamped Reference Number: 05/02671/LAPRE Dated: 25th July 2006

6. The Premises must operate in accordance with the Club Rules submitted with the Application, held by the Licensing Authority.

Stamped Reference Number: 05/02671/LAPRE Date: 25<sup>th</sup> July 2006

7. The Licensing Authority must be informed in writing of any proposals to change or amend any of the rules of the Club, prior to any rule or amendment coming in to force.

#### **Conditions attached after a hearing by the Licensing Authority**

Not Applicable

#### **Plans**

Held by the Licensing Authority Ref Number: 05/02671/LAPRE

Date: 25th July 2006

**Club Premises Certificate Summary  
London Borough of Bromley**

Club premises certificate number

**05/02671/LAPRE**

Signed

Paul Lehane  
Food, Safety and Licensing Manager

Certificate Granted 25<sup>th</sup> July 2006

This Certificate Summary consists of **2** pages

**Club Details**

**Name of club in whose name the certificate is granted and relevant registered postal address of club**

Shortlands Golf Club  
Meadow Road  
Shortlands  
BR2 0DX

**If different from above the postal address of club premises to which the certificate relates, or if none, ordnance survey map reference or description**

Not Applicable

**Where the club premises certificate is time limited the dates**

Not Applicable.

**Qualifying club activities authorised by the certificate**

Sale or Supply of Alcohol  
Alcohol Off Sales  
Films  
Live Music  
Recorded Music

**Where the certificate authorises supplies of alcohol whether these are on and/or off supplies**

Both On and Off Supplies

**The times the certificate authorises the carrying out of qualifying club activities**

Sale or Supply of Alcohol on Monday-Saturday from 10:00 to 23:00

Sale or Supply of Alcohol on Sunday from 12:00 to 22:30

Alcohol Off Sales Timings as Above

Films Timings as Above

Live Music Timings as Above

Recorded Music Timings as Above

**The opening hours of the club**

Not Specified

**State whether access to the club premises by children is restricted or prohibited**

Not Specified



# Appendix 4

**SHORTLANDS GOLF CLUB**

**RULES**

Wherever in the Rules the context so requires, the male gender shall be deemed to include the female gender.

**PART 1 – GENERAL**

**TITLE**

1. The Club shall be called SHORTLANDS GOLF CLUB

**STATUS**

2. The Club is a non-profit-making body. Any surpluses nevertheless arising shall not be distributed, but shall be assigned to the continuance or improvement of the facilities provided for members.

**OBJECTS**

3. The Club is formed to provide for the members a Golf Course and Club House with facilities for refreshments and social events.

**RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP**

4. By accepting membership, and the benefits and privileges that go with it, every member acknowledges that:
  - (a) he accepts and abides by the Rules, Regulations, and Dress Code, of the Club for the time being in force;
  - (b) he respects and will comply with the etiquette and sporting traditions of the game of golf;
  - (c) he has a duty to behave with courtesy and consideration to members, guests, and staff at all times;
  - (d) he has a duty to help care for the course including replacing divots, smoothing bunkers, and repairing pitch-marks, and also to respect the property and buildings of the Club;
  - (e) every member whose name and address has been entered in the Register of Members of the Club shall be entitled to use the club house and its facilities at such times as shall be determined by the Management Council;
  - (f) every member, except Social Members, shall be entitled to use and enjoy the golf course and its facilities at such times and on such days as shall be determined by the Management Council or the Captain's Committee;
  - (g) every member, other than Junior and Suspended Members, shall be entitled to vote at a General Meeting;

- (h) Junior, Suspended and Social Members shall not be eligible for election to the Management Council or the Captain's Committee.

## PART 2 – MANAGEMENT

### **PRESIDENT**

- 5. The members shall in General Meeting appoint a Club President to hold office for five years, unless resignation shall occur prior to the end of the term of office, or unless removed from office by resolution of the members passed by a majority of votes at a General Meeting. He shall preside at General Meetings but shall not be a member of the Management Council or the Captain's Committee or hold any other executive office.

### **MANAGEMENT**

- 6. The Management of the Club shall be vested in the Management Council (the '**Council**') and the Captain's Committee (the '**Committee**').

### **MANAGEMENT COUNCIL**

- 7.
  - (i) The Council shall comprise a Chairman, a Finance Director, a Course Director, a House Director, and a Bar Director, all of whom shall be current Full, Six-day or Midweek members, all of whom must have previously held membership for at least three years.
  - (ii) The Secretary shall attend and minute Council meetings, and shall be heard, but shall not have a vote.
  - (iii) The five officers listed above shall be nominated for a specific office at a General Meeting, and shall be proposed and seconded by members in accordance with Rule 12.
  - (iv) Officers shall be elected for a three-year term and shall retire in rotation, in accordance with Rule 12, but shall be eligible for re-election.
  - (v) The Captain and Ladies Captain, or their nominated deputies, may attend Council meetings, and shall be heard but not have a vote.
  - (vi) In the absence of the Chairman, the senior Director in terms of continuous Council service shall take the chair. The Chairman shall not vote on any issue unless there is equality in voting, when he shall have a casting vote. The Council shall meet at least six times a year. Three members present (of whom one must be either the Chairman or the Finance Director) shall constitute a quorum.
  - (vii) In the event of a casual vacancy occurring, or if there are insufficient candidates proposed for election at the AGM, the Council may co-opt a member or members of the Club (up to the number of vacancies) who shall serve until the next AGM, but shall then retire and be eligible for election. A

co-opted member may attend Council meetings, and shall be heard, but shall not have a vote.

#### **POWERS AND DUTIES OF COUNCIL**

8. (a) The Council shall have and exercise all such administrative powers as may be necessary to properly carry out the objects of the Club, and promote its long term welfare, including (but not limited to) the following:
- (i) The management of the Club's finances (save that the borrowing of any sum of money in excess of a total exposure of £50,000 shall require the approval of three-quarters of the membership present at a Special General Meeting called for the purpose).
  - (ii) The maintenance care and improvement of the course and the buildings and machinery on it, together with the provision of replacement or additional buildings or machinery as necessary.
  - (iii) The employment of a paid Secretary/Club Manager and other staff at such remuneration and on such terms as it deems appropriate, (Should such a Club Manager be appointed, any reference in these rules to the Secretary shall be deemed to refer to him.)
  - (iv) Policy matters relating to the provision of Club House facilities.
  - (v) Policy matters relating to compliance with all relevant legislation, and to security of the Club and its assets.
  - (vi) Policy matters relating to the numbers, categories and conditions of membership.
  - (vii) Disciplinary matters relating to staff.
- (b) The Council shall give directions as to the implementation of its policies and decisions to the Secretary, who shall be responsible for the prompt and proper execution thereof, and shall report progress to the Council.

#### **CAPTAIN'S COMMITTEE**

9. (a) The Committee shall comprise the Officers, viz: the Captain, the Vice-Captain, the Immediate Past Captain, the Captain of the Ladies Section, the Vice-Captain of the Ladies Section. These shall have been Full, Six-day, or Midweek members for a minimum of three years. Six other members, all of who shall also have been Full, Six-day, or Midweek members for a minimum of three years, shall be elected in accordance with Rule 12. The Antiquarians Captain may attend committee meetings, and shall be heard, but shall not have a vote.
- (b) The Secretary shall attend and minute Committee Meetings, and shall be heard but shall not have a vote.

- (c) The Officers listed above shall be elected at the AGM and shall hold office until the next AGM. The election of the Captain and Vice-Captain of the Ladies Section will be subject also to their endorsement at the subsequent Ladies' AGM.
- (d) The six other members shall be elected at the AGM for a three-year term, and shall retire in rotation, but shall be eligible for re-election. Candidates shall be proposed and seconded in accordance with Rule 12.
- (e) In the event of a casual vacancy occurring, or if there are insufficient candidates proposed for election at the AGM, the Committee may co-opt a member or members of the Club, in conjunction with rule 9(a), (up to the number of vacancies) who shall serve until the next AGM, but shall then retire and be eligible for election. A co-opted member may attend Committee meetings, and shall be heard, but shall not have a vote.
- (f) Procedures: The Captain shall be Chairman of meetings during his year of office. If he is absent, the Vice-Captain shall take the chair. If both are absent the Committee shall elect a Chairman from those present. The Chairman shall not vote on any issue, unless there is an equality of voting, when he shall have a casting vote. The Committee shall meet at least six times a year. Six members present, of whom one must be the Captain or the Immediate Past Captain, shall constitute a quorum.

#### **POWERS AND DUTIES OF COMMITTEE**

- 10. The Committee, having regard to any recommendations received from the Council, shall:
  - (a) organise the Club's golf events and fixtures, and make such Local Rules as it thinks fit;
  - (b) fix and adjust the handicaps of members;
  - (c) organise the Club's social events and activities, ensuring that the appropriate Club Director is informed of such;
  - (d) arrange for the recruitment, vetting and acceptance of new members, and the up-grading of existing members;
  - (e) appoint from within its membership Sub-committees dealing with: Handicaps and Competitions; Social events; and Membership; and, on the recommendation of the Captain, appoint Chairmen of the several Sub-committees;
  - (f) deal with disciplinary matters, as they arise, in accordance with Rule 23.
  - (g) agree an appropriate Dress Code after consultation with the Council;
  - (h) carry out such other duties, and deal with such other matters, as shall be referred to it by the Council.

### **JOINT MEETINGS OF COUNCIL AND COMMITTEE**

11. In the event of a serious disagreement arising between the Council and the Committee, the Secretary may convene a Joint Meeting, which is to be attended by two members of each body, for the purpose of resolving such disagreement in the best interests of the Club. At such a Joint Meeting the chair shall be taken by the President or by a Full Member (not being a member of either body) nominated by the President for the purpose.

### **ELECTION OF COUNCIL AND COMMITTEE**

12. The election of all Council Officers, and of the six elected Committee members, shall take place as follows:
  - (a) Elections shall take place at the AGM and terms of office shall be for three years for all those so elected. Council Officers shall retire in the following rotation: House and Bar; Course and Finance; and finally the Chairman. Two Committee members shall retire each year in rotation. In the event of those so elected resigning from office, the member elected to serve in their place shall initially be elected only for the balance of the original term of office. All those standing down may offer themselves for re-election.
  - (b) The nomination of a member to serve as a specific Council Officer, or as an elected Committee member, must be made by two Full Members of the Club, who shall have previously obtained the agreement of such member. The nomination shall be sent in writing to the Secretary at least twenty-one days before the AGM. All nominations shall be posted in the clubhouse, with the names of proposers and seconders, and shall also be included on the AGM agenda to be circulated to the membership.
  - (c) Should any candidates be involved in a tied ballot for the available vacancies, those who are to serve shall be chosen by a further ballot from the members present at AGM.

## **PART 3 - MEMBERSHIP**

### **COMMITTEE'S AUTHORITY TO ELECT MEMBERS**

13. The election of members shall be vested in the Committee and no person shall be admitted to membership of the Club until so elected. The election shall be by ballot, a simple majority vote to exclude.

### **REGISTER OF MEMBERS**

14. (a) The Committee shall institute and the Secretary shall maintain a Register of Members in which shall be recorded the names of members duly elected, together with their addresses and classes of membership to which they have been elected.

- (b) Members shall notify the Secretary of any change of address, and all notices sent them at their address so registered shall be considered to be fully delivered on the day following the date of posting.

#### **APPLICATION FOR MEMBERSHIP**

- 15. (a) Proposals must be made on the form provided by the Club, and be signed by the proposer and seconder. If required they should personally introduce the candidate to the Committee.
- (b) The candidate shall also sign the form of application for membership giving all particulars required by the Committee and an undertaking to be bound by the rules and regulations of both the Club and Golf's relevant governing body.
- (c) The completed application form shall be sent by the proposer to the Secretary.
- (d) The Committee shall have the power to waive or vary any of the aforesaid requirements in the circumstances of any particular case as they may in their discretion think fit.

#### **PRELIMINARIES TO ELECTION**

- 16. The names of candidates, together with the names of their proposers and seconders and such other particulars as the Committee shall direct, shall be posted on the Club notice board for two weeks prior to their consideration by the Committee. By resolution of the Committee this period may be reduced in exceptional circumstances but in no case shall the ballot take place earlier than two days after posting. Any member who objects to the election of a candidate must make his objections by confidential communication in writing stating the grounds thereof addressed to the Secretary, at the Club House, who shall thereupon communicate the same to the Committee, but to no other persons.

#### **NOTIFICATION OF ELECTION OR REJECTION**

- 17. (a) Each new member shall be notified of his election by the Secretary and shall be furnished with a copy of the Club rules presently in force.
- (b) In the case of application for membership being rejected the candidate's proposer shall be notified accordingly, but no reasons for the rejection need be given. A rejected candidate shall not be admitted to the Club as a visitor or guest except with the permission of the Committee.

#### **ENTRANCE FEE, ANNUAL SUBSCRIPTION, AND BAR CREDIT**

- 18. (a) The Entrance Fees and Subscriptions shall be determined by the Council and be subject to revision by them from time to time.
- (b) Entrance Fees and Subscriptions are payable on election and must be paid within one month thereof, and if not paid the Committee may declare the election void. No new member shall enjoy any of the benefits or privileges of

the Club until payment in full has been made. All subsequent annual subscriptions become due on the 1st July each year. Names of members in arrears may be posted on the Club notice board on the 1st August, and no member whose subscription is unpaid on the 1st August shall be allowed to play or to enjoy any privileges of the Club, but may at the discretion of the Committee be reinstated on payment of arrears.

- (c) The Club's financial year shall end on the 30th June. Members elected part-way through the financial year shall pay a proportion of the appropriate annual subscription equal to one-twelfth of that subscription for each full month of membership. Members changing from one category of membership to another shall pay only the difference between the amount so calculated and any subscription for the current financial year already paid. The full entrance fee is payable in each case, except as provided in section (f) below.
- (d) A member absent abroad for the whole of any financial year shall not be liable for any annual subscription for that year, provided that he shall have given notice in writing to the Secretary of his intention to be so absent.
- (e) Ex-members on re-election shall pay the difference between the current entrance fee and any entrance fee previously paid.
- (f) Six-day or Midweek members on becoming Full or Six-day members shall pay the difference between the respective entrance fees pertaining at the date of their election to Full membership. Social, Restricted, or Junior members upon becoming Midweek, Six-day, or Full members will be required to pay the difference between the fee already paid and the current fees applicable to the category of membership to which they are elected.
- (g) The Committee may at their discretion waive or modify in a particular case the payment of an entrance fee or subscription according to the rates for the time being in force when in their opinion there are special or exceptional circumstances.
- (h) At the time of renewal of subscriptions all members, excepting Juniors, shall be required to purchase an amount of bar credit, this to be determined from time to time by the Council. New members shall purchase proportionately to the quarter in which they join the Club. Members may only purchase from the Club the amount allocated by the Council.

## CLASSES OF MEMBERSHIP

- 19. (a) **Full membership.** A member elected under Rule 13 shall be deemed to be a Full Member unless such a member be elected under one of the succeeding classes of membership. The Committee may exercise their discretion and admit to Full Membership under Rule 13, a candidate who has not attained the age of eighteen years; such candidate shall not until he has attained that age be entitled to vote at any general meeting of the Club, or be eligible to be elected as an officer or member of the Council or Committee or to enter the bar and be served with intoxicating liquor;



- (b) **Six-Day membership.** The Committee shall decide upon a limited number that may be elected as Six-Day members. They may play on any day, subject to the following limitations:-
- (i) on Sundays, they must play with a Full member, and at the green fee as currently laid down by the Council;
  - (ii) such play on Sunday is limited to twelve occasions in any financial year and not allowed during the hours the course is in use for a Club competition;
  - (iii) the Committee shall have discretion to waive any of the foregoing requirements and may delegate the exercise of this discretion to the Secretary;
  - (iv) on Sundays, Six-Day members shall enjoy the same facilities as Social members.
- (c) **Midweek membership.** The Committee shall decide upon a limited number that may be elected as midweek members. They may play on any day subject to the following limitations:-
- (i) on Saturdays and Sundays they must play with a Full member, and at the green fee as currently laid down by the Council;
  - (ii) such play at weekends is limited to twelve occasions in any financial year and not allowed during the hours the course is in use for a Club competition;
  - (iii) the Committee shall have discretion to waive any of the foregoing requirements and may delegate the exercise of this discretion to the Secretary;
  - (iv) on Saturdays and Sundays, Midweek members shall enjoy the same facilities as Social members.
- (d) **Junior membership.** The Committee shall decide upon a limited number of applicants under the age of eighteen that may be elected as Junior members. Junior members may play only at times laid down by the Committee. On reaching the age of eighteen (or in the case of university or college students, when their course ends), Junior members must apply to the Committee for election, at such time as the next vacancy occurs, as Full, Six-Day, or Midweek members.
- (e) **Temporary membership.** The Committee shall decide upon a limited number of Temporary members, at the discretion of, and on conditions prescribed by the Committee providing that such applicants details have been posted on the Club notice board at least forty-eight hours prior to the granting of temporary membership.
- (f) **Life membership.** On the recommendation of the Committee and with the approval of the Council a member of the Club may be elected as a Life

member at any general meeting of the Club and thereafter shall be entitled to all privileges of Full membership without paying the annual subscription or any special payment for such Life membership;

- (g) **Centenary membership.** During the Club's centenary year (1994), a number of members were elected as Centenary members. These members shall be entitled to all privileges of Full membership without paying the annual subscription or any special payment for such Centenary membership.
- (h) **Social membership.** The Committee shall decide upon a limited number of applicants that may be elected as Social members. They shall have unrestricted use of the Club House and its amenities, but if wishing to play the course shall do so as visitors (see Rule 25).

### **SUSPENDED PLAYING MEMBERSHIP**

- 20. At the discretion of the Committee, and with the approval of the Council, a limited number of members may place their playing membership into suspension. Such members shall be required to take up a Social Membership, with no bar vouchers. Rules 18(c) and 18(e) shall be applicable to members returning to playing membership.

### **21. RESIGNATION**

- 22. Members intending to resign must give notice in writing to the Secretary on or before 31st May in any year, otherwise they will be liable to pay their subscriptions for the following financial year.

### **COMPLAINT PROCEDURES**

- 23. (a) All complaints must be made in writing to the Secretary who, if unable to deal with them shall submit them to the Committee whose decision shall be final;
- (b) In no instance shall any employee of the Club, any contractor of the Club, or any Club Professional be reprimanded by a member. The matter giving rise to the complaint should be brought to the attention of the Secretary (or, if appropriate, the relevant Council Director) who will deal with the matter;

### **DISCIPLINARY PROCEDURES**

- 24. (a) If a member wishes to complain of the conduct of another member, he shall send a letter to the Secretary signed by himself and one or more other members who witnessed whatever gave rise to the complaint. (A letter signed by one member only will be dealt with under Rule 22).
- (b) If a letter of complaint in accordance with section (a) is received, the member concerned shall be informed in writing by or on behalf of the Secretary of the allegations against him and shall be invited to justify or explain his conduct in writing. Both parties shall be invited to attend the Committee Meeting to make their representations, but shall leave the Meeting whilst the Committee reach their decision.

- (c) In a case appearing, in the opinion of the Committee, to involve grave misconduct, the Committee may, pending full investigation, temporarily suspend the member concerned from the course and from Club premises. If so, notice of such suspension shall be displayed on the Club notice board within seven days of the decision.
- (d) A date shall be fixed for the Committee to investigate the allegations and reach its decision, such date to be not less than 14 days and not more than 28 days after the lodging of the complaint (or the posting of a notice of temporary suspension, if later).
- (e) If after full investigation and (where appropriate) the consideration of the member's own representations the Committee decides by a two-thirds majority that the member has been guilty of conduct detrimental to the interests or reputation of the Club, the Committee shall have the power to caution him or debar him from the course and from Club premises for a period not exceeding six months. If his conduct is considered to have been incompatible with continued membership of the Club, he shall be required to resign. If he does not resign within seven days he shall be expelled in accordance with Rule 24.
- (f) Any member who is required to resign or is expelled shall immediately be excluded from the course and from Club premises and shall not be admissible as a visitor.
- (g) Any member who incurs on his own behalf legal costs relating to the above procedures, shall be solely liable for the settlement of such costs, regardless of the outcome of those procedures.

### **CLUB PROPERTY**

- 25. (a) Any member expelled according to these Rules shall forfeit all rights in or claims upon the Club, or its property or funds, (except in the capacity of a holder of Debentures of the Club), and a refund of the unexpired portion of his subscription will be made.
- (b) In the event of a member's death, or long-term illness, no refund of subscription shall be made, save in exceptional circumstances at the discretion of the Council. Should such a refund ever be made the member shall forfeit all rights in or claims upon the Club.

### **VISITORS**

- 26. (a) Visitors may play only with the member that has introduced them to the Club, under the following conditions:
  - (i) members shall at all times be responsible (and liable) for their visitor's observation of Rule 4, both on and off the course;
  - (ii) play is not allowed during the hours the course is in use for a Club competition;

- (iii) visitors on Saturdays or Bank Holidays must be introduced by, (and must play with), a Full member, or a Six-day member. On Sundays, visitors must be introduced by (and play with) a Full member;
  - (iv) Midweek visitors must be introduced by (and must play with) a Full, Six-day, Midweek, Life, or Centenary member;
  - (v) visitors under the age of sixteen must be introduced by (and must play with) a member over the age of eighteen;
  - (vi) prior to play or use of the Club's facilities, such green or day fees as shall be laid down by the Council from time to time shall be paid to the Professional, or in his absence at the bar, and the visitors' particulars (including the name of their introducer) shall be entered in a green fee book;
  - (vii) no visitor shall be introduced on more than twelve occasions in any one financial year of the Club;
  - (viii) visitors may only remain on Club premises whilst their introducing member is in attendance;
  - (ix) the Committee shall have discretion temporarily to waive any or all of the foregoing requirements in special circumstances, and may delegate the exercise of this discretion to the Secretary.
- (b) Visitors over the age of eighteen may, on the days covered by the green fees paid, purchase intoxicating liquor from the bar. Visitors may also enjoy such other facilities of the Club as the Committee shall from time to time determine.

#### LADIES SECTION

27. (a) The Lady members, (Full, Six-day, and Midweek), shall form the Ladies Section, which shall be affiliated to the English Ladies Golf Union. The section may appoint such officers as they consider necessary for the purposes of arranging competitions and allotting handicaps (as laid down by the relevant body), and all other Ladies Section business.
- (b) The following provisions relate to the Ladies Section:
- (i) There shall be a Ladies Committee of ten members, of which five shall form a quorum, made up as follows:

The Ladies Captain (who shall chair meetings and have a casting vote) and the Ladies Vice-Captain (these to have been full members for 3 years, nominated by the Ladies Committee, and elected at the Ladies Annual General Meeting); and the Immediate Past Captain.

The Ladies Secretary and the Ladies Treasurer. These to have been Full members for 3 years, nominated by the Ladies

membership, and elected at the Ladies Annual General Meeting for a period of three years, when they may offer themselves for re-election.

The Handicap Secretary, who shall have been a Full member for 3 years, nominated by the Ladies membership, and elected at the Ladies Annual General Meeting for an indefinite period.

Four other Committee members: these to have been playing members for three years, nominated by the Ladies Membership, and elected at the Ladies Annual General Meeting for a period of two years, when they may offer themselves for re-election.

- (ii) The Ladies Annual General Meeting shall be held as soon as possible after the Club's Annual General Meeting.
- (iii) The Ladies Committee may at any time call a Special General Meeting of the Ladies section.
- (iv) The Ladies Committee shall, subject to the approval of the Handicaps and Competitions Sub-committee, arrange Ladies' matches and competitions.
- (v) The LGU Medal Competitions shall be held on a Tuesday each month determined by the Ladies Committee, and on the previous Saturday;
- (vi) Visitors shall not play in any Ladies' competitions.

#### **ANTIQUARIAN SECTION**

28. There shall be an Antiquarian Section, which shall be open to all Full, Six-day, and Midweek male members who have reached the age of 60 and are in possession of a playing handicap. Its purpose shall be to play social and competitive golf, including matches with similar sections of other Clubs, subject to the prior approval of the Handicaps and Competitions Sub-committee. The section may appoint such officers as they consider appropriate for the running of the section.

#### **Part 4 – GENERAL MEETINGS**

#### **PRELIMINARIES**

29. (a) The Annual General Meeting of the Club shall be held at a date not later than the 30th November, to be fixed by the Council. Fourteen days notice of such a meeting shall be sent to every voting member by letter to the address in the Club Register;
- (b) Any member wishing to propose a resolution at the meeting shall give 30 days notice in writing (including the text of the resolution) to the Secretary, who shall include particulars in the notice sent out to members;

- (c) The Council may call a Special General Meeting when they consider it necessary. Fourteen days notice of any Special General Meeting shall be sent to every voting member by letter to the address in the Club register;
- (d) The Council shall be bound to call an Extraordinary General Meeting on receiving a deposition signed by ten members, stating precisely the purpose for which the meeting is to be called and giving the text of any resolution to be proposed. Such meetings shall be held as soon as reasonably practicable (but in any case not more than 45 days) after a valid deposition is received.

#### **PROCEDURES AT GENERAL MEETINGS**

- 30. (a) At all General Meetings of the Club, the Club President or in his absence a Chairman elected by the members present shall preside. The Chairman shall not vote on any issue unless there is equality of voting, when he shall have a casting vote.
- (b) Forty members present in person shall constitute a quorum for a General Meeting.
- (c) The election of both Council and Committee Officers shall be by secret ballot. Members attending the General Meeting shall collect a ballot paper from the door steward on entry. On completion of voting, the tellers, who shall be elected by show of hands from among those present, shall collect and count the votes, and then report the result to the Chairman of the meeting. In the event of a tied ballot Rule 12(c) shall apply.
- (d) Voting on resolutions and proposals published in agenda for the meeting shall be by show of hands. The tellers shall count the vote and then report the result to the Chairman of the meeting. In the event of a tied result those present at the GM shall be balloted again. In the event that there still be a tied result, the Chairman of the meeting shall have a casting vote.
- (e) The Secretary shall keep full and correct Minutes of all General Meetings of the Club, which shall be produced at every Club Meeting.

#### **ACCOUNTS**

- 31. The Finance Director shall be responsible for the preparation of the Accounts to the 30th June, which after audit by the Club Auditor, who shall be a Chartered or Certified Accountant or a person qualified by experience and capable of performing as such, not being a member of the Council or Committee, shall be printed and circulated to the members with the notice convening the Annual General Meeting.

#### **ALTERATION OF RULES**

- 32. No Rule of the Club shall be repealed or altered and no new Rule shall be made, save by a majority of those members voting at a General Meeting in accordance with Rule 29. Thirty days notice of the intention to propose any new Rule, repeal or alteration (including the proposed text, and the Rule number or section of Rules to be altered, added to, or repealed) shall be given to the Secretary, who shall send particulars to every member at his registered address fourteen days before the General Meeting.

**Part 5 – PLAYING & COMPETITIONS**

**RULES**

33. The rules of the game, so far as is applicable, shall be those adopted from time to time by the Royal and Ancient Golf Club of St Andrews and the Club's Local Rules.

**LOCAL RULES**

34. The Handicaps and Competitions Sub-committee shall have power to make Local Rules as and when necessary. The master copy of these shall be retained by the Secretary and a further copy shall be displayed on the Club notice board.

**COMPETITIONS**

35. The Competitions, of which due notice shall be posted in the Club House, will be held at such times and under such conditions as the Handicaps and Competitions Sub-committee may determine.

**HANDICAPS**

36. The Handicaps and Competitions Sub-committee shall allot a handicap to each member, and may alter such handicaps from time to time as appropriate, in accordance with the rules set out in the 'Standard Scratch Score and Handicapping scheme' as published and administered by the appropriate governing body.

**Part 6 – MISCELLANEOUS**

**BAR**

37. (a) The hours during which the Bar may be opened for the supply of alcoholic liquors shall be determined by the Council and shall be posted on the Club notice board and notified to the relevant authorities.
- (b) The Council shall have power to close the Bar for such days, and at such times as it deems necessary or desirable, and to effect any alteration in the Bar opening hours. Any such alteration must first be notified in writing by the Secretary, where necessary, to the relevant authorities.
- (c) Subject to any restrictions which may be imposed from time to time by the Council, the following persons (other than members) shall be entitled to admission to Club premises:
- (i) visitors under Rule 25(b);
  - (ii) those attending any function at the Club in whatever capacity;
  - (iii) guests introduced and accompanied by members, the name of both guest and introducer to be entered in the Visitors' Book;

- (iv) Club employees, direct contractors, and Club Professionals.

#### **CAR PARKS**

- 38. (a) The Club House car park at the rear of the building shall only be used by the President, Council Officers, Committee Officers, Staff, and others so authorised from time to time by the Council or the Secretary.
- (b) The main car park at the rear of the ninth green shall be for the use of members' and visitors' vehicles only, whose unladen weight must not exceed 35 hundredweight.

#### **TRUSTEES**

- 39. (a) The property of the Club, including leases and freeholdings, shall be vested in a minimum of two and a maximum of four Trustees (being Full, Six-day, Midweek, or Life Members of the Club), who shall be appointed by the Council.
- (b) The property of the Club shall be vested in them to deal with as the Council shall from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence).
- (c) The Trustees shall be indemnified against loss and expense arising from the proper exercise of their duties out of the Club property, and by the members of the Club both jointly and severally.
- (d) The Trustees shall hold office until death or resignation or until removed from office by the Council.
- (e) Where by reason of such death, resignation or removal, it is necessary that a new Trustee or Trustees be appointed, the Council shall nominate the person or persons to be appointed the new Trustee or Trustees.
- (f) For the purpose of giving effect to such nomination, the Chairman of the Council, at that time, is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of the Trustee Act 1925; and he shall by Deed duly appoint the person so nominated by the Council.

#### **LIABILITY DISCLAIMER**

- 40. The Club accepts no liability for injury to members, to persons using the Club facilities, or to any other persons, or for damage to or loss of their property, except for liability for death or personal injury arising from negligence of any of the Club's officers, employees or Professionals acting in accordance with their respective duties and authority.



# Appendix 5

# Appendix 6

# Appendix 7