

DUSK, ONGAR ROAD, PILGRIMS HATCH CM15 9SS

APPENDIX A

APPLICATION FORM

Application to Vary a Premises Licence

(Sisu Enterprises Ltd. T/A DUSK)

Application to Vary a Premises Licence under the Licensing Act 2003

Reference: VPrL319322986

Please note: You must provide online payment for this licence after completing the form. After clicking the submit button at the end of the form you will be taken to our secure online payment website. You can then make the required payment using either a credit or a debit card.

Before completing this form, please read the guidance notes:

[Application to Vary a Premises Licence Guidance Notes](#)

You should keep a copy of the completed application for your records, this will be attached (PDF format) to your acknowledgement email which you will receive upon completion of this application. By completing this application online, you will automatically be notifying the Responsible Authorities.

Cost of Licence

The fee you pay for your licence is based on the rateable value of the premises and if the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises. If you do not know what the rateable value of your premises is, you can find this on the [Valuation Office Agency](#) website.

What is the Non-domestic rateable value of the premises?: 33001-87000

Cost of licence: £315.00

I/We, Sisu Enterprises Limited, being the premises licence holder, apply for to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 - Premises Details

Premises Address

Flat number (if any)

House number/name Dusk

Road name Ongar Road

Town Pilgrims Hatch

County Essex

Post code CM15 9SS

Daytime contact telephone number (if any):

Premises email address (optional):

Applicant Address

Flat number (if
any)

House	Country Service
number/name	Station
Road name	Essex Gardens
Town	Hornchurch
County	Essex
Post code	RM11 3EH

Daytime contact telephone number:

Applicant email address: info@duskbrentwood.co.uk

Part 2 - Variation

Do you want the proposed variation to have effect as soon as possible?: Yes

If not, from what date do you want the variation to take effect?:

Please describe briefly the nature of the proposed variation (please see guidance note 1):

1. To remove the licensable activity of allowing the sale of alcohol.
2. To remove Condition 9 of Annex 3 of the license: "Customers must not be permitted to consume any alcohol other than alcohol sold or supplied under the authorisation of this license."
3. To remove Condition 5 of Annex 3 of the license: "That no live or recorded music shall be played in the outside (lounge) area after 22.30."

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

Part 3 - Operating Schedule

Please state those parts of the Operating Schedule which would be subject to change if this application to vary is successful.

Provision of regulated entertainment for:

Provision of late night refreshment:

Supply of alcohol:

a) Plays

Will the performance of a play take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for performing plays (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed above, please list (please read guidance note 5):

b) Films

Will the exhibition of films take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the exhibition of films (please read guidance note 4):

Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed above, please list (please read guidance note 5):

c) Indoor Sporting Events

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for indoor sporting events (please read guidance note 4):

Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed above, please list (please read guidance note 5):

d) Box or Wrestling

Will the boxing or wrestling entertainment take place indoors or outdoors or both? (Please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4):

Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed above, please list (please read guidance note 5):

e) Live Music

Will the performance of live music take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the performance of live music (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed above, please list (please read guidance note 5):

f) Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for playing recorded music (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed above, please list (please read guidance note 5):

g) Performance of Dance

Will the performance of dance take place indoors or outdoors or both? (Please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the performance of dance (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed above, please list (please read guidance note 5):

**(h) Anything of a similar description to that falling within (e)
Live music, (f) Recorded music or (g) Performance of dance**

Please give a description of the type of entertainment you will be providing):
Will this entertainment take place indoors or outdoors or both? (please read guidance note 2):
Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for entertainment of similar description to that falling within (e), (f) or (g) (please read guidance note 4):

Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed above, please list (please read guidance note 5):

i) Late Night Refreshment

Will the provision of late night refreshment take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the provision of late night refreshment (please read guidance note 4):

Non standard timings. Where you intend to use the premises for provision of late night refreshment at different times to those listed above, please list (please read guidance note 5):

(j) Supply of Alcohol

Will the supply of alcohol be for consumption on the premises or off the premises or both? (please read guidance note 7):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the supply of alcohol (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed above, please list (please read guidance note 5):

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

Name:

Address

Flat number (if any)

House number/name

Road name

Town

County

Post code

Personal Licence Number (if known):

Issuing Licence Authority (if known):

(I) Hours premises are open to public

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Monday		
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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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Sunday		
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State any seasonal variations (please read guidance note 4):

Not applicable

Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed above, please list (please read guidance note 5):

Not applicable

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation that you are seeking:

Condition 9 of Annex 3: "Customers must not be permitted to consume any alcohol other than alcohol sold or supplied under the authorisation of this license."

Condition 5 of Annex 3: "That no live or recorded music shall be played in the outside (lounge) area after 22.30."

Alternatively, this should be sent by post to:

Licensing, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.

Please include the reference number for this form, which will be produced when you submit it.

If you are not able to provide the premises licence or relevant part of the premises licence, please state the reason why:

(n) Adult Entertainment and Services

Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8):

Not applicable

(o) Promoting Licensing Objectives

Describe any additional steps that you intend to take to promote the four licensing objectives as a result of the proposed variation

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

The applicant strongly encourages guests to have substantial meals in order to counteract the consumption of alcohol. As a BYO venue it does not make any sense to allow guests to enter the venue and drink alcohol without purchasing food this is how the applicant generates income.

The applicant will actively promote the welfare and safety of its patrons in the ways set out below.

b) The prevention of crime and disorder:

The applicant employs security personnel and it has installed CCTV. Ever since opening Dusk, no incidents have been reported in contravention of this objective.

c) Public safety:

The applicant has employed licenced door staff and a DPS to ensure no one is drinking beyond their limitations thus ensuring a satisfying dining experience along with the safety and wellbeing of all present.

d) The prevention of public nuisance:

The applicant will ensure as far as possible that its guests will leave the venue quietly. If guests await taxis or other transportation from within the premises, the applicant will ensure they enter into their vehicles quickly and quietly.

The applicant will supply lollipops to prevent its guests from shouting or talking loudly while entering their taxis or other forms of transportation.

When guests enter Dusk, the applicant will monitor the quantities of alcohol which guests bring into the premises. The applicant allows for one bottle of alcohol per person. No beer or premixed forms of alcohol will be allowed into the venue. This is also clearly stated in the applicant's website.

e) The protection of children from harm:

The applicant will conduct ID check challenge 25, displayed in posters, at the door security to check ID (age verification policy in place passport/driving licence).

Licenced door staff will be present at the entrance of Dusk at all times.

Declaration

I understand that I must now advertise my application: I agree

A copy of the Prescribed Form of Notice is available here:

[Public Notice of Application to Vary](#)

I have attached the premises licence or relevant part of it or an explanation: I agree

I understand that if I do not comply with the above requirements my application will be rejected: I agree

It is an offence, liable on summary conviction to a fine not exceeding level 5 on the standard scale, under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application

Part 4 - Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature: Kaizad Cassad

Date: 26/03/2021

Capacity: Director of Cassadys, solciitors for the applicant

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

Signature:

Date: 26/03/2021

Capacity:

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Correspondence Name: Cassadys Solicitors

Correspondence Address

Flat number (if any)

House number/name 5

Road name Chancery Lane

Town London

County

Post code EC4A 1BL

DUSK, ONGAR ROAD, PILGRIMS HATCH CM15 9SS

APPENDIX AA

APPLICATION FORM

Supplementary Report

Noise Impact Assessment Sound Report

(Venta Acoustics) dated 1 September 2020

Submitted by Agent Mr Kaizad Cassady on 23 April 2021

Supplementary Statement of Mr Shakil Islam

(Director, Sisu Enterprises Ltd.)

&

Dusk - Intended Operating Schedule

submitted by Mr Shakil Islam on 23 April 2021



Venta Acoustics

Report VA2956.200827.NIA

Dusk, Ongar Road, Brentwood

Noise Impact Assessment

01 September 2020

**Dusk
Ongar Road
Brentwood
CM15 9SS**

01962 461016

0203 8650332

mail@ventaacoustics.com

registered company no. 10139494

Contents

1. Introduction.....	1
2. Premises Description.....	1
3. Design Criterion and Assessment Methodology	1
3.1 Brentwood Borough Council Requirements	1
3.2 BS8233:2014	2
4. Noise Survey and Music Investigations.....	2
4.1 Survey Procedure	2
4.2 Sound Insulation/Propagation Tests	2
4.3 Equipment	3
5. Results	3
5.1 Environmental Noise Survey	3
5.2 Sound Propagation	3
6. Discussion	4
7. Mitigation Measures	4
7.1 Music Noise Limiter	4
7.2 Other Measures	4
8. Noise Management Plan	5
8.1 Potential Noise Sources	5
8.2 Management Controls.....	5
8.2.1 Noise Limiter	5
8.2.2 External Noise Management.....	6
8.3 Neighbour Relations.....	6
8.3.1 Complaints Procedure	6
9. Conclusion	7

Attachments

VA2956/SP1	Indicative Site Plan
VA2956/TH1-TH3	Environmental Noise Time Histories
Appendix A	Acoustic Terminology
Appendix B	Sample Complaint Form

1. Introduction

Dusk, Ongar Road, Brentwood are undertaking a license application for the premises, and noise has been highlighted as a concern by Brentwood Borough Council's Environmental Health Department which needs addressing as part of application.

Venta Acoustics has been commissioned by Dusk to undertake an assessment of the noise impact of the use as part of the licensing application.

An environmental noise survey has been undertaken to determine the background noise levels at the most affected noise sensitive receptors, as well as noise breakout and on site noise propagation investigations. These levels are used to undertake an assessment of the likely impact with reference to the planning of Brentwood Borough Council.

2. Premises Description

As illustrated on attached site plan VA2956/SP1, the premises is located to the west of Bentley Golf Club. The premises consists of an internal lounge area, restaurant, and weather covered external seating area to the west of the building. Customers enter and leave the site through a doorway on the north of the external area, directly on to the car park.

The external seating area is open to the dry bar area by means of two large openings, and has hit and miss fencing enclosing it from approximately 1m above ground. As the area is used as a Shisha bar, it is by design well ventilated and has many gaps to the extents.

The surrounding area is relatively flat, with Kumra Lodge approximately 100m to the south-west, and other residences to the north off Frog Street approximately 160m away.

The most affected noise sensitive receiver is expected to be Kumra Lodge, which has a direct line of sight to the external seating area.

The premises currently operates between 4pm and midnight on weekdays, and 4pm until 1am on Fridays and Saturdays. There is a DJ on Friday and Saturday evenings in the bar area, which is open to the external Shisha area.

3. Design Criterion and Assessment Methodology

3.1 Brentwood Borough Council Requirements

Prior to undertaking the survey Venta Acoustics discussed the premises and requirements with David Carter, Environmental Health Officer at Brentwood Borough Council. Although it was not possible to set a definitive noise limit at that point, as the noise climate in the area had not been evaluated, the discussion highlighted that the main area of concern was music and patron noise from the external area, and open sided bar.

3.2 BS8233:2014

BS8233 *Guidance on sound insulation and noise reduction for buildings* provides guidance as to suitable internal noise levels for different areas within residential buildings, although it should be noted that this is mainly considering ‘anonymous’ noise, such as a distant road. However, it has been included here for comparative purposes.

The relevant section of the standard is shown below in Table 3.1.

Activity	Location	07:00 to 23:00	23:00 to 07:00
Resting	Living Room	35 dB L _{Aeq} , 16 hour	-
Dining	Dining Room	40 dB L _{Aeq} , 16 hour	-
Sleeping (daytime resting)	Bedroom	35 dB L _{Aeq} , 16 hour	30 dB L _{Aeq} , 8 hour

Table 3.1 - Excerpt from BS8233: 2014

[dB ref. 20µPa]

4. Noise Survey and Music Investigations

4.1 Survey Procedure

In order to establish the existing background noise levels at the site, a noise survey was carried out between Friday 31st July and Monday 3rd August 2020 at the location shown in site plan VA2956/SP1. This location was chosen to be representative of the ambient and background noise level at the most affected noise sensitive receivers.

Continuous 5-minute samples of the L_{Aeq}, L_{Amax}, L_{A10} and L_{A90} sound pressure levels were undertaken at the measurement location.

The weather during the survey period was hot and dry with light winds. The background noise data is not considered to have been compromised by these conditions.

Measurements were made generally in accordance with ISO 1996 2:2017 *Acoustics - Description, measurement and assessment of environmental noise – Part 2: Determination of sound pressure levels*.

4.2 Sound Insulation/Propagation Tests

During the site visit, the house music system was demonstrated, which plays through ceiling mounted speakers in the bar area, and two monitor speakers in the external Shisha area. It is understood that when the DJ plays, they also have a monitor speaker on the DJ booth. It is understood that the DJ plays all music through the house system.

A noise limiter has been fitted to the system, although at the time of the site visit, the system had not been set up with the feedback microphone.

4.3 Equipment

The following equipment was used in the course of the survey:

Manufacturer	Model Type	Serial No	Calibration	
			Certificate No.	Date
NTi Class 1 Integrating SLM	XL2	A2A-15993-E0	FL-19-122	14/3/19
Larson Davis calibrator	CAL200	13069	UCRT20/1562	26/6/20

Table 4.1 – Equipment used for the tests

The calibration of the sound level meter was verified before and after use with no significant calibration drift observed.

5. Results

5.1 Environmental Noise Survey

The measured sound levels are shown as time-history plots on the attached charts VA2956/TH1-3.

The background noise level is determined by local traffic.

Noise levels in the area become very quiet, with the noise levels at 1am on the Friday and Saturday, just after the premises closed being summarised in Table 5.1, along with the normal day and night-time noise levels.

Monitoring Period	Typical ¹ L _{A90,5min}	L _{Aeq, T}
07:00 – 23:00 hours	40 dB	69 dB
23:00 – 07:00 hours	26 dB	62 dB
01:00	27 dB	58 dB

Table 5.1 – Ambient and typical background noise levels

[dB ref. 20 µPa]

¹ The typical L_{A90} value is taken as the 10th percentile of all L_{A90} values measured during the relevant period.

5.2 Sound Propagation

Music investigations were undertaken to ascertain the sound insulation/breakout from the bar and shisha area.

The music was set at around L_{Aeq} 78dB (L_{Amax} 82dB) in the bar, the music in the external area was approximately 5dB lower, which was reported by site to be the upper level at which music is played on the premises.

An exercise was then undertaken at a range of distances from the seating area towards Kumra Lodge, with the music not being audible at a distance of around 50m, although this was due to masking from the daytime road traffic, which would be at a much lower level late at night.

6. Discussion

Inspection of the time history data and the associated audio files suggests that noise from patrons and, generally at a lower level, music, is audible opposite the nearest receiver.

Although no limiter was in place during the survey, the music did not sound especially bass heavy, and the patron noise was generally a quiet babble, rather than raised voices and shouting.

However, due to the late closing time on the weekend, it is likely that the Council will want to see the noise limiter set up, likely in a joint exercise, with the Council and either acoustician or limiter technician available to agree a suitable level at which to set the unit, and then lock it off so it cannot be changed.

The music noise level experienced at the premises during the site test was slightly louder than ambient, but not especially loud, and so would be fitting with the reported use as a restaurant and lounge venue, rather than a nightclub.

Due to the very low background noise levels in the area, it is considered unlikely that even with a noise limiter in place, the venue would be able to remain inaudible at all times, but it should be possible to control noise to a degree which would be unlikely to cause negative impact on nearby residents.

Even considering this, good management of the such premises is always important in controlling impacts on the surrounding dwellings.

7. Mitigation Measures

7.1 Music Noise Limiter

It is recommended that a joint exercise is undertaken with the Council's Environmental Health team, where noise levels can be set with a listener at the nearby receiver. This can be used to set an agreed noise limit, and also fine tune the spectral adaptation of the limit to ensure that bass noise, or other frequencies are suitably controlled at source.

7.2 Other Measures

It is also recommended that a noise management plan is implemented to create a collaborative process through which the operator, the Local Authority and residents can liaise to control noise impact to acceptable levels.

8. Noise Management Plan

The following noise management plan includes many measures that would be recommended for adoption by management of the premises. This plan address both music noise and noise from patrons. These measures are intended to minimise the noise impact on the neighbours.

8.1 Potential Noise Sources

The management understand that the identification and recognition of potential causes of disturbance assists greatly in planning to avoid disturbances to the surroundings.

The following noise sources have been identified in relation to the proposed operation of the premises:

- Music noise;
- Noise from Patrons inside and outside the building (shouting, laughing, etc.);
- Patrons leaving the bar throughout and at the end of the night, including taxis

8.2 Management Controls

The responsibility for the management controls will be assumed by the manager. Other members of staff may assume the role in the future following suitable training. Where the venue is hired out, this responsibility will be shared with the event organisers as will be included in the contract for the hire of the venue.

A culture of neighbourly consideration will be encouraged amongst patrons through the use of signs and polite reminders from staff.

Patrons are expected to access and leave the premises via the carpark. Signs will be installed reminding patrons not to have loud music in cars and keep engine noise low, and smokers of the amenity of neighbours.

Taxis will be encouraged to turn off their engines while waiting and not sound their horns, with a member of staff liaising with the driver to fetch the patron if necessary.

8.2.1 Noise Limiter

As previously highlighted, it is recommended that a sound limiter system be installed to control the upper limits for noise emissions from site. Any music played in the venue would have to be through this system.

It is recommended that, although a guide figure has been identified, the limit for noise levels would be set through a joint exercise with the Council and the neighbouring dwellings where music in the

premises is adjusted until an agreeable level is achieved at, or preferably in, the neighbouring dwellings. The limiter would then be set with this level as the maximum permitted level.

8.2.2 External Noise Management

A culture of neighbourly consideration will be encouraged amongst guests through the use of signs prominently displayed by the door and polite reminders from staff.

Signs should be in place reminding guests of the proximity of neighbours and encouraging them to keep their voices down.

8.3 Neighbour Relations

The management will endeavour to maintain a friendly, open and informative relationship with the nearby residents to allow concerns to be raised and addressed without hostility. Residents will be made aware of planned events with a reasonable notice period and concerns regarding these will be noted and acted upon.

8.3.1 Complaints Procedure

A phone number and email address will be provided to nearby residents to allow efficient notification of the premises if noise levels are causing a disturbance. Clear instructions would be given to those likely to answer on these procedures for handling complaints.

A complaint action procedure will be produced and made available to staff who will be instructed to follow it on receiving a complaint. This procedure would include checking and adjusting the music volume and supervising patrons outside the premises.

A timed and dated log will be kept in the office of all complaints, including actions taken and responses given. Other information recorded in the complaints log will include the approximate number of guests and staff present at the time of the complaint, and any specific activities or conditions which were noteworthy at the time. A sample complaint log sheet is attached at Appendix B. Any other notes or email communications should be copied and a record kept in the complaint log folder.

All complaints will be addressed promptly, with a response/explanation as well as any future actions or improvements that can be implemented.

9. Conclusion

A baseline noise survey has been undertaken by Venta Acoustics to establish the background noise climate in the locality of Dusk, Ongar Road, Brentwood, as well as an assessment of music noise propagation to the nearest receiver.

Additional recommendations to minimise operational noise have also been provided, including a joint exercise to set the noise limiter.

A noise management plan has been proposed to minimise the impact of operation on the surrounding residents and a procedure for efficiently dealing with complaints has been suggested.

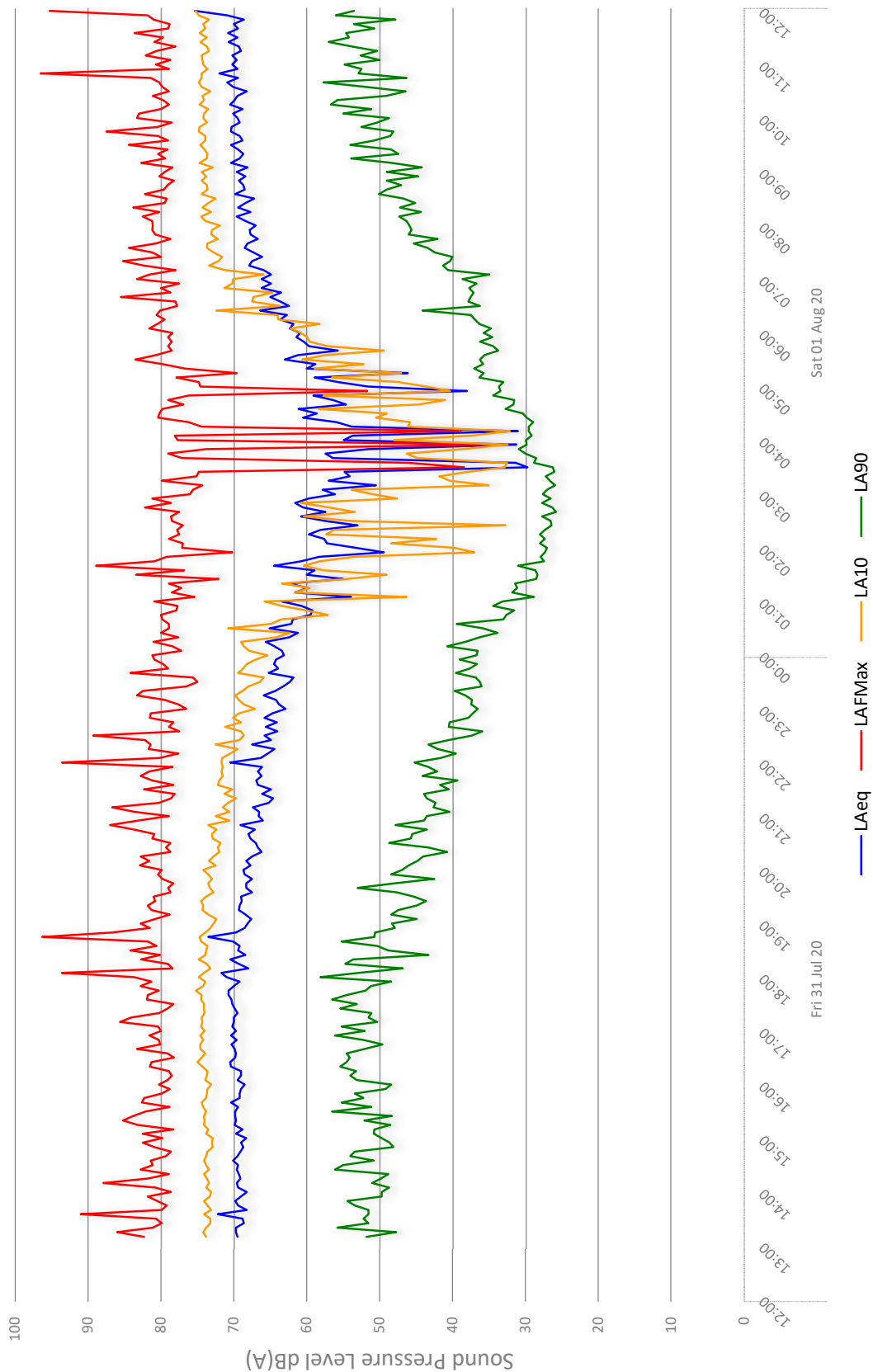
Jamie Duncan MIOA



Dusk, Ongar Road, Brentwood
Environmental Noise Time History: 1



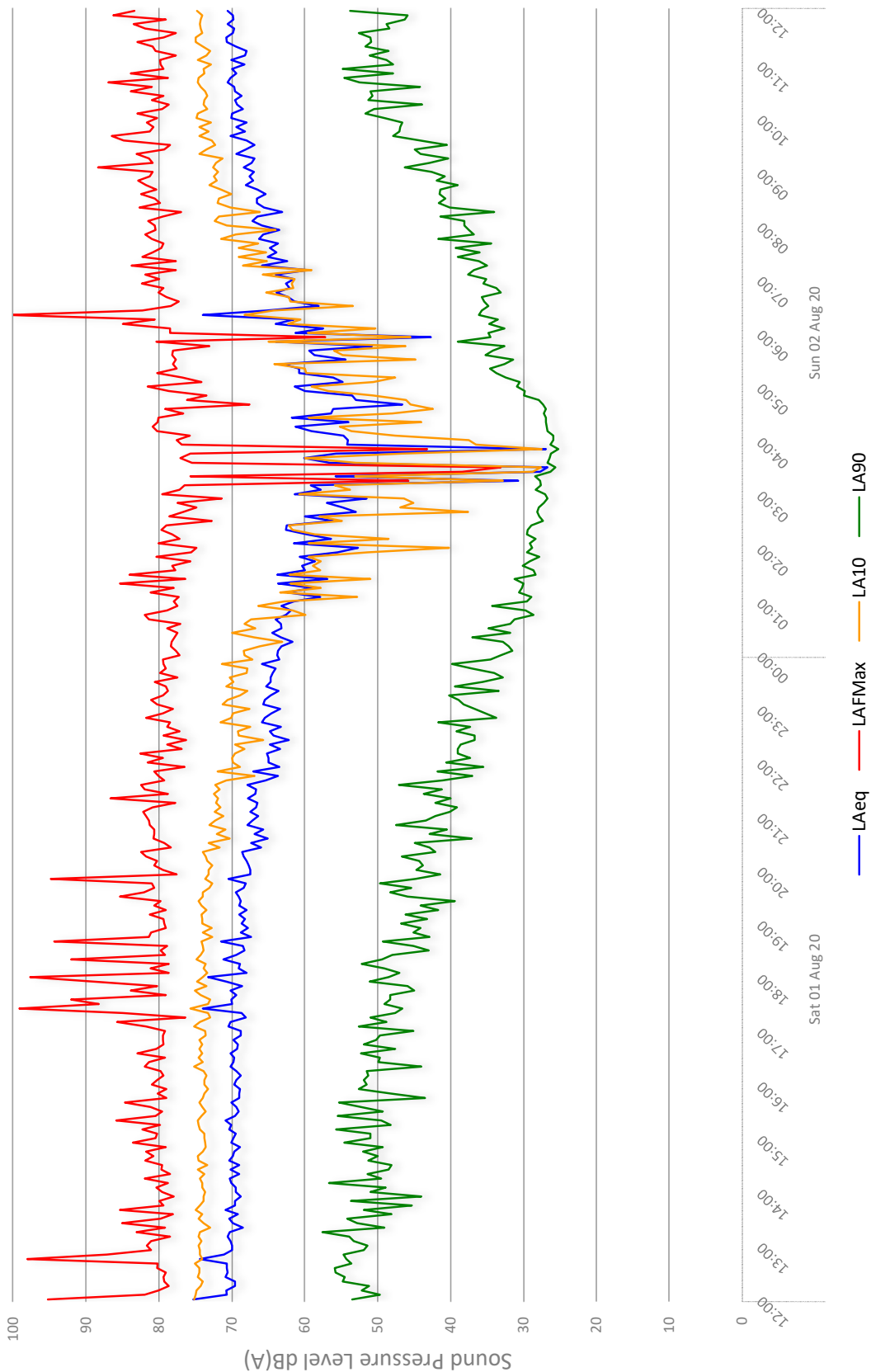
Figure VA2956/TH1



Dusk, Ongar Road, Brentwood
Environmental Noise Time History: 2



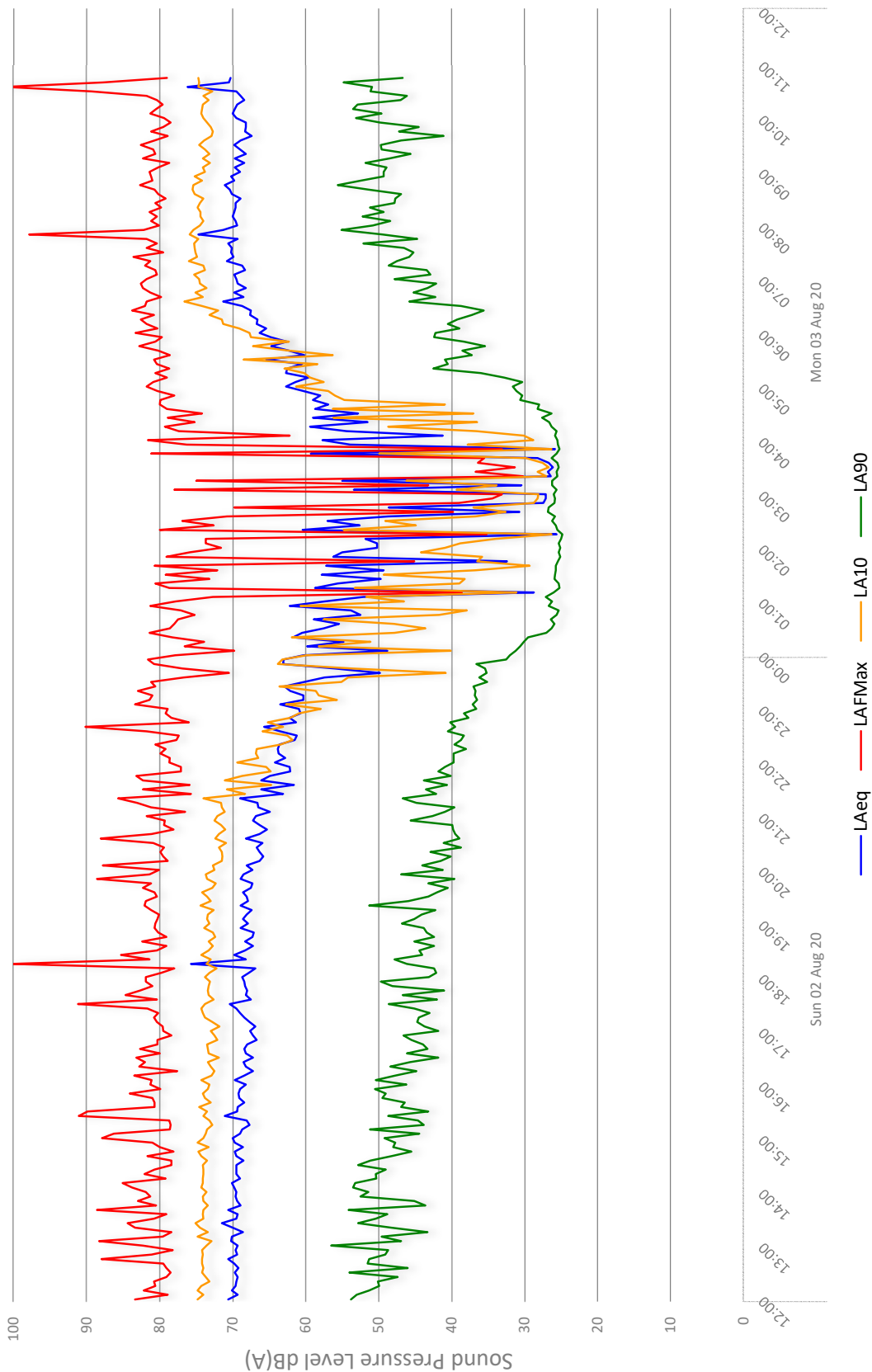
Figure VA2956/TH2



Dusk, Ongar Road, Brentwood
Environmental Noise Time History: 3



Figure VA2956/TH3



APPENDIX A

Acoustic Terminology & Human Response to Broadband Sound

1.1 Acoustic Terminology

The human impact of sounds is dependent upon many complex interrelated factors such as 'loudness', its frequency (or pitch) and variation in level. In order to have some objective measure of the annoyance, scales have been derived to allow for these subjective factors.

Sound	Vibrations propagating through a medium (air, water, etc.) that are detectable by the auditory system.
Noise	Sound that is unwanted by or disturbing to the perceiver.
Frequency	The rate per second of vibration constituting a wave, measured in Hertz (Hz), where 1Hz = 1 vibration cycle per second. The human hearing can generally detect sound having frequencies in the range 20Hz to 20kHz. Frequency corresponds to the perception of 'pitch', with low frequencies producing low 'notes' and higher frequencies producing high 'notes'.
dB(A):	Human hearing is more susceptible to mid-frequency sounds than those at high and low frequencies. To take account of this in measurements and predictions, the 'A' weighting scale is used so that the level of sound corresponds roughly to the level as it is typically discerned by humans. The measured or calculated 'A' weighted sound level is designated as dB(A) or L_A . A notional steady sound level which, over a stated period of time, would contain the same amount of acoustical energy as the actual, fluctuating sound measured over that period (e.g. 8 hour, 1 hour, etc).
L_{eq} :	The concept of L_{eq} (equivalent continuous sound level) has primarily been used in assessing noise from industry, although its use is becoming more widespread in defining many other types of sounds, such as from amplified music and environmental sources such as aircraft and construction. Because L_{eq} is effectively a summation of a number of events, it does not in itself limit the magnitude of any individual event, and this is frequently used in conjunction with an absolute sound limit.
L_{10} & L_{90} :	Statistical L_n indices are used to describe the level and the degree of fluctuation of non-steady sound. The term refers to the level exceeded for n% of the time. Hence, L_{10} is the level exceeded for 10% of the time and as such can be regarded as a typical maximum level. Similarly, L_{90} is the typical minimum level and is often used to describe background noise. It is common practice to use the L_{10} index to describe noise from traffic as, being a high average, it takes into account the increased annoyance that results from the non-steady nature of traffic flow.
L_{max} :	The maximum sound pressure level recorded over a given period. L_{max} is sometimes used in assessing environmental noise, where occasional loud events occur which might not be adequately represented by a time-averaged L_{eq} value.

1.2 Octave Band Frequencies

In order to determine the way in which the energy of sound is distributed across the frequency range, the International Standards Organisation has agreed on "preferred" bands of frequency for sound measurement and analysis. The widest and most commonly used band for frequency measurement and analysis is the Octave Band. In these bands, the upper frequency limit is twice the lower frequency limit, with the band being described by its "centre frequency" which is the average (geometric mean) of the upper and lower limits, e.g. 250 Hz octave band extends from 176 Hz to 353 Hz. The most commonly used octave bands are:

Octave Band Centre Frequency Hz	63	125	250	500	1000	2000	4000	8000
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APPENDIX A

Acoustic Terminology & Human Response to Broadband Sound

1.3 Human Perception of Broadband Noise

Because of the logarithmic nature of the decibel scale, it should be borne in mind that sound levels in dB(A) do not have a simple linear relationship. For example, 100dB(A) sound level is not twice as loud as 50dB(A). It has been found experimentally that changes in the average level of fluctuating sound, such as from traffic, need to be of the order of 3dB before becoming definitely perceptible to the human ear. Data from other experiments have indicated that a change in sound level of 10dB is perceived by the average listener as a doubling or halving of loudness. Using this information, a guide to the subjective interpretation of changes in environmental sound level can be given.

Change in Sound Level dB	Subjective Impression	Human Response
0 to 2	Imperceptible change in loudness	Marginal
3 to 5	Perceptible change in loudness	Noticeable
6 to 10	Up to a doubling or halving of loudness	Significant
11 to 15	More than a doubling or halving of loudness	Substantial
16 to 20	Up to a quadrupling or quartering of loudness	Substantial
21 or more	More than a quadrupling or quartering of loudness	Very Substantial

Appendix B

Sample Noise Complaint Log Sheet

Date	Time	Staff Name	No. of Staff & Patrons	Complainant			Details			Response Details ¹
				Name	Address	Phone/email	Description ¹	Duration	Solution?	

¹ Attach noted and email correspondence as appropriate

Operating Schedule



CRIME AND DISORDER

<u>Door Supervisors</u>		I intend to promote the 4 licensing objectives by (please tick)
1.	Will be correctly registered with the Security Industry Authority (S.I.A.).	<input type="checkbox"/>
2.	Will display the correct name / Identification Badge.	<input type="checkbox"/>
3.	Will carry an S.I.A. licence at all times.	<input type="checkbox"/>
4.	Door supervisor ratio agreed by the Police and Licensing Authority, which is 1: _____	<input type="checkbox"/>
6.	Where there are 5 or more door supervisors, at least one of these will be female.	<input type="checkbox"/>
8.	Will be in attendance at the entrance of the premises from the main exit doors to the premises are closed, and at any time when patrons may be queuing for access.	<input type="checkbox"/>
9.	Door Supervisors will be issued with multi-channel radios capable of communicating with other door supervisors, the designated premises supervisor.	<input type="checkbox"/>
10.	A Door Supervisor Register is kept and includes names, dates and times of the persons employed in such capacity.	<input type="checkbox"/>

<u>C.C.T.V.</u>		
11.	A C.C.T.V. system has been installed and is working to the satisfaction of Thames Valley Police and the Licensing Authority.	<input type="checkbox"/>
12.	Recordings will be maintained for an appropriate period of time to be agreed with the Police and the Licensing Authority.	<input type="checkbox"/>
CRIME AND DISORDER		I intend to promote the 4 licensing objectives by (please tick)
C.C.T.V. (Cont'd)		
13.	If the C.C.T.V. equipment fails, immediate steps will be taken to put the equipment back into working order.	<input type="checkbox"/>
14.	A notice will be displayed at the entrance to the premises advising that C.C.T.V. is in operation.	<input type="checkbox"/>
15.	At least one C.C.T.V. camera will be in operation at the front of the premises at all times when the premises is in use.	<input type="checkbox"/>
<u>Bottles and glasses</u>		
16.	Alcohol and soft drinks will be served in plastic or toughened glasses outdoor area.	<input type="checkbox"/>
18.	Customers will not be permitted to take open containers of alcohol or soft drinks from the premises.	<input type="checkbox"/>
19.	All bottles and glasses are to be removed from public areas as soon as the contents have been drunk or are empty.	<input type="checkbox"/>
20.	Bottle bins for collection or empty bottles will not be accessible to members of the public.	<input type="checkbox"/>

Radios

21.	The equipment will be kept in working order at all times.	<input type="checkbox"/>
22.	The equipment will be on at all times the premises are open to the public, and will be monitored by the Designated Premises Supervisor or other responsible staff member.	<input type="checkbox"/>

23.	All instances of crime and disorder will be reported to the Police as soon as reasonably practicable via C.C.T.V.	<input type="checkbox"/>
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☐**Capacity Limits**

25.	The capacity limit is based on advice from the Police, Fire Service and own risk assessment.	<input type="checkbox"/>
26.	Door supervisors will ensure the capacity limits are not exceeded, at all times.	<input type="checkbox"/>

Proof of Age Cards

27.	We have a proof of age policy that has been formulated in discussion with the Police and the Licensing Authority.	<input type="checkbox"/>
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Drinks Promotions

28.	irresponsible drinks promotions will not be permitted.	<input type="checkbox"/>
29.	The Designated Premises Supervisor or a Personal Licence holder will be in charge of the premises when any drinks promotions are taking place.	<input type="checkbox"/>

<u>Drugs</u>		
30.	We have an anti-drugs policy	<input type="checkbox"/>
31.	A drugs register will be maintained.	<input type="checkbox"/>
32.	The Police will be notified of all seizures of controlled drugs.	<input type="checkbox"/>

CRIME AND DISORDER		I intend to promote the 4 licensing objectives by (please tick)
<u>Notices</u>		
33.	Crime prevention notices are displayed warning customers of the possibility of disturbing our neighbours, e.g. “please leave quietly”, “please do not gather outside”	<input type="checkbox"/>
34.	A detailed sign is at each entrance and exit	<input type="checkbox"/>
35.	Any restrictions on the admission of children to the premises are conspicuously displayed outside the premises.	<input type="checkbox"/>
<u>General</u>		
36.	* A Personal Licence holder will be at the premises at all times when alcohol is being sold or regulated entertainment is being provided.	<input type="checkbox"/>
37.	We have a policy on the safe management of large groups, i.e. hen and stag parties.	<input type="checkbox"/>
38.	A secure area for customer's personal belongings is available	<input type="checkbox"/>
39.	We provide food that is available at all times when the premises are open.	<input type="checkbox"/>
40.	Under 18s functions alcohol is not available	<input type="checkbox"/>

PUBLIC SAFETY

<u>Fire Safety</u>		I intend to promote the 4 licensing objectives by (please tick)
41.	We have conducted a suitable Fire Risk Assessment at the premises and implemented the necessary control measures.	<input type="checkbox"/>
42.	All exit doors are easily operable without the use of a key, card, code or similar means.	<input type="checkbox"/>
45.	All removable security fastenings are removed whenever the premises are open to the public or staff.	<input type="checkbox"/>
46.	All fire doors are maintained unobstructed and effectively self-closing and will not be held open other than with approved devices.	<input type="checkbox"/>
47.	Fire resistant doors to service shafts, ducts and cupboards are kept locked shut.	<input type="checkbox"/>
48.	Step and stair edges are appropriately highlighted so as to be conspicuous.	<input type="checkbox"/>
50.	Upholstered seating is fire retardant and complies with current fire safety regulations.	<input type="checkbox"/>
53.	Access is provided for emergency vehicles and kept clear and free from obstruction at all times.	<input type="checkbox"/>

PUBLIC SAFETY <u>Fire Safety</u> (Cont'd)		I intend to promote the 4 licensing objectives by (please tick)
54.	Fire drill and emergency lighting tests are conducted weekly / monthly. Records of these tests are available upon request.	<input type="checkbox"/>
55.	All fire exits and means of escape are signed in accordance with BS5499: Part 1: Specification for Fire Safety Signs : 1990.	<input type="checkbox"/>
56.	An evacuation policy is in place that is to the satisfaction of the Fire Authority. All staff members have been trained in fire and emergency evacuation procedures.	<input type="checkbox"/>
57.	Wall and ceiling finishes are fire resistant to the appropriate standard.	<input type="checkbox"/>
58.	Exit doors open outwards or are secured in the open position if this is not the case.	<input type="checkbox"/>
<u>Disabled People</u>		
59.	Adequate arrangements exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.	<input type="checkbox"/>
PUBLIC SAFETY <u>First Aid</u>		
60.	Adequate and appropriate First Aid equipment and materials are available on the premises.	<input type="checkbox"/>
61.	At least one suitable trained First Aider will be on duty when the public are present.	<input type="checkbox"/>
62.	If more than one First Aider is present, their respective duties will be clearly defined.	<input type="checkbox"/>
63.		<input type="checkbox"/>
PUBLIC SAFETY <u>Fire Safety - Lighting</u>		
64.	In the absence of adequate daylight suitable and sufficient artificial lighting is provided and maintained in any area accessible to the public.	<input type="checkbox"/>

PUBLIC SAFETY <u>Fire Safety – Lighting</u> (Cont'd)		I intend to promote the 4 licensing objectives by (please tick)
65.	Fire safety signs are adequately illuminated.	<input type="checkbox"/>
66.	Emergency lighting is installed and regularly maintained.	<input type="checkbox"/>
67.	Emergency lighting batteries are fully charged before the admission of the public.	<input type="checkbox"/>
68.	The emergency lighting battery has a capacity of 15 minutes to allow adequate evacuation of the premises.	<input type="checkbox"/>
68.	Emergency lighting tests are conducted monthly. Records of these tests are available upon request.	<input type="checkbox"/>
PUBLIC SAFETY <u>Safety Certificates</u>		
69.	The premises have either a current and satisfactory National Inspection Council (for) Electrical Installation Contracting (N.I.C.E.I.C.) or Electrical Contractors Association (E.C.A.) periodic electrical installation report. An inspection is carried out every ____ year(s) and a new report will be obtained each time.	<input type="checkbox"/>
70.	The premises have either a current satisfactory N.I.C.E.I.C. or E.C.A. periodic emergency lighting report. An inspection is carried out every ____ year(s) and a new report obtained each time.	<input type="checkbox"/>
71.	The premises have a current Council (for) Registered Gas Installers (C.O.R.G.I.) certificate of inspection in respect of any gas boiler, calorifier or appliance. An inspection is carried out every ____ year(s) and a new report obtained each time.	<input type="checkbox"/>
72.	The premises have a current Oil Firing Technical Association (O.F.T.E.C.) certificate of inspection in respect of any oil-fired boiler or appliance. An inspection is carried out every ____ year(s) and a new report will be obtained at these intervals.	<input type="checkbox"/>
73.	The premises have a certificate issued by a suitably qualified and competent person confirming the safety of any suspended ceilings installed at the premises.	<input type="checkbox"/>
74.	The premises have current and suitable Public Liability Insurance in the sum of £ ____ million. A certificate will be obtained each year and displayed at the premises.	<input type="checkbox"/>

PUBLIC SAFETY <u>Safety Certificates</u> (Cont'd)		I intend to promote the 4 licensing objectives by (please tick)
75.	The premises have current certificates of inspection for all portable fire fighting equipment. An inspection is carried out every year(s) and new certificates will be obtained at these intervals.	<input type="checkbox"/>
76.	The premises have a current certificate of inspection for the fire detection alarm. An inspection is carried out every ____ year(s) and a new certificate will be obtained at these intervals.	<input type="checkbox"/>
77.	Any temporary electrical installation being used is checked before use by a N.I.C.E.I.C. or E.C.A. electrician and a temporary electrical installation report or a certificate of compliance with British Standard BS7909: 1998 will be obtained.	<input type="checkbox"/>
PUBLIC SAFETY <u>General</u>		
78.	All safety signs warning customers about the risks to their health and safety are to comply with BS5378 1980 : Safety Signs and Colours.	<input type="checkbox"/>
79.	Drinking water will be available at all times when the premises is open to the public	<input type="checkbox"/>
80.	A chill out area to the satisfaction of the Police and Licensing Authority is provided.	<input type="checkbox"/>
81.	A "Hot Line" to local taxi firms is available.	<input type="checkbox"/>
82.	A policy is in place for escorting all patrons from the premises to a licensed taxi or private hire vehicle should a request be made.	<input type="checkbox"/>
83.		<input type="checkbox"/>

PUBLIC SAFETY		I intend to promote the 4 licensing objectives by (please tick)
General (Cont'd)		
84.	Seats are available to accommodate _____% of the maximum capacity of the premises.	<input type="checkbox"/>
84.	A continuous and accurate record is maintained of the number of patrons within the premises. These records are available upon request.	<input type="checkbox"/>
86.	Searching as a condition of entry will be considered at all times and will be mandatory when directed by Police.	<input type="checkbox"/>
87.	A survey of the noise levels to which customers are subjected to has been undertaken by a suitably qualified and competent person and adjustments have been made to reduce levels, wherever necessary.	<input type="checkbox"/>
88.		<input type="checkbox"/>

PREVENTION OF PUBLIC NUISANCE

<u>Noise and vibration</u>		I intend to promote the 4 licensing objectives by (please tick)
89.	A noise management plan has been devised and is in operation at the premises.	<input type="checkbox"/>
90.	Noise or vibration from the premises will be maintained at a level that will not be audible at the façade of any neighbouring noise sensitive premises.	<input type="checkbox"/>
91.	All entrances and exits have an effective lobby to minimise the breakout of noise.	<input type="checkbox"/>
92.	Noise limiters are fitted to amplification equipment and have been set at a level agreed with the local authority.	<input type="checkbox"/>
93.	Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.	<input type="checkbox"/>
94.	Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs and 07:00 hrs to minimise disturbance to nearby occupiers.	<input type="checkbox"/>
96.	A full acoustic survey into the impact of noise from the premises has been carried out by a competent person. All recommendations have been carried out.	<input type="checkbox"/>
<u>Noxious smells</u>		
97.	All ventilation and extract systems are designed and maintained so as to prevent noxious smells causing a nuisance to nearby properties.	<input type="checkbox"/>
98.	Refuse receptacles are cleaned with disinfectant at least weekly.	<input type="checkbox"/>
<u>Light pollution</u>		
99.	Bright / flood lights used outside the premises and any security or access lighting installed will not be operated so as to cause a nuisance to nearby occupiers.	<input type="checkbox"/>
100.	All external lighting, including floodlighting, is directed away from adjacent occupiers.	<input type="checkbox"/>
<u>Litter</u>		

101.	_____litter receptacles are placed outside the premises for customers to use and are emptied at least daily.	<input type="checkbox"/>
102.	The premises has a waste collection contract with_____who remove waste.	<input type="checkbox"/>
103.	Staff undertake a litter pick to a distance of_____metres around the premises daily.	<input type="checkbox"/>

PROTECTION OF CHILDREN FROM HARM

<u>General</u>		I intend to promote the 4 licensing objectives by (please tick)
104.	The premises has clear signs displayed for restricting under 18 years can not drink alcohol.	<input type="checkbox"/>
105.		<input type="checkbox"/>
106.	The hours of the day during which age restrictions apply are between_____hrs and_____hrs.	<input type="checkbox"/>
107.	Alcohol is not available on the premises when only under 18's are permitted.	<input type="checkbox"/>
108.	The premises operates a proof of age policy that has been agreed by the police.	<input type="checkbox"/>
109.	When children are allowed on the premises, a "no smoking" area of such a size and design that it genuinely provides a suitable, comfortable area for children and families wishing to be separated from smoking areas will be available.	<input type="checkbox"/>
110.	A crime prevention policy agreed by the police and local authority is in place.	<input type="checkbox"/>