



## **Agenda for Licensing and Enforcement Sub Committee**

**Wednesday, 13th August, 2025, 9.30 am**

### **Members of Licensing and Enforcement Sub Committee**

Councillors: I Barlow, Y Levine and J Whibley (Chair)

**Venue:** Tale Room, Blackdown House, Honiton

**Contact:** Sarah Jenkins;

01395 517406 email [Sarah.Jenkins@eastdevon.gov.uk](mailto:Sarah.Jenkins@eastdevon.gov.uk)

(or group number 01395 517546)

Monday, 4 August 2025

East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
EX14 1EJ

DX 48808 HONITON

Tel: 01404 515616

**[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)**

1 Apologies

2 Declarations of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

3 Matters of urgency

Information on [matters of urgency](#) is available online

4 Confidential/exempt items

To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way.

5 Application for the grant of a premises licence under the Licensing Act 2003 - Poltimore House, Poltimore, Exeter, EX5 0AU (Pages 3 - 94)

**Due to the requirements of the Licensing Act 2003 only parties to the hearing are permitted to address the sub-committee (through their representative as appropriate).**

**[Decision making and equalities](#)**

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**

Report to: Licensing and Enforcement Sub Committee

Date of Meeting 13 August 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Application for the grant of a premises licence under the Licensing Act 2003

### Report summary:

The report summarises an application for the grant of a new premises licence to be considered by the sub-committee.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That the licensing sub-committee consider an application for the grant of a premises licence for the supply of alcohol on and off the premises, regulated entertainment and late-night refreshment at Poltimore House, Poltimore, Exeter, EX5 0AU.

### Reason for recommendation:

To comply with the statutory process.

Officer: Phillippa Norsworthy, Licensing Manager, [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk)

### Portfolio(s) (check which apply):

- ☐ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☒ Environment - Operational
- ☐ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

## Links to background information

[Statement of licensing policy 2021-2026 - East Devon](#)

[Revised guidance issued under section 182 of Licensing Act 2003 - GOV.UK](#)

**APPENDIX A- Premises Licence Application**

**APPENDIX B – Plan of premises**

**APPENDIX C – Location plan**

**APPENDIX D – Representations received**

**APPENDIX E – Responses to Notices of Hearing**

**APPENDIX F – Operating Schedule**

**APPENDIX G – Police agreed position**

**APPENDIX H – Statement from Poltimore House Trust**

**APPENDIX I – Poltimore House NMP & EMP**

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ A supported and engaged community
  - ☐ Carbon neutrality and ecological recovery
  - ☒ Resilient economy that supports local business
  - ☐ Financially secure and improving quality of services
- 

## Report in full

### 1 Application

- 1.1 An application has been received from Poltimore House Trust for the grant of a new premises licence application to authorise the sale of alcohol, on and off sales, regulated entertainment and late-night refreshment.
- 1.2 Poltimore House is a grade 2 listed building situated in the outskirts of Exeter within 13 acres of Grounds which attract many visitors. Included within the site is a café and farm shop, which operate under a separate limited company.
- 1.3 Since a serious arson attack in 2024 the Trust are working towards trying to improve their capacity for income generation to aid recovery and sustainability of the premises.
- 1.4 The application can be found at **APPENDIX A**.
- 1.5 The site plan submitted with the application can be found at **APPENDIX B**. The proposed area for licensable activities to take place is indicated by way of a continuous red line.
- 1.6 A location map of the premises and surrounding area can be found at **APPENDIX C**.

### 2 Statutory Bodies' Response

- 2.1 Devon & Cornwall Police  
Representation Received. The Police reached an agreed position with the applicant. Further details regarding this agreement can be found at **APPENDIX D**.
- 2.2 Devon & Somerset Fire & Rescue Service  
No representations.



2.3 Area Child Protection Committee and Local Safeguarding Children Board

No representations.

2.4 Devon Trading Standards

No representations.

2.5 East Devon District Council, Environmental Health Service

No representations.

2.6 East Devon District Council, Planning & Countryside Service

No representations.

2.7 Primary Care Trust

No representations.

2.8 Home Office

No representations.

### **3 Representations and Responses to Notices of Hearing**

3.1 The Police raised a representation, based upon the licensing objectives of the prevention of crime and disorder and the protection of children of harm.

3.2 During the application consultation process, the police reached an 'agreed position' with the applicant. The applicant has agreed to additional conditions being imposed to the premises licence, should the licence be granted. The agreed proposed conditions can be found at **APPENDIX G**.

3.3 Representations were received from two residents, who live in proximity to Poltimore House. Full details of their representation can be found at **APPENDIX D**. The representations refer to all four of the licensing objectives. Prevention of crime and disorder, prevention of public nuisance, public safety and the protection of children from harm.

3.4 Details of the responses to the statutory Notice of Hearing are attached at **APPENDIX E**, including a summary of key points submitted by all parties.

### **4 Proposed Operating Schedule and Mediation.**

4.1 The conditions offered by the applicant in the operating schedule can be found at **APPENDIX F**. These conditions were offered as part of the application.

4.2 Devon & Cornwall Police contacted the Licensing Team on 30 June 2025 outlining their representation relevant to the prevention of crime and disorder and the protection of children from harm licensing objectives. The applicant came to an agreed position with the Police and accepted additional conditions to be imposed on the premises licence, should it be granted. Details of the agreed position can be found at **APPENDIX G**. The additional conditions were in relation to staff training, keeping an incident log at the premises, the use of Door Supervisors at larger events, operating a Challenge 25 age verification policy and keeping a refusals log for refused sales of alcohol.

4.3 Details of the representations raised by the two local residents were forwarded to the applicant on 23 July 2025. To mediate with the persons making representations, the Poltimore House Trust issued a statement which was forwarded to the persons making representations on 29 July 2025. A copy of this statement can be found at **APPENDIX H**.

- 4.4 On 29 July 2025 the persons making representations confirmed that they both wished to continue with a hearing.
- 4.5 Although Environmental Health did not make a representation to this application, they did contact the applicant during the consultation process to enquire whether the applicant had considered a Noise Management Plan (NMP) to manage any noise nuisance from prospective events, and an Event Management Plan (EMP) to ensure the safety of persons attending an event. The applicant provided Environmental Health with a NMP and an example of an EMP and these are attached as **APPENDIX I**. On that basis Environmental Health did not raise a representation.

## **5 Relevant Licensing Policy Considerations**

### **Licensing Objectives**

- 5.1 Section 3.1.1 of the Policy states: 'The Licensing Authority has a duty under the Act to carry out its licensing functions with a view to promoting the four licensing objectives.'

These are:-

- ☐ The prevention of crime and disorder
- ☐ Public safety
- ☐ The prevention of public nuisance
- ☐ The protection of children from harm

- 5.2 Section 3.1.2 of the policy states: These objectives are the only matters to be taken into account in determining the application and any conditions attached must be appropriate in achieving the licensing objectives.

- 5.3 Section 3.1.3 of the Policy states: A licence will only be granted where the Licensing Authority is satisfied that these objectives have been met.

### **Conditions**

- 5.4 Section 6 of the policy sets out what the Sub Committee should consider before imposing conditions on a licence.

- 5.5 Section 6.3 of the policy states: Generally it is recognised that the licensing function is not to be seen as a mechanism for the general control of anti-social behaviour by individuals/groups once they are beyond the direct control of the licence holder of any premises concerned. But the Licensing Authority's discretion may be engaged if relevant representations are made and there is an evidential link between the disturbance and the licensed venue.

### **Licensing Hours**

- 5.6 Section 10.1 of the Policy states: The licensing authority will deal with the issue of licensing hours on the individual merits of each application. When the Authority's discretion is engaged consideration will be given to the individual merits of an application but the presumption will be to grant the hours requested unless there are objections to those hours raised by Responsible Authorities or any other person on the basis of the licensing objectives. However, when issuing a licence with hours beyond midnight higher standards of control will generally need to be included in operating schedules to promote the licensing objectives especially for premises which are situated near residential areas.

- 5.7 Section 10.4 of the Policy states: The terminal hours will normally be approved where the applicant can show that the proposal would not adversely affect the licensing objectives unless, after hearing relevant representation the licensing authority believe it necessary, proportionate and reasonable to restrict the hours required.

## **Nuisance**

- 5.8 Section 16.1 of the Policy states: To promote the licensing objectives, applicants for licences for licensable activities will be required to demonstrate the measures they have in place for the prevention of public nuisance. The impact of the licensable activities on people living in the vicinity should not be disproportionate or unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter. The prevention of public nuisance can include low-level nuisance affecting a few people living locally as well as a major disturbance affecting the whole community. It may also include the prevention of the reduction of the living and working amenity and environment of interested parties.

## **6 Guidance issued under Section 182 Licensing Act 2003 (issued February 2025)**

### **6.1 Crime and Disorder**

Section 2.1 of the Guidance states: Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

### **6.2 Public Safety**

Section 2.8 of the Guidance states: Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person's health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority's powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.

### **6.3 Public Nuisance**

Section 2.21 of the Guidance states: The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

### **6.4 Protection of Children from Harm**

Section 2.28 of the Guidance states: The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

## **Representations**

- 6.5 Section 9.4 of the Guidance states: A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other

hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. There is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.

- 6.6 Section 9.9 of the Guidance states: It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.

### **The Role of Responsible Authorities**

- 6.7 Section 9.12 of the Guidance states: Each responsible authority will be an expert in their respective field, and in some cases it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective.

### **Imposing conditions**

- 6.8 Section 10.8 of the Guidance states: The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.
- 6.9 Section 10.9 of the Guidance states: It is possible that in some cases no additional conditions will be appropriate to promote the licensing objectives.

### **6.10 Proportionality**

Section 10.10 of the Guidance states: The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided.

### **6.11 Hours of Trading**

Section 10.13 of the Guidance states: The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions about the hours during which premises can conduct licensable activities as part of the implementation of its licensing policy statement. Licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.

## **7 Observations.**

- 7.1 Following the implementation of the first set of regulations under the Police Reform and Social Responsibility Act on 25 April 2012 a new provision relating to the 'test' that Licensing Committees should consider when deciding on licensing applications was introduced. The evidential level for Licensing Committees has been lowered so that the test now is that their decisions need only be 'appropriate' and no longer 'necessary'.

7.2 The application being considered is a grant of a new premises licence to permit:

Sale of alcohol to be consumed on and off the premises:

Monday to Thursday – 11:00-00:00

Friday and Saturday – 11:00-00:30

Sunday – 11:00-23:00.

Late night refreshment – indoors/outdoors:

Friday and Saturday – 23:00-00:30.

Recorded music – indoors/outdoors:

Monday to Thursday – 10:00-23:00

Friday and Saturday – 10:00-00:00

Sunday – 10:00-22:00.

Live music – indoors/outdoors:

Monday to Thursday – 12:00-23:00

Friday and Saturday – 12:00-00:00

Sunday- 12:00-22:00.

Exhibition of films – indoors/outdoors:

Monday to Friday – 14:00-22:00

Saturday and Sunday – 10:00-22:00.

Performance of plays – indoors/outdoors:

Monday to Friday – 14:00-22:00

Saturday and Sunday – 12:00-22:00.

7.3 As a result of deregulatory changes that have amended the Licensing Act 2003, no licence is now required for a number of activities. Including:

Live music: no licence permission is required for:

- a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- 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 people.

Recorded Music: no licence permission is required for:

- 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 people.

Performance of a play: no licence permission is required for:

- a performance of a play, if it takes place between 08:00 and 23:00 before an audience of no more than 500 people.

The Guidance issued under Section 182 of the Licensing Act 2003 states at section16.8: Anyone involved in the organisation or provision of entertainment activities – whether or not any such activity is licensable under the 2003 Act – must comply with any applicable duties that may be imposed by other legislation relevant to the event (e.g. in areas such as crime and disorder, fire, health and safety, noise, nuisance and planning). Any such person should take steps to be aware of relevant best practice, and may find responsible authorities a useful source of expert support and advice.

- 7.4 David LEE has been specified as the Designated Premises Supervisor (DPS). Mr Lee holds a personal licence, ERYC/079845 issued by the East Riding of Yorkshire.
- 7.5 Responses to the Notice of Hearing have been received from the applicant and objectors, and all parties will be in attendance at the hearing. Details of the responses to the Notice of Hearing and additional comments in support of both the application and representations received are attached at **APPENDIX E**.
- 7.6 The Sub-Committee will now need to consider whether to grant this application as applied for or as a result of the received representations, refuse the application or grant the application in a different form.

### **Legal Advice**

1. As relevant representations have been made in respect of the application, this hearing must be held. (Relevant representations are about the likely effect of the grant of the application on the promotion of the licensing objectives, by any person, bodies representing them or responsible authorities). The sub-committee must disregard any information or evidence not relevant to the licensing objectives.
2. The sub-committee must consider this application in accordance with Section 4 of the Licensing Act 2003, which requires that licensing functions must be carried out with a view to promoting the four licensing objectives. The licensing authority must also have regard to its own licensing policy and the Secretary of State's guidance, but may depart from both if it has good reason to do so. Those reasons should be stated.
3. Section 18 of the Act requires the licensing authority to grant a premises licence unless it considers additional steps are needed for the promotion of the licensing objectives having regard to any relevant representations.

The steps are:

- (a) to grant the licence subject to:
  - (i) the conditions in the operating schedule modified to such extent as members consider necessary for the promotion of the licensing objectives, and
  - (ii) any condition which must under sections 19, 20 or 21 be included in the licence;
- (b) to exclude from the scope of the licence any of the licensable activities to which the application relates
- (c) to refuse to specify a person in the licence as the premises supervisor
- (d) to reject the application.

The conditions of the licence are modified if any are altered or omitted or any new condition is added. Different conditions may be applied to different parts of the premises, and to different licensable activities. The sub-committee must give its reasons for its decision to take any of these steps. Similarly, if any part of an application is rejected, the sub-committee must give its reasons.

4. The Act requires mandatory conditions to be imposed where supplying alcohol or exhibiting films are approved as licensed activities. It also requires a mandatory condition to be imposed where door supervisors or other individuals carrying out security activities are conditions on the licence.

### **Section 19 - Mandatory conditions relating to the supply of alcohol for consumption OFF the premises**

1. (a) There shall be no sale or supply of alcohol when there is no designated premises supervisor

in respect of this premises licence or at a time when the said premises supervisor does not hold a personal licence or when his/her licence is suspended.

(b) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

2. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
    - (a) a holographic mark, or
    - (b) an ultraviolet feature.
3. (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
  - (2) For the purposes of the condition set out in paragraph 7(1) -
    - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
    - (b) "permitted price" is the price found by applying the formula -

$$P = D + (D \times V)$$

where-

- (i) P is the permitted price,
  - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence-
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
- (3) Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
  - (4)(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
  - (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

5. The sub-committee will need to consider the hours of operation proposed in relation to the licensable activities in the light of the promotion of the licensing objectives, the effectiveness of the operating schedule proposed by the applicant, the representations received, the location of the premises in relation to residential and other commercial properties including other licensed premises, the history of the management of the premises and how it is proposed to be run in the future, the evidence produced of any problems in the past, and the likely impact of any extension of hours and activities. These issues, and any other relevant ones, may be explored at the hearing.

## **6. Human Rights Act 1998**

- 6.1 The sub-committee must also have regard to the provisions of the Human Rights Act 1998 when determining this application. The 1998 Act made the European Convention of Human Rights directly enforceable in British courts. The relevant provisions are Article 6 (right to a fair trial), Article 8 (right to respect for private and family life), Article 11 (freedom of association) and Article 1 of the First Protocol (right to peaceful enjoyment of one's possessions). These provisions are explained below. Essentially, they require the sub-committee to identify correctly the competing interests, give each appropriate weight in the circumstances of the case, and balance them against each other in order to arrive at a fair and reasonable decision.
- 6.2 Under Article 6, "everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law". The procedures established by this Council for hearings under the Licensing Act 2003 are compliant with Article 6.
- 6.3 Under Article 8, "everyone has the right to respect for his private and family life, his home and his correspondence". This right may not be interfered with except in accordance with the law and as may be "necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others". In Licensing Act cases this means that the sub-committee must have regard to the effect of its decisions on local residents, and balance their interests against those of the public at large (e.g. the customers of the premises under consideration) and the people operating the business from the premises.
- 6.4 Under Article 11, "everyone has the right to freedom of peaceful assembly and to freedom of association with others" except where it is lawful to restrict that freedom in the interests of national security or public safety, for the prevention of disorder or crime, for the protection of health or morals or for the protection of the rights and freedoms of others". In Licensing Act cases this means, for example, that the sub-committee is entitled to impose conditions to ensure that patrons of licensed premises do not unreasonably disturb others living or working nearby. Again, the sub-committee should balance the competing interests.
- 6.5 Article 1 of the First Protocol (that is, the first amendment to the Convention) says that every natural or legal person (meaning a human being or a company) is entitled to peaceful enjoyment of his possessions, except where the law provides for restrictions on that right in the public interest. This means, for example, that it is compliant with the Convention to impose restrictions, such as those provided in the Licensing Act 2003, upon business premises where it is in the public interest to do so. On the other hand the same applies to the owners and occupiers of neighbouring premises.

## **7. Appeals**

If the sub-committee imposes conditions on the licence with which the applicant disagrees, or modifies the licensable activities permitted or refuses to specify a person as designated premises supervisor, he or she may appeal within 21 days of notification of the decision to the Magistrates' Court. The applicant may also appeal if an application for a premises licence is rejected. Those making relevant representations may appeal if they believe that the licence should not have been granted, or that, when granting the licence, the licensing authority ought to have imposed different or additional conditions or excluded a licensable activity or refused to specify a person as designated premises supervisor. The magistrates' court may dismiss the appeal, or substitute its own decision, or send back the case to the licensing authority with directions as to how the case is to be dealt with. The magistrates' court may make any costs order it thinks fit.



## **8. Review Provisions**

If extended hours/licensable activities are granted, the Licensing Act contains review provisions which enable any person, bodies representing them or any of the responsible authorities to apply to this licensing authority for a review of the licence. A hearing follows which enables the sub-committee to use the normal powers at a hearing (set out above) but also to suspend the licence for a period of up to three months or to revoke it.

## **9. Police Closure**

A senior police officer may close any premises for 24 hours (this can be extended) where s/he reasonably believes there is or is likely imminently to be disorder on, or in or in the vicinity of the premises and their closure is necessary in the interests of public safety. Closure can also be affected if public nuisance is being caused by noise coming from the premises and closure of the premises is necessary to prevent that nuisance

## **10. Surveillance Camera Code of Guidance-June 2013**

Where a relevant authority has licensing functions and considers the use of surveillance camera systems as part of the conditions attached to a licence or certificate, it must in particular have regard to guiding principle one in this code. Any proposed imposition of a blanket requirement to attach surveillance camera conditions as part of the conditions attached to a licence or certificate is likely to give rise to concerns about the proportionality of such an approach and will require an appropriately strong justification and must be kept under regular review. Applications in relation to licensed premises must take into account the circumstances surrounding that application and whether a requirement to have a surveillance camera system is appropriate in that particular case. For example, it is unlikely that a trouble-free community pub would present a pressing need such that a surveillance camera condition would be justified. In such circumstances where a licence or certificate is granted subject to surveillance camera system conditions, the consideration of all other guiding principles in this code is a matter for the licensee as the system operator.

Guiding principle one states:

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

Legitimate aim and necessity are considered in relation to the four licensing objectives which are set out elsewhere within this report if the Committee is considering conditioning any premises licence with the installation of a CCTV surveillance system.

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### **Financial implications:**

The only financial implication is if an appeal is lodged against the decision made, with the possibility of court costs.

### **Legal implications:**

The legal framework is set out within the report and requires no further comment.

## Application for a premises licence to be granted under the Licensing Act 2003

### Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We Poltimore House Trust

*(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Poltimore House</b> <b>Poltimore</b> <b>Exeter</b>			
<b>Post town</b>	Exeter	<b>Postcode</b>	EX4 0AU

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 12750

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	please complete section (B)
	iv	other (for example a statutory corporation)	please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity	X	please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

**(A) individual applicants** (fill in as applicable)

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

--

**Second individual applicant** (if applicable)

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

**(B) Other applicants**

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

<b>Name</b> POLTIMORE HOUSE TRUST
<b>Address</b> POLTIMORE HOUSE POLTIMORE EXETER EX4 0AU

Registered number (where applicable) 1079947
Description of applicant (for example, partnership, company, unincorporated association etc.) CHARITY, SMALL TRUST SET UP TO RESTORE POLTIMORE HOUSE
Telephone number (if any)
E-mail address (optional) BRANCHESCAFE@POLTIMORE.ORG

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	5	042025

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

DD	MM	YYYY

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

Poltimore House is set in 13 acres of land. Which includes Branches Café & Martinsfield Farm shop.  
Circa 60 covers inside & 50 covers outside in the Tea Garden  
Branches to provide both On-sales & Off-sales  
Martinsfield Farm shop for Off-sales  
Arena with Marquee for Private Hire up to 200  
Cooch area for Smaller Private Hire up to 100

Site Plan enclosed – for ref  
Café site A  
Tea Garden B  
Arena/Lawn C  
Cooch D

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

--

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

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

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	X
b)	films (if ticking yes, fill in box B)	X

c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	X
f)	recorded music (if ticking yes, fill in box F)	X
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)	X
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)	X

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

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	
					Outdoors	
Day	Start	Finish			Both	X
Mon	1400	2200	<b>Please give further details here</b> (please read guidance note 4)  All Events will be ticketed, limited up to 100 Plays will be amplified to the audience area			
Tue	1400	2200				
Wed	1400	2200				
Thur	1400	2200	<b>State any seasonal variations for performing plays</b> (please read guidance note 5)			
Fri	1400	2200				
Sat	1200	2200				
Sun	1200	2200	<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)			

## B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	
					Outdoors	
Day	Start	Finish			Both	X
Mon	1400	2200	<b>Please give further details here</b> (please read guidance note 4)  Films maybe shown either inside Branches Café – Area A or Cooch, Area - D Limited numbers up to 100 Area D & Ticketed Limited numbers up to 60 inside Café, Area A			
Tue	1400	2200				
Wed	1400	2200				
Thur	1400	2200	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)			
Fri	1400	2200				
Sat	1000	2200				
Sun	1000	2200	<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)			



# C

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

## D

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

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	
		Outdoors				
Day	Start	Finish			Both	X
Mon	1200	2300	<b>Please give further details here</b> (please read guidance note 4)  Music will be mostly Acoustic in all areas, A,B & D Occasional use of Both Amplified and Acoustic Music Private Hire – Area C Arena Area Both inside the Marquee & outside			
Tue	1200	2300				
Wed	1200	2300	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)			
Thur	1200	2300				
Fri	1200	0000	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)			
Sat	1200	0000				
Sun	1200	2200				

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	
					Outdoors	
Day	Start	Finish			Both	X
Mon	1000	2300	<b><u>Please give further details here</u></b> (please read guidance note 4)  Background music played while open and noise controlled throughout the evening both inside Café & other external areas			
Tue	1000	2300				
Wed	1000	2300	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)			
Thur	1000	2300				
Fri	1000	0000	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Sat	1000	0000				
Sun	1000	2200				

# G

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

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri	2300	0030	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	2300	0030			
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	1100	0000	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Tue	1100	0000			
Wed	1100	0000	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Thur	1100	0000			
Fri	1100	0030			
Sat	1100	0030			
Sun	1100	2300			

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

<b>Name</b> DAVID LEE	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED] [REDACTED] [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> ERYC/079845	
<b>Issuing licensing authority (if known)</b> East Riding of Yorkshire	



**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

N/A

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	0900	0030	
Tue	0900	0030	
Wed	0900	0030	
Thur	0900	0030	
Fri	0900	0100	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)
Sat	0900	0100	

Sun	0900	2300	

## M

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

### a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

All team to be trained in Challenge 25 procedures as well as General licensing, to include Incident & Refusal Logs

DPS authorising logs to be signed by all team over 18 & under 18's being used for glass clearing where necessary

### b) The prevention of crime and disorder

Visibility of Team and Duty Manager on shift. Training to see possible issues arising, ie, Small groups gathering, body language, facial expression and regular toilet visits

### c) Public safety

To ensure Maximum numbers not exceeded and where necessary a licenced security company to be used with SIA badges

Exit signs to be visible in case of emergency

### d) The prevention of public nuisance

Noise Assessments to be conducted regularly.

Providing notices for Littering & extra bins

Noise reduction

Traffic – Doors slamming, beeping horns, shouting & loud music

Talk to closest neighbours regarding late functions to make them aware and keep regular contact to monitor

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

Children to leave by 2200, unless Private parties

Parents to supervise own children

Team to report any issues

**Checklist:**

**Please tick to indicate agreement**

<ul style="list-style-type: none"><li>•</li></ul>	I have made or enclosed payment of the fee.	
<ul style="list-style-type: none"><li>•</li></ul>	I have enclosed the plan of the premises.	
<ul style="list-style-type: none"><li>•</li></ul>	I have sent copies of this application and the plan to responsible authorities and others where applicable.	
<ul style="list-style-type: none"><li>•</li></ul>	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	
<ul style="list-style-type: none"><li>•</li></ul>	I understand that I must now advertise my application.	
<ul style="list-style-type: none"><li>•</li><li>•</li></ul>	I understand that if I do not comply with the above requirements my application will be rejected. [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

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

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

<b>Declaration</b>	<ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence</li></ul>
--------------------	---

	<p>will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	
Capacity	

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

Signature	
Date	
Capacity	

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Rosemary Exton (Poltimore House Trustee- Catering Lead Branches)</p> <p>██████████</p> <p>██████████</p> <p>██████████</p>			
Post town	██████████	Postcode	██████████
Telephone number (if any)	██████████		
<p>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</p> <p>rosemary.exton@poltimore.org</p>			

## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. 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:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - 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.
    - 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.
    - 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.
    - 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:
    - 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.
    - 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.
    - 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.
  - 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:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - 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;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please 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.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please 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 or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability 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 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 the right 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 in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Home Office online right to work checking service.**

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

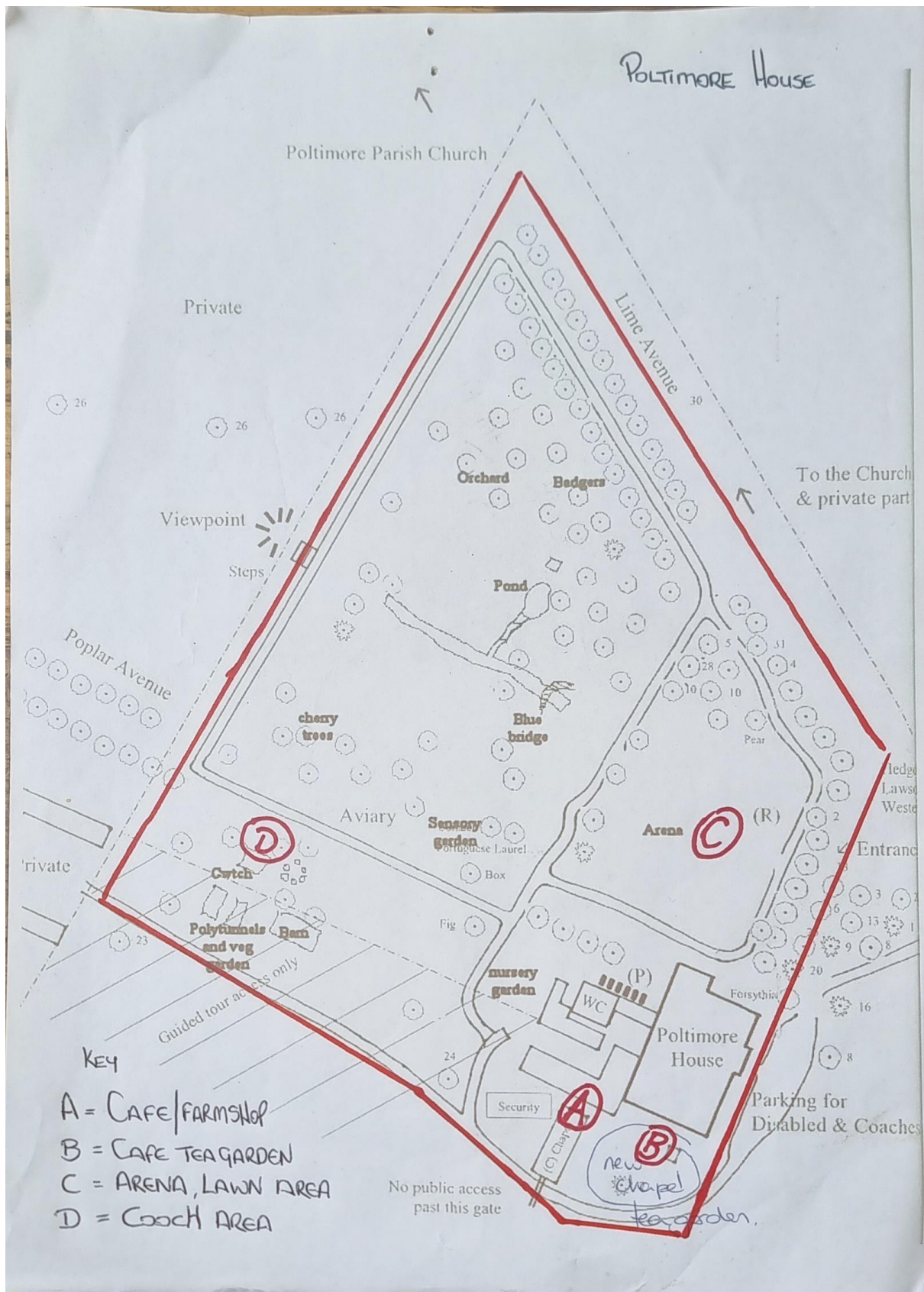
In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

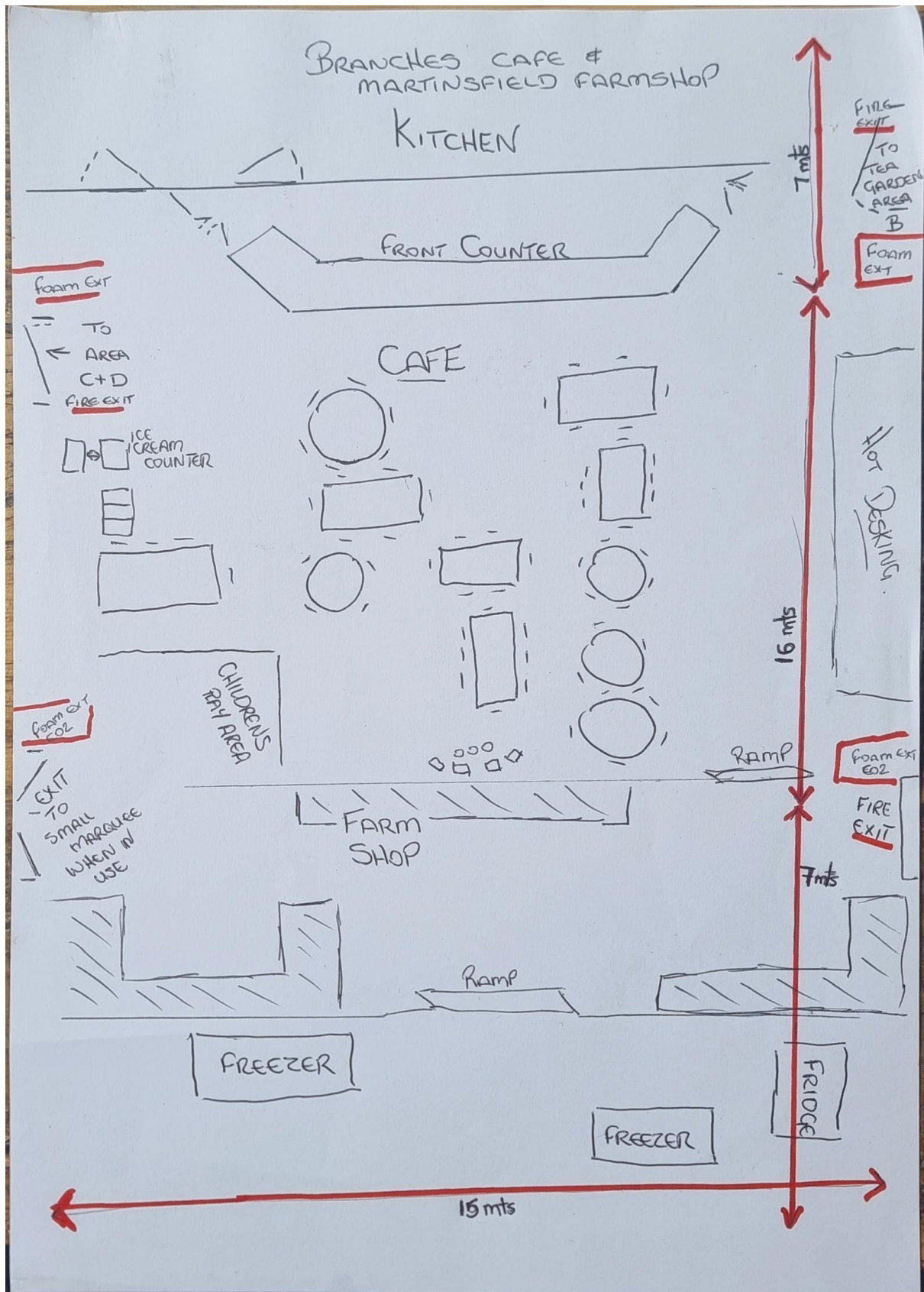
An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

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.



## Poltimore House Plans









Imagery ©2025 Airbus, Maxar Technologies, Map data ©2025 50 m

# REPRESENTATIONS LIST

APPENDIX D

**Application No:** 060173  
**Application Date:** 25 June 2025  
**Licence Type:** Premises Licence WITH Alcohol  
**Licence No:** N/A  
**Application Type:** New Application

**Premises:** Poltimore House  
Poltimore, EXETER, EX4 0AU.  
**Applicant:** Poltimore House Trust  
Poltimore House, Poltimore, Exeter, Devon, EX4 0AU.

**Person making Representation:** Devon & Cornwall Police  
Licensing Department, Launceston Police Station, Launceston, Cornwall, PL1

**Representation Accepted:** Representation has been accepted

**Reason:** Agreed Position

**Details:** Team,  
  
Please see the below email trail detailing an agreed position I have come to with the applicants for the above New Premises Licence, in light of this I would like to make a representation under the Prevention of Crime and Disorder and the Protection of Children from Harm licensing objectives to have the amendments/additions made to the licence should it be granted.

Cheers

M ke

M ke Norsworthy

Alcohol Licensing Officer (Teignbridge and East Devon)  
Prevention Department  
Devon and Cornwall Police  
Mobile [REDACTED]

Hello Mike,  
Thank you for your email.  
We agree to the additional conditions, amendments and additions as outlined in the email below.  
With very best wishes

Rosemary  
Rosemary Exton  
Branches Café Lead  
Trustee  
Poltimore House and Grounds

Poltimore House Trust  
Poltimore House  
Poltimore  
Exeter, EX4 0AU

M [REDACTED]

Good morning Rosemary,

Following the resubmission of your application can you please confirm you are in agreement with the additional conditions we have previously agreed to as below?

Cheers

M ke

M ke Norsworthy

Good afternoon Rosemary,

I am in receipt of your application for a New Premises licence at the above business. Having assessed the application, in order to further promote the Licensing Objectives, I would like to have the following amendments/additions made to the licence should it be granted. If you agree with the amendments/additions please reply to me clearly stating that you agree to the amendments.

**Application No:** 060173

**Premises:** Poltimore House  
Poltimore, EXETER, EX4 0AU.

There is no requirement for you to contact the Local Authority to make any amendments to the application, when we have come to an agreed position, I will forward the agreement to the Local Authority who will make the necessary changes should the licence be granted.

#### UNDER THE PREVENTION OF CRIME AND DISORDER LICENSING OBJECTIVE

Add the following conditions: -

##### STAFF TRAINING

All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.
- iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
- iv. Recognising the signs of drunkenness.
- v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12-month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months.

##### INCIDENT LOG

An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:

- i. Any incidents of disorder or of a violent or anti-social nature
- ii. All crimes reported to the venue, or by the venue to the police
- iii. All ejections of patrons
- iv. Any complaints received
- v. Seizures of drugs or offensive weapons
- vi. Any faults in the CCTV system
- vii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

##### DOOR SUPERVISORS

At any time when alcohol is offered for sale at the premises, the DPS will risk assess the need for Door Supervisors depending on the type and size of event planned. Should it be felt that there is a need for Door Supervisors there shall be a minimum of 2 who will be Security Industry Authority (SIA) registered.

#### UNDER THE PROTECTION OF CHILDREN FROM HARM LICENSING OBJECTIVE

Add the following conditions: -

##### CHALLENGE 25

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

##### REFUSALS REGISTER

An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all

**Application No:** 060173

**Premises:** Poltimore House  
Poltimore, EXETER, EX4 0AU.

alcohol sales refused. The register will include:

- i. the date and time of refusal
- ii. the reason for refusal
- iii. details of the person refusing the sale
- iv. description of the customer
- v. any other relevant observations.

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.

All entries must be made within 24 hours of the refusal.

I look forward to hearing from you

Kind regards

M ke

M ke Norsworthy

**Evidence:**

**Suggestion:**

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**Application No:** 060173

**Premises:** Poltimore House  
Poltimore, EXETER, EX4 0AU.

**Person making Representation:** James Westoby

**Representation Accepted:** Representation has been accepted

**Reason:** Crime & Disorder, Public Safety, Public Nuisance & Children from Harm

**Details:** 13th July 2025

Dear Licensing

This is a representation to object to the above proposal.

We are writing to object to the issuing of an alcohol licence/open hours/activities to Grade 2\* Listed Poltimore House (PH) for the following reasons:

**Crime and Disorder**

Over the last year PH has been vandalised on a number of occasion and, as you should be aware it was recently set on fire, causing the Trust to lose many, many tens of thousands of pounds of investment and huge number of hours of work that had been slowly built up over years by the volunteers. This impacted us directly, as we had no electricity for a few days.

Security is non-existent and can never be enforced. People can gain access to the house via the 13 acres of ground and various fields surrounding it and it would be impossible for the Police to take any timely effective action where instances of crime or public order offences occur.

They say they will limit numbers. We would be interested to know how this would work as the venue itself is quite small (capacity around 50 people maximum) but the grounds are directly accessible - it would need a team of [a dozen burly] security guards to even patrol the ground let alone how they would actually deal with unruly behaviour, and at night, and in the dark?

How is the statement 'and where necessary' defined and who defines this? Surely, attempting to be a 09:00 to (say) midnight operation this would require the aforementioned dozen burly security officers all the time.

According to the 'Charity Commissions' website they have 4 trustees and 25 volunteers - none of these live locally and therefore have no 'skin in the game'. The volunteers are mostly elderly. I certainly wouldn't put myself up against an unruly person/mob on those criteria.

**Prevention of Public Nuisance**

What PH are proposing would negatively impact on the quality of our lives in toto.

Opening EVERY day from 09:00 even to midnight is totally unacceptable in any residential area. Once people know that PH is open until ungodly hours in the morning after pub closing times, it is likely that people already 'three sheets to the wind' will attempt to get there. Encouraging them to drink more, causing a problem for any security (that purportedly will exist). Being written up in a log will not be any sort of deterrent.

An off-licence is not required. The local Co-Op in Westclyst as well as Spar, Aldi, Lidl, Sainsbury's in Pinhoe all sell alcohol and are easily accessible on main roads from the housing estates which have materialised over the last few years. And it is not like it would cause a littering problem along the road as people discard their bottles/rubbish on the way home, is it?

There are a number of public houses in the locality (Heart of Oak, Red Lion, The New Inn and others).

Nearby (far larger and better set up) Killerton House does not appear to have an alcohol licence. It is far more usable (and comprehensive) as a venue and their stated hours are 10:00 to 17:00 for premises (dawn to dusk for the 2600 Hectares of parkland). Events generally finish before 21:30.

The number and variety of activities proposed effectively means that this will be an all-day/every-day business - which would stop us EVER being able to use our garden or even our home as a home.

PH say they will put up notices regarding "littering, and extra bins, noise reduction, traffic (doors slamming, beeping horns, shouting & loud music)" - no-one will take notice of these. There is already a notice saying 'Private Property' - this did not stop it being set on fire last year or trespassing, climbing over the gate etc.

The "reductions" would be impossible to achieve as the drive from where they are proposing to the exit point is approximately 400meters away, on the other side of the house. Would they have people stationed all along the route to ensure that people are not disturbed?

PH currently have contract waste and the (large, sometimes overflowing) bins are left on the (part owned by us) drive, sometimes for days before being emptied. And when they are empty, do they take them in immediately? What do you think!

The ONLY usable internal area they have is an old chapel with asbestos! There is little to reduce noise transmission from the inside.



**Application No:** 060173

**Premises:** Poltimore House  
Poltimore, EXETER, EX4 0AU.

The proposal to sell alcohol and play music in a residential area means that there will be nuisance, noise and anti-social behaviour caused to residents throughout the day and into the early morning.

According to Gov.UK "Noise should not affect the ability to unreasonably and substantially interfere with the use of a home".

We (and other properties into Poltimore village proper) will be directly affected, as this is open land with no way to stop noise and not enough distance for it to be muted. With the, fortunately few, current noisy external events we have sometimes been unable to sit in our garden and/or had to close windows (on a hot summer's day) trying to stop the constant boom-boom which is the sound that carries.

Gov.UK states that - "After 23:00 levels should be less than 34 dB", the sound of a gentle whisper or a quiet library - this could not be achieved with ANY sort of activity involving more than a few people - certainly not the numbers/events/times they are suggesting/expecting.

Not ONCE in the 20+ years we have lived here have they shown any consideration to us as neighbours or told us in advance of events, and they have NEVER provided contact details.

When the café was introduced, there was no contact about the impact it would have on us regarding traffic, footfall, rubbish etc. In fact, we learnt of this proposal from a police officer who was visiting to see where the original notice was put (which was out of obvious sight).

PH have on more than one occasion played live music in the open-air area well after midnight and on some occasions until 04:00 at which we had to go and complain.

As to the times, there are still people (myself included) who work 5 days a week. When am I supposed to sleep, as even after the proposed hours there would likely be people around for some time after.

Moreover, the volunteers/staff would NOT be around for every hour of every shift of every day - they would get a respite from the unrelenting nuisance - we would not. There is a name for this - torture.

#### Public Safety

The only road into PH goes right past our house and over the (part-owned by us) shared drive.

Current events have caused cars to spill onto the main road, making through traffic needing to use the other side of the road (on a bend). Politely asking cars blocking our ingress/egress to move (which we should not have to do) has resulted in some aggressive reactions, even from the volunteers.

How are these supposed 'peaceful merry revellers' to get to PH. There are no buses, the main road to Poltimore is unlit and there are no pavements. They would probably (as the vandals did) cut across the local farmer's field which often have livestock and no doubt some will have their 'Fido' with them - that's not going to be problem is it?

So, they will may be driving.

At night, vehicles would be driving the unlit road, which pedestrians/children would also be using to go home up to the village. It only takes one 'under the influence' driver to cause a death.

Even now with the café open during the day cars come around the corner, over part of our drive and down to PH at excessive speed. This means that our only safe egress is for my partner to walk out and check that it is safe to move out. Even so this has resulted in 'close calls' as vehicles assume it is "just a road".

There may well be a maximum (as I have noted) for the Chapel itself - but this could NEVER be enforced in the surrounding open land.

The few toilets are external - it is likely some will avail themselves of the 13 Acres of grounds! Not a great idea. If you are "lucky" there won't be a drug problem in unlit grounds, not believable, is it?

'Exit signs to be visible' has very limited effect when there is just a single drive into and out of the area. Wouldn't be very useful should another fire arise requiring the Fire Brigade to attend trying to get past a contra-flow of traffic.

#### Protection of Children from Harm

This is related in the fact that children from the village would be walking back up to the village along the unlit, no-pavement road with persons who primarily are going to an all-day drinking establishment.

The point above about people using the open grounds as toilets (or drugs) is also pertinent here.

'Parents to supervise own children'. How is this going to work when the parents are drinking and there is open space outside. As to them leaving by 22:00, I can foresee that this might well mean that ANYONE left after that time is determined to become seriously drunk. Unless the little darlings are walking home alone...

The unlit grounds make assaults possible with no way to prevent or possibly cope with incidents.

Although the main house is boarded, children will be children (as I was) and they would find a way in to the, vandalised and unsafe, property, which has a number of different types of asbestos. The reason the Fire Brigade would not enter the property to extinguish the recent fire.



**Application No:** 060173

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'Team to report any issues'. And the effect of this is - what exactly and to whom?

WRAP-UP

Being essentially a rural, residential area there isn't the infrastructure (roads, transport, amenities, utilities) to cope with this sort of mass-market business, which is what is being proposed.

Their stated remit is to restore Poltimore House, now while this may provide an income stream it brings far more problems than solutions.

Simply put - would YOU want to live next to this?

We urge licensing to reject this proposal.

Thank you.

James & Susan

Name: James D Westoby Susan Westoby

[REDACTED]

Reference No: 060173

Premises: Poltimore House, Poltimore, Exeter, EX4 0AU

Dear Licensing

We have just had a reply from the Charities Commission [CC], as below.

As they are proposing all-day, every-day off/on licence sales this would seem to contradict the CC's Guidelines which state it should be related to an event AND that only participants etc. should be served.

Please could this be taken into consideration as part of our original objection.

Thank you.

James & Susan Westoby

**Evidence:**

**Suggestion:**

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**Application No:** 060173

**Premises:** Poltimore House  
Poltimore, EXETER, EX4 0AU.

**Person making Representation:** Susan Westoby

**Representation Accepted:** Representation has been accepted

**Reason:** Crime & Disorder, Public Safety, Public Nuisance & Children from Harm

**Details:** 13th July 2025

Dear Licensing

This is a representation to object to the above proposal.

We are writing to object to the issuing of an alcohol licence/open hours/activities to Grade 2\* Listed Poltimore House (PH) for the following reasons:

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**Application No:** 060173

**Premises:** Poltimore House  
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Thank you.

James & Susan

Name: James D Westoby Susan Westoby

[REDACTED]

Reference No:???? 060173

Premises: Poltimore House, Poltimore, Exeter, EX4 0AU

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James & Susan Westoby

**Evidence:**

**Suggestion:**

---

Strategic Lead - Governance and Licensing  
 East Devon District Council  
 Council Offices  
 Blackdown House  
 Border Road  
 Heathpark Industrial Estate  
 Honiton EX14 1EJ



Name: Poltimore House Trust  
 Address: Poltimore House  
 Poltimore  
 Exeter  
 Devon  
 EX4 0AU  
 Date: 24/07/2025

### LICENSING ACT 2003

#### NOTICE OF HEARING BEFORE A LICENSING SUB-COMMITTEE

Application Number: 060173  
 Application: Premises Licence WITH Alcohol New Application  
 By: Poltimore House Trust  
 Of: Poltimore House, Poltimore, Exeter, Devon, EX4 0AU  
 Re: Poltimore House, Poltimore, EXETER, EX4 0AU, ,

TAKE NOTICE that the hearing of this application will be heard by a Licensing Sub-Committee at Blackdown House, Honiton

AT: 09.30am

ON: Wednesday 13 August 2025

Melanie Wellman  
 Director of Governance & Licensing  
 East Devon Licensing Authority

**N.B. YOU ARE LEGALLY REQUIRED TO RESPOND TO THIS NOTICE.**

Please turn to page 2 which explains how and by when you must respond.

---

## YOUR RESPONSE TO NOTICE OF HEARING

You are required by Regulation 8 of The Licensing Act 2003 (Hearings) Regulations 2005 to give the Strategic Lead - Governance and Licensing a notice:-

- a) stating whether you intend to attend and/or be represented at the hearing;
- b) stating whether you consider a hearing to be unnecessary;
- c) requesting permission if you wish any other person to appear at the hearing, (e.g. as a witness) stating that person's name and giving a brief description of the point(s) on which that person may be able to assist the licensing sub-committee in relation to your application, representations or objection (as applicable)
- d) enclosing any documents on which you seek to rely to support the representations already made. A summary of the key points on which you seek to rely in making your case should be included.

### YOU MUST SEND THIS INFORMATION TO:

Director of Governance and Licensing  
Attn Licensing Manager  
East Devon District Council,  
Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, Devon, EX14 1EJ

Tel: 01404 515616  
E-mail: [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk)

Please notify the licensing authority if you have any special needs or requirements for the hearing or if you will have any difficulty in attending.

### YOUR WRITTEN RESPONSE MUST ARRIVE AT THE COUNCIL OFFICES NO LATER THAN:

**03/08/2025**

### LATE RESPONSES CAN ONLY BE CONSIDERED AT THE HEARING IF ALL THE OTHER PARTIES AGREE

---

#### Key Information for all parties about the hearing:

1. You have the right to be represented at the hearing by another person, whether that person is legally qualified or not. (Please note that the Licensing Sub-committee has no power to order one party to pay another party's costs whatever the outcome of the hearing).
2. If the Chairman gives permission you may question other parties.
3. You will have the opportunity to address the authority about your application, representation or objection, subject to any maximum time limit imposed by the sub-committee. The time allowed will normally be a maximum of ten minutes.
4. If you do not attend or are not represented at the hearing, then the sub-committee may decide to make its decision on the application in your absence, taking into account any written representations or objections you have made and your Response to this Notice of Hearing.
5. If the Licensing Authority require clarification of any matters at the hearing a separate note will be attached to this notice.
6. If you wish to withdraw any representations you have made, you may do so by writing to the address given in this notice no later than 24 hours before the hearing is due to start, or by attending the hearing and saying so.
7. A copy of the Licensing Authority's hearing procedure is attached for your information.

Where general representations have been made relating to disorder, nuisance safety further clarification should be provided where available - for example evidence to support the representation.

To: Strategic Lead - Governance and Licensing  
Attn Licensing Manager  
East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton EX14 1EJ



## RESPONSE TO NOTICE OF HEARING

I refer to your notice of hearing dated 24 July 2025 relating to the following application:

Application Number: 060173

Application: Premises Licence WITH Alcohol New Application

By: Poltimore House Trust

Of Poltimore House, Poltimore, Exeter, Devon, EX4 0AU

Re: Poltimore House, Poltimore, EXETER, EX4 0AU, ,

Under Regulation 8 of The Licensing Act 2003 (Hearings) Regulations 2005 I give you notice that: -



		(Tick as appropriate)	Yes	No
I consider this hearing to be unnecessary			<input checked="" type="checkbox"/>	<input type="checkbox"/>
I intend to attend the hearing			<input checked="" type="checkbox"/>	<input type="checkbox"/>
I intend to be represented at the hearing by: <i>Dr PETER TOTTERDILL (CHAIR OF POLTMOORE HOUSE TRUST)</i> [Redacted]				
Please see note below (Please give details of the person's name and address in this box)				
I am requesting permission for the below named person(s) to appear at the hearing, (e.g. as a witness)				
Name and address	<i>Mr DAVE LEE</i> [Redacted]			
Please explain how this person will be able to assist the Licensing Sub-Committee: <i>Mr Dave Lee, as the Designated Premises Supervisor, has 30 years' previous experience as a pub manager, and is a paid member of staff. He is part of the Poltmoore House Trust Management Team, and co leads the Events Committee.</i>				
I enclose the following documents to support my original representations: <i>Polthmore House Trust 'Statement in support of the Trust's application for the sale of alcohol'</i>  (Please list them)				
		(Tick as appropriate)	Yes	No
I also enclose a summary of the key points on which I seek to rely in supporting my *application, *representation or *objection I have already made (*Delete as applicable). You are invited to use the attached form marked 'Summary of Key Points' for this task.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Your Signature:	[Redacted]	Your Address and Email: [Redacted]		
Name:	[Redacted]	Tel No	[Redacted]	

Note: - Where there are a large number of similar representations local residents may wish to consider appointing a spokesperson on their behalf.

YOU MUST RETURN THIS NOTICE PROPERLY COMPLETED TO:

Strategic Lead - Governance and Licensing  
Attn. Licensing Manager  
East Devon District Council,  
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have any difficulty in attending.

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**03/08/2025**

**LATE RESPONSES CAN ONLY BE CONSIDERED AT THE HEARING IF ALL THE OTHER PARTIES AGREE**

Strategic Lead - Governance and Licensing  
Attn Licensing Manager  
East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton EX14 1EJ



## SUMMARY OF KEY POINTS

These are the key points I rely on to support my *application, representation or objection* (\*delete as applicable).

Application Number: 060173

Application: Premises Licence WITH Alcohol New Application

By: Poltimore House Trust

Of: Poltimore House, Poltimore, Exeter, Devon, EX4 0AU

Re: Poltimore House, Poltimore, EXETER, EX4 0AU, ,

## Key Points

Which of the four licensing objectives does your <i>application, representation or objection</i> relate		Please enter a summary of your key points in the table below. Please use an additional page if necessary
<b>Prevention of crime and disorder</b>	<input type="checkbox"/>	
<b>Public Safety</b>	<input type="checkbox"/>	
<b>Prevention of public nuisance</b>	<input type="checkbox"/>	
<b>Protection of children from harm</b>	<input type="checkbox"/>	
Your signature:	Your address:	
Your name:		





## POLTIMORE HOUSE TRUST

### Statement in support of the Trust's application for the sale of alcohol

#### 1. Poltimore House Trust

Poltimore House Trust is a registered charity established in 2000 for the purpose of bringing this historic, Grade II\* listed House & Grounds back to life for the benefit of the community. The Trust is governed by an active Board of five Trustees, three Advisors and a Trust Secretary, incorporating senior-level expertise in accountancy, architecture and design, business development, charity governance, communications, conservation planning, construction, education and heritage. Since October 2021, the Trust has been chaired by Dr Peter Totterdill, a company director and retired university professor. The Trust is also supported by some 45 active volunteers.

During the last four years, the Board's strategic focus has been on the development of longer-term plans for the House & Grounds, supported by sound governance and the development of sustainable sources of income. In 2023, Poltimore House Branches Café Limited was established to operate a Café within the former chapel building, and this now provides the Trust with its largest source of non-grant revenue as well as dramatically increasing visitor numbers.

Poltimore House & Grounds also sit in close proximity to major new housing developments at Westclyst, Pinn Brook and beyond, many of which lack community facilities. Since the establishment of the Café, there has been no charge for entry to our 13 acres of Grounds which have become a much-loved destination for local families, many of whom return week after week.

An ad hoc programme of events was run for many years by the Friends of Poltimore House (FoPH), a separate charity which was also responsible for volunteer management. Activities previously managed by the Friends are now fully integrated within the Trust, enabling greater integration, better day-to-day management, and a more strategic focus. FoPH is currently being wound up as a separate charity.

Following a major arson attack in 2024, the Trust urgently needs to strengthen further its capacity for income generation, not least to provide matched funding for grant applications to safeguard the remaining Tudor and Georgian structure of the House from further damage. A detailed roadmap for recovery and reuse of the House is currently under development in consultation with Historic England, East Devon District Council, the local community, and other stakeholders.

To achieve its financial targets, the Board recognises that it needs to make better use of existing assets, notably the Café and Grounds. Whilst the Trust has neither the intention nor the capacity to introduce full-scale commercial activity on the site in the foreseeable future, the sale of alcohol would achieve the following purposes:

- i) Increasing both the popularity of the Café and the value of sales.
- ii) Enabling the Café to expand its programme of evening events, including meals created by guest chefs and performances by local musicians.
- iii) Supporting and developing the long-standing repertoire of events in our Grounds, including professional theatre, concerts, food fairs and other cultural activities.
- iv) To develop further the attractiveness of the site as a venue for summer weddings.

In summary, the granting of an alcohol licence is not intended to represent more than an additional offer to existing Café and Farm Shop customers, together with a gradual expansion of current activities such as ticketed events and private hires for weddings. In this sense it is largely a replacement for the Trust's current reliance on TENS for such events.

## 2. Addressing Objections

Poltimore House Trust was established specifically to seek new uses for this historic House and its Grounds. Previous, well-publicised proposals have included the creation of a national Centre for Contemporary Arts in the Natural World, and part-use of the House as a hotel or residential accommodation, as well as the further development of community activities.

Since 2021, the Trust has adopted a more incremental approach to restoration, making no secret of its intention to create a focal point for arts, communities, creative businesses, education, heritage and wellbeing. This vision has been extensively reported in the press, television, social media, and by means of the Trust's periodic open days. Although the arson attack means that the Trust is starting from a different position, its overall vision has remained the same.

Poltimore House Trust has always taken care to minimise the impact of activities on neighbouring properties as far as reasonably possible. However, doing nothing with the site was never a feasible option in securing a sustainable future for the House & Grounds. The Trust believes that its current strategy will prove much less intrusive to neighbouring properties than other potential options.

The specific objections raised to the granting of an alcohol licence are considered below:

### ***Crime and Disorder***

A wide range of events have been held in the House & Grounds for at least two decades, and there is no record of these having led to any criminal behaviour. Several of these events have included the sale of alcohol under TENS licences. The Trust sees no reason why this should change under the proposed licensing arrangements given the types of event envisaged.

As in the past, the Trust will continue to require adequate security measures to be in place for weddings and certain categories of music event as part of its internal governance and site hire procedures. This may include the use of registered security companies.

Poltimore House, Poltimore, Exeter EX4 0AU

[www.poltimore.org](http://www.poltimore.org)

Registered Charity No. 1079947 Company number 03914029



Dave Lee, as the Designated Premises Supervisor, has 30 years' previous experience as a pub manager, and is currently one of four paid staff employed in the Café alongside its 20+ active volunteers. The Trust does not foresee the need to employ security guards during normal Café opening hours (10.00-15.30), and there is no reason why this should change as a result of alcohol sales. Likewise, previous experience of occasional evening events where alcohol has been for sale does not give rise to any cause for concern. Evening events will also be supported by volunteer stewards (some of whom live within a mile or so of the site) to facilitate practical arrangement such as parking).

#### **Prevention of Public Nuisance**

EDDC's Environmental Health Protection Team states, "it is agreed that we do not have any objection for the new premises license application to be approved, on the basis that to date there is no evidence of public nuisance reported historically for Poltimore House." No objections have been raised by the Police or Fire Service.

The Trust has submitted an Event Management Plan and Noise Management Plan in association with this application based on EDDC guidance. The application of these plans will be overseen by the Designated Premises Supervisor.

There are no plans for the Café to compete with local pubs; rather the intention is to serve alcohol as part of its usual menu during normal Café opening hours, and during (usually ticketed) events.

Off sales will only take place through the Farm Shop, normally restricted to daytime opening hours. In line with its wider ethos, the Farm Shop will specialise in selling more exclusive ranges of alcohol from local producers not widely available elsewhere.

Like many buildings, the Café does contain known asbestos-based materials. These are inaccessible to visitors, and are deemed safe as long as they are not disturbed. The Café is protected by a 24-hour alarm system connected to a call centre.

The Trust has never, and will never, grant permission for music to be played on its premises after midnight. We are unaware of the incidents to which the complainant refers, but they would certainly have been unauthorised.

The Trust's contract with Devon Contract Waste allows for on-demand collection of recycling materials and landfill. The bins are placed adjacent to the road and collected as close as possible to collection dates.

The Trust is aware that its current Site Co-ordinator talks informally to the residents of adjoining properties from time to time, and can act as a two-way channel of communication.



ROSEMARY E x BW  
TRUSTEE  
PHT

29<sup>th</sup> July 2025

Poltimore House, Poltimore, Exeter EX4 0AU  
[www.poltimore.org](http://www.poltimore.org)

Registered Charity No. 1079947 Company number 03914079

### ***Public Safety***

We foresee no undue cause for concern or any need for measures beyond those already mentioned in our application.

Evening events, especially during hours of darkness, are typically supported by stewards to facilitate access and car parking, and to prevent obstruction. We are very surprised by the allegation of aggressive behaviour from a volunteer, and any future instances should be reported to the Trust.

Toilets are available in a building immediately adjacent to the Café, and further facilities are available in the Grounds for use during events.

### ***Protection of Children from Harm***

The application states that the care of children is the responsibility of their parents or guardians, and this will be enforced by the Designated Premises Supervisor and/or his trained staff and volunteers.

### ***Charity Commission***

This application is submitted by Poltimore House Trust, not The Friends of Poltimore House as stated in the objection. The Friends of Poltimore House has currently ceased operations (see above).

Charity Commission guidance allows the Trust to sell alcohol for specific fundraising events, whilst specifying that regular sales should be undertaken by a separate company. In line with this guidance, the Trust has enabled the formation of Poltimore House Branches Café Limited to run the Café and Farmshop, including the sale of alcohol. This licence application covers both the sale of alcohol by the Trust for events and the sale of alcohol by the company.

We understand that this arrangement is in line with Charity Commission guidance and have submitted details to them for formal confirmation.

**Poltimore House**  
**28<sup>th</sup> July 2025**



Poltimore House, Poltimore, Exeter EX4 0AU  
[www.poltimore.org](http://www.poltimore.org)  
 Registered Charity No. 1079947 Company number 03914029



Name: Mr James Westoby

Address:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Date: 24/07/2025

## LICENSING ACT 2003

### NOTICE OF HEARING BEFORE A LICENSING SUB-COMMITTEE

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Application Number: 060173

Application: Premises Licence WITH Alcohol New Application

By: Poltimore House Trust

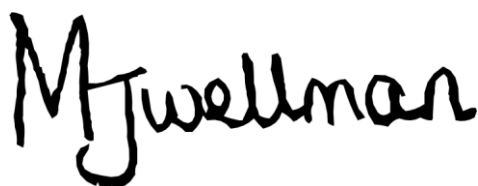
Of Poltimore House, Poltimore, Exeter, Devon, EX4 0AU

Re: Poltimore House, Poltimore, EXETER, EX4 0AU, ,

TAKE NOTICE that the hearing of this application will be heard by a Licensing Sub-Committee at Blackdown House, Honiton

AT: 9.30am

ON: Wednesday 13 August 2025



Melanie Wellman  
Director of Governance & Licensing  
East Devon Licensing Authority

---

**N.B. YOU ARE LEGALLY REQUIRED TO RESPOND TO THIS NOTICE.**

Please turn to page 2 which explains how and by when you must respond.

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- b) stating whether you consider a hearing to be unnecessary;
- c) requesting permission if you wish any other person to appear at the hearing, (e.g. as a witness) stating that person's name and giving a brief description of the point(s) on which that person may be able to assist the licensing sub-committee in relation to your application, representations or objection (as applicable)
- d) enclosing any documents on which you seek to rely to support the representations already made. A summary of the key points on which you seek to rely in making your case should be included.

### YOU MUST SEND THIS INFORMATION TO:

Director of Governance and Licensing  
Attn Licensing Manager  
East Devon District Council,  
Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, Devon, EX14 1EJ

Tel: 01404 515616  
E-mail: [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk)

Please notify the licensing authority if you have any special needs or requirements for the hearing or if you will have any difficulty in attending.

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**03/08/2025**

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East Devon District Council  
Blackdown House  
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EX141EJ



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Of Poltimore House, Poltimore, Exeter, Devon, EX4 0AU

Re: Poltimore House, Poltimore, EXETER, EX4 0AU, ,

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		(Tick as appropriate)	Yes	No
I consider this hearing to be unnecessary			<input type="checkbox"/>	<input checked="" type="checkbox"/>
I intend to attend the hearing			<input checked="" type="checkbox"/>	<input type="checkbox"/>
I intend to be represented at the hearing by: N/A				
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Name and address				
Please explain how this person will be able to assist the Licensing Sub-Committee: N/A				
I enclose the following documents to support my original representations:				
(Please list them)				
			(Tick as appropriate)	Yes
I also enclose a summary of the key points on which I seek to rely in supporting my *application, *representation or *objection I have already made (*Delete as applicable). You are invited to use the attached form marked 'Summary of Key Points' for this task.			<input checked="" type="checkbox"/>	
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Public Safety	<input checked="" type="checkbox"/>	<p>Existing events have caused tailbacks on the public road which means through traffic has to pass on the wrong side of the road on a bend.</p> <p>We already have to walk out and check that cars are not rounding our drive at high speed when we are leaving our property. Signage will not stop this.</p> <p>Road to PH/Poltimore is unlit, with no pavement anyone walking along would be at risk from large lorries and farm vehicles.</p> <p>Conversely, is driving to (and more significantly) from a late night/early morning drinking establishment a good idea? It only takes one...</p> <p>It is not possible to limit numbers as people would congregate on the grounds.</p> <p>Having acres of unlit grounds is almost an open invitation to problems.</p>
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Your signature:	<div style="display: flex; justify-content: space-between;"> <div>  </div> <div> Your address:         </div> </div>	
 	 	



Name: Mrs Susan Westoby

Address: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Date: 24/07/2025

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Your signature:	<div style="background-color: black; width: 150px; height: 30px;"></div>	
Your name and email	<div style="background-color: black; width: 100px; height: 15px;"></div> <div style="background-color: black; width: 180px; height: 15px;"></div>	
		Your address: <div style="background-color: black; width: 150px; height: 15px;"></div> <div style="background-color: black; width: 70px; height: 15px;"></div> <div style="background-color: black; width: 50px; height: 15px;"></div> <div style="background-color: black; width: 70px; height: 15px;"></div>



## APPENDIX F

### GENERAL

All team to be trained in Challenge 25 procedures as well as general licensing, to include Incident & Refusal Logs.

DPS authorising logs to be signed by all team over 18 & under 18's being used for glass clearing where necessary.

### THE PREVENTION OF CRIME AND DISORDER

Visibility of team and duty manager on shift. Training to see possible issues arising, i.e. small groups gathering, body language, facial expression and regular toilet visits.

### PUBLIC SAFETY

To ensure maximum numbers not exceeded and where necessary a licenced security company to be used with SIA badges.

Exit signs to be visible in case of emergency.

### THE PREVENTION OF PUBLIC NUISANCE

Noise assessments to be conducted regularly.

Providing notices for littering & extra bins, noise reduction, traffic (doors slamming, beeping horns, shouting & loud music)

Talk to closest neighbours regarding late functions to make them aware and keep regular contact to monitor.

### THE PROTECTION OF CHILDREN FROM HARM

Children to leave by 22:00, unless private party

Parents to supervise own children

Team to report any issues.

**UNDER THE PREVENTION OF CRIME AND DISORDER LICENSING OBJECTIVE**

**Add the following conditions: -**

**STAFF TRAINING**

All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.
- iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
- iv. Recognising the signs of drunkenness.
- v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12-month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months.

**INCIDENT LOG**

An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:

- i. Any incidents of disorder or of a violent or anti-social nature
- ii. All crimes reported to the venue, or by the venue to the police
- iii. All ejections of patrons
- iv. Any complaints received
- v. Seizures of drugs or offensive weapons
- vi. Any faults in the CCTV system
- vii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

## **DOOR SUPERVISORS**

At any time when alcohol is offered for sale at the premises, the DPS will risk assess the need for Door Supervisors depending on the type and size of event planned. Should it be felt that there is a need for Door Supervisors there shall be a minimum of 2 who will be Security Industry Authority (SIA) registered.

## **UNDER THE PROTECTION OF CHILDREN FROM HARM LICENSING OBJECTIVE**

**Add the following conditions: -**

### **CHALLENGE 25**

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

## **REFUSALS REGISTER**

An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- i. the date and time of refusal
- ii. the reason for refusal
- iii. details of the person refusing the sale
- iv. description of the customer
- v. any other relevant observations.

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.

All entries must be made within 24 hours of the refusal.



## POLTIMORE HOUSE TRUST

### Statement in support of the Trust's application for the sale of alcohol

#### 1. Poltimore House Trust

Poltimore House Trust is a registered charity established in 2000 for the purpose of bringing this historic, Grade II\* listed House & Grounds back to life for the benefit of the community. The Trust is governed by an active Board of five Trustees, three Advisors and a Trust Secretary, incorporating senior-level expertise in accountancy, architecture and design, business development, charity governance, communications, conservation planning, construction, education and heritage. Since October 2021, the Trust has been chaired by Dr Peter Totterdill, a company director and retired university professor. The Trust is also supported by some 45 active volunteers.

During the last four years, the Board's strategic focus has been on the development of longer-term plans for the House & Grounds, supported by sound governance and the development of sustainable sources of income. In 2023, Poltimore House Branches Café Limited was established to operate a Café within the former chapel building, and this now provides the Trust with its largest source of non-grant revenue as well as dramatically increasing visitor numbers.

Poltimore House & Grounds also sit in close proximity to major new housing developments at Westclyst, Pinn Brook and beyond, many of which lack community facilities. Since the establishment of the Café, there has been no charge for entry to our 13 acres of Grounds which have become a much-loved destination for local families, many of whom return week after week.

An ad hoc programme of events was run for many years by the Friends of Poltimore House (FoPH), a separate charity which was also responsible for volunteer management. Activities previously managed by the Friends are now fully integrated within the Trust, enabling greater integration, better day-to-day management, and a more strategic focus. FoPH is currently being wound up as a separate charity.

Following a major arson attack in 2024, the Trust urgently needs to strengthen further its capacity for income generation, not least to provide matched funding for grant applications to safeguard the remaining Tudor and Georgian structure of the House from further damage. A detailed roadmap for recovery and reuse of the House is currently under development in consultation with Historic England, East Devon District Council, the local community, and other stakeholders.

To achieve its financial targets, the Board recognises that it needs to make better use of existing assets, notably the Café and Grounds. Whilst the Trust has neither the intention nor

Poltimore House, Poltimore, Exeter EX4 0AU

[www.poltimore.org](http://www.poltimore.org)

Registered Charity No. 1079947 Company number 03914029

the capacity to introduce full-scale commercial activity on the site in the foreseeable future, the sale of alcohol would achieve the following purposes:

- i) Increasing both the popularity of the Café and the value of sales.
- ii) Enabling the Café to expand its programme of evening events, including meals created by guest chefs and performances by local musicians.
- iii) Supporting and developing the long-standing repertoire of events in our Grounds, including professional theatre, concerts, food fairs and other cultural activities.
- iv) To develop further the attractiveness of the site as a venue for summer weddings.

In summary, the granting of an alcohol licence is not intended to represent more than an additional offer to existing Café and Farm Shop customers, together with a gradual expansion of current activities such as ticketed events and private hires for weddings. In this sense it is largely a replacement for the Trust's current reliance on TENS for such events.

## **2. Addressing Objections**

Poltimore House Trust was established specifically to seek new uses for this historic House and its Grounds. Previous, well-publicised proposals have included the creation of a national Centre for Contemporary Arts in the Natural World, and part-use of the House as a hotel or residential accommodation, as well as the further development of community activities.

Since 2021, the Trust has adopted a more incremental approach to restoration, making no secret of its intention to create a focal point for arts, communities, creative businesses, education, heritage and wellbeing. This vision has been extensively reported in the press, television, social media, and by means of the Trust's periodic open days. Although the arson attack means that the Trust is starting from a different position, its overall vision has remained the same.

Poltimore House Trust has always taken care to minimise the impact of activities on neighbouring properties as far as reasonably possible. However, doing nothing with the site was never a feasible option in securing a sustainable future for the House & Grounds. The Trust believes that its current strategy will prove much less intrusive to neighbouring properties than other potential options.

The specific objections raised to the granting of an alcohol licence are considered below:

### ***Crime and Disorder***

A wide range of events have been held in the House & Grounds for at least two decades, and there is no record of these having led to any criminal behaviour. Several of these events have included the sale of alcohol under TENS licences. The Trust sees no reason why this should change under the proposed licensing arrangements given the types of event envisaged.

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As in the past, the Trust will continue to require adequate security measures to be in place for weddings and certain categories of music event as part of its internal governance and site hire procedures. This may include the use of registered security companies.

Dave Lee, as the Designated Premises Supervisor, has 30 years' previous experience as a pub manager, and is currently one of four paid staff employed in the Café alongside its 20+ active volunteers. The Trust does not foresee the need to employ security guards during normal Café opening hours (10.00-15.30), and there is no reason why this should change as a result of alcohol sales. Likewise, previous experience of occasional evening events where alcohol has been for sale does not give rise to any cause for concern. Evening events will also be supported by volunteer stewards (some of whom live within a mile or so of the site) to facilitate practical arrangement such as parking).

### ***Prevention of Public Nuisance***

EDDC's Environmental Health Protection Team states, "it is agreed that we do not have any objection for the new premises license application to be approved, on the basis that to date there is no evidence of public nuisance reported historically for Poltimore House." No objections have been raised by the Police or Fire Service.

The Trust has submitted an Event Management Plan and Noise Management Plan in association with this application based on EDDC guidance. The application of these plans will be overseen by the Designated Premises Supervisor.

There are no plans for the Café to compete with local pubs; rather the intention is to serve alcohol as part of its usual menu during normal Café opening hours, and during (usually ticketed) events.

Off sales will only take place through the Farm Shop, normally restricted to daytime opening hours. In line with its wider ethos, the Farm Shop will specialise in selling more exclusive ranges of alcohol from local producers not widely available elsewhere.

Like many buildings, the Café does contain known asbestos-based materials. These are inaccessible to visitors, and are deemed safe as long as they are not disturbed. The Café is protected by a 24-hour alarm system connected to a call centre.

The Trust has never, and will never, grant permission for music to be played on its premises after midnight. We are unaware of the incidents to which the complainant refers, but they would certainly have been unauthorised.

The Trust's contract with Devon Contract Waste allows for on-demand collection of recycling materials and landfill. The bins are placed adjacent to the road and collected as close as possible to collection dates.

The Trust is aware that its current Site Co-ordinator talks informally to the residents of adjoining properties from time to time, and can act as a two-way channel of communication.

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### ***Public Safety***

We foresee no undue cause for concern or any need for measures beyond those already mentioned in our application.

Evening events, especially during hours of darkness, are typically supported by stewards to facilitate access and car parking, and to prevent obstruction. We are very surprised by the allegation of aggressive behaviour from a volunteer, and any future instances should be reported to the Trust.

Toilets are available in a building immediately adjacent to the Café, and further facilities are available in the Grounds for use during events.

### ***Protection of Children from Harm***

The application states that the care of children is the responsibility of their parents or guardians, and this will be enforced by the Designated Premises Supervisor and/or his trained staff and volunteers.

### ***Charity Commission***

This application is submitted by Poltimore House Trust, not The Friends of Poltimore House as stated in the objection. The Friends of Poltimore House has currently ceased operations (see above).

Charity Commission guidance allows the Trust to sell alcohol for specific fundraising events, whilst specifying that regular sales should be undertaken by a separate company. In line with this guidance, the Trust has enabled the formation of Poltimore House Branches Café Limited to run the Café and Farmshop, including the sale of alcohol. This licence application covers both the sale of alcohol by the Trust for events and the sale of alcohol by the company.

We understand that this arrangement is in line with Charity Commission guidance and have submitted details to them for formal confirmation.

**Poltimore House**  
**28<sup>th</sup> July 2025**

Our Noise Management Plan is designed to control noise within the nearby local communities. Below is a list of potential noise concerns and the mitigations we will put in place to control noise pollution.

This noise management plan will be reviewed 6 monthly in the first 2 years and yearly after that

Date	Comment
12/06/25	Creation
	6 monthly review

Source	Possible Effects	Mitigations
Inside music noise, films etc (Note 1) Live Music or recorded music Monday to Thursday 12:00-23:00, Friday & Saturday, 12:00-00:00, Sunday, 12:00-22:00	Volume	There will be a cooling down period where noise will be stopped before closing time.
	Doors and Windows	Keep closed after 10pm
	Location of speakers	Away from doors/windows, avoid party walls.
	Location of source	Avoid location near the doors where sound can travel when opened
	Bass control	Limit levels
	Hours and number of events	Whereas the number of days and hours specified cover all eventualities, live music will be limited to occasional events published on the poltimore website site, see <a href="http://www.poltimore.org">www.poltimore.org</a>
	Direction of speakers	Point away from residents (see note 1)
Outside music (Note 2) Live Music (indoors & outdoors) Monday to Thursday 12:00-23:00, Friday & Saturday, 12:00-00:00, Sunday, 12:00-22:00	Location of speakers	As far away from noise sensitive as possible. Noise will be baffled by surrounding trees
	Times of day	Between 12:00-00:00 (latest on a Saturday night) but cooling down hours after 23:00 will be enforced.
	Days of week	Wedding bookings can be any day of the week
	Location	The location of live music will be away from built up areas surrounded by trees
Smoking	Times of use	Is not allowed anywhere on the site therefore limiting groups of people standing around outside. – is this statement correct???
Gardens, and play areas (Note 4)	Music (see above)	Customers will be asked to keep noise down and encouraged inside after 22:00.
	Children and customer noise	
Customers and Car Parks (See Note 5)	Misuse	Signage regarding noise will be put up at the entrance of the arena for outside events.
	Leaving customers	'3 strikes' rule for unruly customers. Signage at premises exit, CCTV is in place to capture unruly behaviour.
	"Late" hour access	No entry policy after 22:00
	Loitering	Loitering customers will be encourage to leave.
Refuse and recycling bins, bottles and stores, barrels	General noise	Follow good working practices. If noisy do in morning not late evening. Site refuse and recycling stores away from residential properties
Complaints (See Note 6)	Response and attitude	Record complaints, contact residents and deal with reasonable issues swiftly where possible, consider liaising with neighbours giving out name and number of responsible staff to contact if noise is a problem. Consider a neighbour liaison meeting.



### 1. Inside Music Noise

Live music is very difficult to manage, since many musicians bring their own equipment, and it cannot be effectively controlled by the supervisor unless there is a good working relationship. It may be prudent to favour events which minimize impact. Warn neighbours in advance of special events which might have a greater potential for disturbance.

We will carry out regular checks at the boundary of the nearest noise sensitive properties.

### 2. Outside Music Noise

Outside music can very easily cause a nuisance to nearby neighbours. The nuisance potential is closely linked to volume, hours of use and number of times a year, Poltimore House Trust will ensure that outside music is not abused, booking of events will specify the requirement for a cooling down period before closing time as well as a reminder to keep noise down on leaving the premises.

### 3. Deliveries, Recycling, Refuse Collection and Stores

Deliveries will be during the day hours. Recycling will be left to the mornings if too late at night.

### 4. Gardens and Play Areas

Gardens are an important feature of our premises, and their use may be difficult to control. Sensible precautions like location, signs and restriction on the hours of use of play areas may help as can supervision.

### 5. Customers and Car Parks

Customer signs about noise will be displayed. Disruptive customers will be warned and a '3 strikes' exclusion policy introduced. Car parks are another area where occasional supervision and checks especially late at night may help to prevent loitering, chatting or inconsiderate and noisy driving. Signs which emphasize the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour will be considered.

A good relationship will be fostered with responsible taxi operators and customers encouraged to contact these operators from inside. Taxi drivers should be encouraged to come to the door to collect passengers.

### 6. Complaints

Poltimore House Trust (PHT) will respond to complaints with a sympathetic and polite. Actions from the complaints will be considered with an emergency review of the NMP before the review date. Many problems can be defused by the right attitude and response. PHT are willing to meet with the complainants to discuss issues to help maintain relations

### 7. Staff Training and NMP Updates

PHT will ensure staff awareness relating to noise management issues by inclusion in training. The NMP will be circulated to appropriate staff. Any amendments to the policy will be forwarded to the East Devon Licensing team.

Signed \_\_\_\_\_

Premises Licence Holder

Date: \_\_\_\_\_



# **Event Management Plan**

**[Event Name]**

**[Event Venue]**

**[Event Date]**

**[Organisation]**

[Author name]

[Date document last updated]

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1. Event overview
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4. Ground conditions
5. Traffic and pedestrian routes
6. Entrances/exits
7. Location and availability of services/utilities
8. Location plan
9. Venue design/site plan
10. Site capacity, capacities of covered venues (marquees etc), how will capacity be monitored
11. Programme and production schedule  
*Please populate the below production schedules.*

*It's important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event.*

*A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task. Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner. A simple production schedule that can be used is provided below.*

Production Schedule – prior to event day							
Date	Task	Start	Finish	Resources	Notes	In Hand	Complete
Production Schedule – event day							

Date	Task	Start	Finish	Resources	Notes	In Hand	Complete
Production Schedule – post event							
Date	Task	Start	Finish	Resources	Notes	In Hand	Complete

## 12. Run sheet

*If the event spans multiple activities occurring across the day at different locations within the event site please complete the run sheet.. For example you may have a stage, arena area and walkabout entertainment. Therefore it's important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example you could programme an arena act to start shortly after a stage act has finished, this gives time for a stage changeover without a total absence of entertainment to keep your audience entertained. Run sheets can be as detailed as seconds for a stage production, however for smaller outdoor events increments of between 5 and 15 minutes usually works well. An example of a basic run sheet is provided below.*

### Programme for XXXXX event

Time	Example Location Stage programme	Example Location Arena programme	Activity	Activity	Activity	Activity	other
12:00							
12:05							
12:10							
12:15							
12:20							
12:25							
12:30							
12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

## 13. Video screens

14. Seating arrangements
15. Production of infrastructure and backstage requirements
16. Fencing and barriers
17. Temporary demountable structures – marquees, stage etc.
18. Licensing Requirements – Premises Licences, Temporary Events Notice, Street Collections, Lotteries etc.
19. PRS (Performing Rights Society) and PPL (Phonographic Performance Limited) License
20. Traffic management – traffic signs, road closures, traffic marshalling, public transport, vehicular access, parking, emergency access, pedestrians etc.
21. Crowd management
  - Audience profile and crowd dynamics, entry and exit of audience, searching, crowd sway/surges, police involvement, use of PA system and video screen, security staff
22. Security - numbers, employer, responsibilities, clothing etc.
23. Stewarding – numbers, employer, responsibilities, clothing etc.
24. Drugs Policy- zero-tolerance drugs (including legal highs) policy
25. First Aid/medical cover
26. Lost and found children

*Please Specify a responsible adult(s) and procedure for lost children. NB DBS Checks will be required for responsible adults.*
27. Provision for those with special needs

28. Catering and food safety

29. Electricity and gas

30. Position and proximity of noise sensitive buildings

31. Preventing nuisance – noise, lighting etc.

32. Water supply and water safety

33. Risk assessments

Please complete the risk assessment, a copy can be obtained from [events@poltimore.org](mailto:events@poltimore.org)

34. Fire safety

– Means of escape, firefighting equipment, training, fire warnings

*Within the café there are 3 fire exits, 2 at the front of the café, 1 to the rear. Fire fighting equipment is located by the front door and rear doors of the café as well as the kitchen area.*

35. Special effects, fireworks, pyrotechnics, bonfires

*Due to the location of the marquee and café no fireworks, pyrotechnics or bonfires will be permitted. Please use this section for any other special effect requirements.*

36. Animals at the event

37. Insurance

38. Sanitary facilities – numbers, type

39. Vehicles on site

*Please specify the approximate number of vehicles expected at the event*

40. Environmental considerations - recycling



41. Waste management

42. Surface protection and trees

43. Communications

– Radio communication, CCTV, public information

44. Media - pre and during event

45. Staffing

46. Contractors

47. Performers and participants

48. Event management organisation

49. Key event management contacts

Name	Role	Responsibility	Contact and radio channel if radio allocated

50. Key event contacts – other (suppliers, authorities, artists)

Name	Role	Responsibility	Contact and radio channel if radio allocated

## 51. Organisational matrix

*Create a simple organisational matrix. It is suggested that even for small and community based events a matrix should still be developed. It helps everyone understand the management structure and who is responsible for what. It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. The below example is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.*

Event Manager				
Security Manager	Safety manager	Production manager	Artist manager	Volunteer manager
Security staff		Production staff	Stage manager	Volunteers
Stewards		Crew	Stage crew	

## 52. Contingency arrangements – wet weather etc.

## 53. Emergency planning and major incidents

Include evacuation procedures, emergency routes, key decision makers, coded messages for staff, public warning mechanisms, emergency services rendezvous point, stopping the event, assisting those with special needs

A major incident is defined as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- the initial treatment, rescue, and transport of a large number of casualties;
- the involvement either directly or indirectly of large numbers of people;
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for the large scale combined resources of two or more of the emergency services;

The mobilisation and organisation of the emergency services and supporting *n* organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

For the purposes of this event plan the issues that could lead to the declaring of a major incident should be covered within the event risk assessment together with relevant risk mitigation.

## 54. Appendices list

e.g. Risk Assessment, Fire Risk Assessment, Traffic Management Plan, Noise Management Plan, Site Plan, Location Plan