

# Report



## Licensing Sub-Committee

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### Part 1

**Date:** 09 July 2019

**Subject** **Licensing Application**

**Purpose** The consideration and decision in respect of an application by the International Convention Centre Wales Limited under Section 17 Licensing Act 2003 for the Grant of a Premises Licence in respect of the International Convention Centre Wales, Coldra Woods, Newport, NP18 1HQ

**Author** Samantha Turnbull

**Ward** All Wards

**Summary** The Licensing Committee have statutory and delegated powers to take decisions in relation to licensing applications. The Licensing Committee will make the decision on the application pursuant to the Licensing Act 2003.

**Proposal** To make a decision on the application as detailed within this report.

**Contact** Licensing Officer

**Action by** Head of Law and Regulation

**Timetable** Statutory Consultation Period

**Signed**

## 1. Application

An application made by the International Convention Centre Wales Ltd under section 17 of the Licensing Act 2003 for the grant of a Premises Licence was served on the Licensing Authority of Newport City Council on 14 May 2019. (A copy of the application can be found in Appendix 1 of this report).

In accordance with statutory provisions, copies of the application were served on each of the responsible authorities and details of the application were advertised on the premises and in the South Wales Argus, giving the responsible authorities and any other persons until midnight on 11 June 2019 to make written representations.

The International Convention Centre is a 5,000 capacity venue located near to the Celtic Manor Resort. The premises has a main auditorium with fixed tiered seating for 1,500 delegates with a split over two levels, has a 4,000sqm pillar free space, flexible and divisible into 6 sections, 15 flexible meeting rooms and 26,000 sqm of total floor space. The premises also includes a generous atrium entrance with 2,500 sqm outdoor plaza.

International Convention Centre Wales Limited seeks the grant of a Premises Licence that would permit the provision of the licensable activities of the Sale of Alcohol for consumption 'on and off the premises', performance of plays, exhibition of films, indoor sporting events, boxing and wrestling, performance of live music, playing of recorded music, performances of dance. The application proposes that Nancy Mollett is to be specified as the Designated Premises Supervisor and her signed consent is included within a copy of the application (Appendix 1).

## 2. Licensable Activities

The application seeks to be granted a Premises Licence for the authorisation of :

- Performance of plays, exhibition of films, performances of dance : Monday to Sunday between the hours of 00:00 and 00:00,
- Indoor sporting events: Monday to Sunday between the hours of 07:00 and 02:00.
- Boxing and wrestling: Monday to Sunday between the hours of 09:00 and 00:30. In addition on 4 separate occasions a year boxing and wrestling will take place till 04:00hrs. On these 4 occasions at least one bout must be televised.  
A minimum of 14 working days' notice should be given to the Licensing Authority and Gwent Police. The Police or a responsible authority has a right to veto the event.
- Playing of recorded music and performance of live music: Monday to Sunday between the hours of 00:00 and 00:00  
Live music and Recorded music outdoors including marquee structures will take place between the hours of 07:00hrs until 03:00hrs (in line with the current Celtic Manor Premises Licence)
- Sale of alcohol: Monday to Sunday between the hours of 00:00 – 00:00.

(Please note the conditions relating corporate and non corporate events; for non-corporate events alcohol until 2:00am unless with consent from Gwent Police/Licensing Authority)

Off sales will only take place between 07:00hrs till 02:30am, unless the supply is made to guest of the Celtic Manor Hotel(s)/lodges or is a "Corporate event booking" in this case off sales will be 24 hours.

No off sales will be permitted for boxing / wrestling events.

- Late night refreshment: Monday to Sunday between the hours of 23:00 – 05:00

### **3. Promotion of the Licensing Objectives**

The applicant has described in an Operating Schedule, the steps that will be taken to promote the four licensing objectives if the application is granted. These are contained in section M of the application form at Appendix 1 to this report.

### **4. Representations**

#### **Responsible Authority Representations**

On 04 June 2019 a representation (Appendix 2) was received from Mr Brian Miles of Newport City Council Noise and Neighbourhood team Responsible Authority objecting to the application with a proposal that if an additional condition detailed in the representation were agreed by the applicant the objection would be withdrawn.

This representation was forwarded to ICC Wales Ltd on 04 June 2019, who responded on 04 June 2019 agreeing to the proposed condition. This response was communicated to Officer Miles who formally withdrew the objection of the Noise and Neighbourhood team.

On 06 June 2019 a representation (Appendix 3) was received from PC 246 Hurst of Heddlu Gwent Police, responsible authority, detailing several conditions to be included in the premises licence so as to support the licensing objectives as well as a change to the hours during which alcohol will be sold at non corporate event bookings between 2am- 06am as opposed to 02:30am – 06am as requested in the application.

On 14 June 2019 the Police representation was formally withdrawn by PC 246 Hurst following the applicant agreeing to the change of hours for non corporate bookings as well as agreeing to place all of the requested conditions onto the premises licence subject to one agreed amendment to condition 2 which now reads:

*"At all Christmas parties, a ratio of 1 door staff per 100 persons must be in attendance. However the number should never drop below 2, ie a minimum of 2 SIA staff should be on duty even if only 120 in attendance.*

*In respect of all corporate Christmas parties a ratio of 1 door staff per 200 persons must be in attendance. However the number should never drop below 2, ie a minimum of 2 SIA staff should be on duty even if only 120 in attendance."*

#### **Other Person Representations**

Representations were also received from 'other persons' and are detailed at Appendix 4.

1. JG Jones, 2 The Coldra, Newport, NP18 2LP
2. Miss Julia Jones, 2 The Coldra, Newport, NP18 2LP

## 5. Policy Considerations

Relevant extracts of the Statement of Licensing Policy as regards this application include:

IMP 1 The Council will normally grant applications for premises licences and club premises certificates subject to conditions which are consistent with the Operating Schedule and any mandatory conditions prescribed within the Act. Where relevant representations are received the Council may impose additional conditions as considered necessary in order to promote the licensing objectives which arise out of those representations.

IMP 2 The Council will strike a fair balance between the benefits of a licensed premises to a community and the risk of disturbance to local residents. Consequently, in certain areas, upon receipt of representations by any Responsible Authority or any other person, the Council may restrict the hours of operation of licensable activities.

IMP 3 The Council will normally grant premises licences for a time period of not earlier than 10.00 a.m. and a terminal hour of no later than 11.30 p.m. for those premises licensed to sell alcohol for consumption on the premises and which are located in primarily residential areas. However, hours beyond 11.30 p.m. may be permitted:

- a. for premises located in predominantly commercial areas, such as the City Centre and where there is a high level of accessibility to public transport services;  
or
- b. the licensable activities would not be likely to cause adverse impact especially on local residents, and that, if there is a potential to cause adverse impact, appropriate measures will be put in place to prevent it;  
or
- c. there will not be any increase in the cumulative adverse impact from these or similar activities, on any neighbouring residential area and the activity will not be likely to lead to a demonstrable increase in car parking demand in surrounding residential streets or on roads.

G2 The Council will attach conditions to licences, which are tailored to the individual style and characteristics of the premises. Such conditions will normally be drawn from the Council's pool of conditions. Where appropriate, additional conditions will be formulated based on an individual case following receipt of relevant representations.

## 6. Legal Considerations

The decision must be taken following consideration of the representations received with a view to promoting the licensing objectives which are:

- a. Prevention of crime and disorder
- b. Public Safety
- c. Prevention of Public Nuisance
- d. Protection of Children from Harm

In each case the Sub-Committee may make the following determination:

- a. To grant the application as applied
- b. To grant the application and modify what is requested by the application in respect of activities, times and conditions, by altering, omitting or adding to them, where relevant.
- c. Reject the whole or part of the application.

All decisions taken by the Sub-Committee must

- a. be within the legal powers of the Council and its Committees;
- b. comply with any procedural requirement imposed by law;
- c. be undertaken in accordance with the procedural requirements imposed by the Council eg. standing orders and financial regulations;
- d. be fully and properly informed;
- e. be properly motivated;
- f. be taken having regard to the Council's fiduciary duty to its taxpayers; and
- g. be reasonable and proper in all the circumstances.

**7. Issues for discussion**

- a) The proposed licensable activities and permitted hours sought by the application.
- b) The content of the operating schedule in promoting the four licensing objectives.
- c) The representations made in respect of the application.
- d) Newport City Council's Statement of Licensing Policy 2015

**8. List of Appendices**

- 1. Application for Grant of a Premises Licence.
- 2. Representation from Responsible Authority (Noise and Neighbourhood)
- 3. Representation from Responsible Authority (Heddlu Gwent Police)
- 4. Representations from 'Other Persons'

**9. Financial Summary**

- The costs and financial implications: You must discuss financial implications with the Head of Finance and the report must identify from where your proposals will be funded, together with any impact on budgets or any opportunity costs

	<b>Year 1 (Current) £</b>	<b>Year 2 £</b>	<b>Year 3 £</b>	<b>Ongoing £</b>	<b>Notes including budgets heads affected</b>
<b>Costs (Income)</b>					
<b>Net Costs (Savings)</b>					
<b>Net Impact on Budget</b>					

**Risks**

It is important to identify and manage any project or scheme's exposure to risk and have in place controls to deal with those risks.

In this section, you should consider the key risks facing the proposals in your report, particularly those which would impact on delivery or sustainability of the project of projected outcomes. You will need to include details of how risks will be managed. If your proposals rely on short or medium term grant aid or funding streams you will need to outline your exit or continuation policy here.

You will need to complete the following Risk table

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Making a unlawful decision	High	Low	The Committee will consult with the Legal Officer and Licensing Officer to determine if any decision is lawful and proportionate. Members training.	Chairperson. Legal Officer.
The licensing committee departing from the licensing policy.	Medium	Low	If the Committee wishes to depart from the Councils policy they must give good reason for this and obtain advice from the Legal Officer when departing from the Policies to ensure the decision is lawful. Members training.	Chairperson. Legal Officer.
The applicant does not have a fair hearing	High	Low	A Licensing Committee procedure should be followed by the committee. The Legal Officer alongside the Democratic Service Officer will advise the committee if at any stage an unfair hearing is taking place. Members training.	Democratic Service Officer. Chairperson. Legal Officer.

\* Taking account of proposed mitigation measures

### Links to Council Policies and Priorities

This report has been prepared in accordance with The Licensing Act 2003 and with regard to Newport City Council Statement of Licensing Policies 2015.

### Options Available

- To grant the application as applied.
- To grant the application and modify what is requested by the application in respect of activities, times and conditions, by altering, omitting or adding to them, where relevant.
- Reject the whole or part of the application.

## APPENDIX 1

### Copy of application for Grant of a Premises Licence at International Convention Centre Wales, Coldra Woods, Newport, NP18 1HQ

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

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We International Convention Centre Wales Limited

*(Insert name(s) of applicant)*

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

#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Coldra Woods</b>			
<b>Post town</b>	Newport	<b>Postcode</b>	<b>NP18 1HQ</b>
Telephone number at premises (if any)		<b>01633 410200</b>	
Non-domestic rateable value of premises		£	

#### Part 2 - Applicant details

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

- |    |  |                                     |                             |
|----|--|-------------------------------------|-----------------------------|
| a) | an individual or individuals *                       | <input type="checkbox"/>            | please complete section (A) |
| b) | a person other than an individual *                  |                                     |                             |
|    | i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
|    | ii as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
|    | iii as an unincorporated association or              | <input type="checkbox"/>            | please complete section (B) |
|    | iv other (for example a statutory corporation)       | <input type="checkbox"/>            | please complete section (B) |

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

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

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					



**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/> Please tick yes			
<b>Nationality</b>					
Current postal address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

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

<b>Name</b> International Convention Centre Wales Limited
<b>Address</b>  Coldra Woods Newport NP18 1HQ
<b>Registered number (where applicable)</b> 08829779
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> Limited company
<b>Telephone number (if any)</b> 01633 410200
<b>E-mail address (optional)</b> leadtheway@iccwales.com

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

The International Convention Centre Wales (ICCW) is located within the grounds of the Celtic Manor.

The key features of the Convention Centre are as follows:

- + Auditorium with tiered seating for 1,500 with an even split on both levels
- + 4,000 sqm pillar free space, flexible and divisible into 6 sections
- + 15 flexible meeting rooms
- + 26,000 sqm of total floor space
- + Up to 5,000 delegates at one time
- + Generous atrium entrance with 2,500 sqm outdoor plaza
- + Natural daylight in all meeting rooms and the main hall
- + Networking spaces on all levels
- + Dedicated facilities for clients and production teams
- + Direct loading for production and exhibition vehicles

The Venue continues to build on the Celtic Manor proven track record of hosting the 2010 Ryder Cup and the 2014 NATO summit.

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

4999
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What licensable activities do you intend to carry on from the premises?

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input checked="" type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

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

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

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

**A**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00:00	00:00	<b>Please give further details here</b> (please read guidance note 4)		
Tue	00:00	00:00			
Wed	00:00	00:00	<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur	00:00	00:00			
Fri	00:00	00:00	<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)		
Sat	00:00	00:00			
Sun	00:00	00:00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	00:00	00:00			
			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Tue	00:00	00:00			
			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Wed	00:00	00:00			
Thur	00:00	00:00			
Fri	00:00	00:00			
Sat	00:00	00:00			
Sun	00:00	00:00			

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon	07:00	02:00	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue	07:00	02:00	
Wed	07:00	02:00	
Thur	07:00	02:00	<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)
Fri	07:00	02:00	
Sat	07:00	02:00	
Sun	07:00	02:00	

**D**

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	00:30	<b><u>Please give further details here</u></b> (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	09:00	00:30			
Wed	09:00	00:30	<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur	09:00	00:30			
Fri	09:00	00:30	<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)  On 4 separate occasions a year boxing and wrestling will take place till <b><u>04:00hrs.</u></b> On these 4 occasions at least one bout must be televised. A minimum of 14 working days' notice should be given to the Licensing Authority and Gwent Police.  The Police or a responsible authority has a right to veto the event. The premises licence holder shall comply with the Event  Management Plan submitted to the Licensing Authority alongside any further appropriate condition / recommendation to the operating schedule by the Licensing Authority, Responsible Authority (under the Licensing Act 2003) and any member of Newport City Council Safety Advisory Group (SAG).		
Sat	09:00	00:30			
Sun	09:00	00:30			

## E

Live music Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00:00	00:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	00:00	00:00			
Wed	00:00	00:00	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur	00:00	00:00			
Fri	00:00	00:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	00:00	00:00	Live music outdoors including marquee structures will take place between the hours of 07:00hrs until 03:00hrs (in line with the current Celtic Manor Premises Licence)		
Sun	00:00	00:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	00:00	00:00			
Tue	00:00	00:00			
			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed	00:00	00:00			
Thur	00:00	00:00			
			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	00:00	00:00			
			Recorded music outdoors including marquee structures will take place between the hours of 07:00hrs until 03:00hrs (in line with the current Celtic Manor Premises Licence)		
Sat	00:00	00:00			
Sun	00:00	00:00			



# G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	00:00	00:00	<b>Please give further details here</b> (please read guidance note 4)		
Tue	00:00	00:00	<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
Wed	00:00	00:00	<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)		
Thur	00:00	00:00			
Fri	00:00	00:00			
Sat	00:00	00:00			
Sun	00:00	00:00			

# 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	<input type="checkbox"/>
Mon	00:00	00:00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	00:00	00:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed	00:00	00:00			
Thur	00:00	00:00	<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	00:00	00:00			
Sat	00:00	00:00	<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun	00:00	00:00	Anything of a similar description outside including marquee structures will take place between the hours of 07:00hrs and 03:00 hrs (In line with current Celtic Manor Premises Licence).		

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	23:00	05:00			
Tue	23:00	05:00			
			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Wed	23:00	05:00			
Thur	23:00	05:00			
			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	23:00	05:00			
Sat	23:00	05:00			
Sun	23:00	05:00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)		
Mon	00:00	00:00			
Tue	00:00	00:00			
Wed	00:00	00:00			
Thur	00:00	00:00			
Fri	00:00	00:00			
Sat	00:00	00:00			
Sun	00:00	00:00	<b><u>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</u></b> (please read guidance note 6)  Off sales will take place between 07:00hrs till 02:30am, unless the supply is made to guest of the Celtic Manor Hotel(s)/lodges or is a “Corporate event booking” in this case off sales will be 24 hours.  No off sales will be permitted for boxing / wrestling events.		
Thur	00:00	00:00			
Fri	00:00	00:00			
Sat	00:00	00:00			
Sun	00:00	00:00			

**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):**

Name Nancy Ruth Mollett	
Date of birth	
Address	
Postcode	
Personal licence number (if known) PLH515	
Issuing licensing authority (if known) Monmouthshire County Council	

□□□□

**K**

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

None

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	00:00	00:00	<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Tue	00:00	00:00	
Wed	00:00	00:00	
Thur	00:00	00:00	
Fri	00:00	00:00	
Sat	00:00	00:00	
Sun	00:00	00:00	

**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)

Please see attached operating schedule conditions offered as part of the application for a premises licence.

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

**c) Public safety**

**d) The prevention of public nuisance**

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

**The International Convention Centre Wales Limited wish to offer the following operating schedule conditions as part of our application for a premises licence:**

The total number of persons permitted on the premises at any one time shall not exceed 4999 persons.

- **CCTV System:**

CCTV cameras shall be installed throughout the premises, including any outside areas covered by the premises licence. The cameras will cover all licensed areas of the premises accessible to the public. The date and time settings on the system must be correct and the CCTV system must be capable of recording images to a suitable medium that allows replay. Recordings must be retained for a minimum of 28 days.

Designated staff shall be trained in the maintenance and operation of the CCTV system with a record kept of the date and name of person trained. A trained member of staff should be on duty to operate the system whenever the premises are open. Records shall be made available for inspection by the police and other responsible authorities as requested.

- **Challenge 21:**

With specific regard to the sale of alcohol anywhere within the curtilage of the area covered by the premises licence, the seller of the alcohol must comply with the national challenge 21 scheme. The Challenge 21 scheme requires that where any person is believed to be under 21 years of age they will be required to provide photographic proof of age such as a photo card drivers licence, passport or PASS approved ID card before any such sale of alcohol is made.

A fully documented staff training programme shall be put in place in relation to the challenge 21 scheme and implemented in relation to all staff responsible for the sale of alcohol on the premises. Training must be undertaken at regular intervals throughout the calendar year, at a minimum every 6 months. Staff must sign and date documentation at the conclusion of their training session, acknowledging that they have received and fully understood the training provided to them.

- **Marquees and Large Tents and Temporary Structure:**

The Premises Licence Holder will obtain and provide copies of certification for all marquee and large tent fabrics and membranes to show they comply with the appropriate British Standards Certification. Certification shall also be required to show that any temporary structure (i.e. a stage) is safe and fit for purpose.

Structures that are erected over 28 days will not be deemed as temporary structures and will require a variation to the premises licence plan.

- **Corporate and Non Corporate Event Bookings:**

The classification of pre-booked events to be held on the premises shall be as follows: A '**Corporate event booking**' for the purposes of this premises licence is determined to be any event made direct to the premises licence holder by an organisation, institution or registered body whereby all those persons attending the event shall be in attendance following the issue of express invitation or ticket issued (whether or not for payment). All persons attending such events shall be clearly identifiable as belonging to particular group or class relating to the organisation, institution or registered body that secured the 'Corporate event booking'.

The provisions of this premises licence defines that a '**Non Corporate Event Booking**' is one where there are no restrictions in respect of attendees at the event insofar that

attendees need not belong to or be associated with a specific group or class. This includes any event where a promoter or event management team or any other person has secured the use of the premises from the holder of the Premises Licence for the purpose of staging an event which shall be open to any person to attend whether by payment or otherwise

AND

Any event staged or promoted by the holder of the Premises Licence which shall be open to any person to attend whether by payment or otherwise.

• **02:30 – 06am sale by retail of alcohol for ‘Non Corporate Event’ Booking’:**

Should the premises licence holder determine that as part of a public event booking, the sale by retail of alcohol for consumption on the premises shall be provided between the hours of 02:30 – 06am, the premises licence holder must send formal written notification to the Licensing Authority and Heddlu Gwent Police a minimum of 10 working days before the date of the event. Heddlu Gwent Police reserve the right to veto the sale by retail of alcohol at such events between the hours of 02:30am – 6am within 3 days of receipt of the formal written notification.

Whereby a public event booking is authorised to provide the sale by retail of alcohol between the hours of 02:30 – 6am, the Designated Premises Supervisor or appointed member of the management team, who is the holder of a valid personal licence, must on site at all times.

**‘Non Corporate Event’, specifically music concert, boxing events, live sporting events and all non corporate Christmas parties:**

Controls shall be in place to prevent glass wear or glass bottles being removed from the premises. This restriction does not apply to a designated smoking area, that is monitored by staff.

No member of the public shall re-admitted to the premises after midnight.

The premises licence holder will implement an appropriate drugs policy. The policy is required to be approved at the written request of Heddlu Gwent Police.

**‘Non Corporate Event’, specifically music concerts, boxing events and live sporting events:**

In respect of all music concerts and sporting events held at the premises the Premises Licence Holder must undertake a written risk assessment specifically in relation to the event scheduled to take place which details the total amount of stewards and event security personnel that shall be deployed on the premises in relation to the event specified in the risk assessment.

All risk assessments in relation to staffing levels for stewards and event security personnel, must be made available on request to the Licensing Authority and Heddlu Gwent Police. The Premises Licence Holder must ensure that stewards and event security personnel fully understand and adhere to their duties, including:

- understanding their general responsibilities towards the health and safety of all categories of audience (including those with additional needs and children), other stewards, event security personnel and themselves;
- carrying out pre-event safety checks;
- being familiar with the layout of the premises and able to assist members of the public by giving information about the available facilities including first aid, toilets, water, welfare and facilities for people with additional needs etc;
- the staffing entrances, exits and other strategic points;



- controlling or directing the audience who are entering or leaving the event, to help achieve an even flow of people into and from the various parts of the site;
- recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- assisting in the safe operation of the event by keeping gangways and exists clear at all times and preventing standing on seats and furniture;
- investigating any disturbances or incidents
- responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary immediate action;
- being familiar with the arrangements for evacuating the audience, including coded messages and undertaking specific duties in an emergency;
- Communication with the incident control staff in the event of an emergency.

The Premises Licence Holder must ensure that all stewards and event security personnel are effectively trained so that they can carry out their duties. The level of training will depend on the duty to be performed.

The Premises Licence Holder shall ensure that all stewards and event security personnel are to be trained in fire safety procedures; emergency evacuation and dealing with incidents such as bomb threats.

The Premises Licence Holder shall ensure that stewards and event security working in the pit area, must be trained and capable so that they are able to lift distressed people out of the audience safely and without risk to themselves.

'Non Corporate Event', specifically music concerts, boxing events and live sporting events of a capacity of over 2500 people a "taxi rank" must be provided on site and should be controlled by appropriate marshals. Or an appropriate dispersal plan should be implemented by the Premises Licence Holder. Any recommendations from Heddlu Gwent Police or the Licensing Authority should be implemented within the traffic management plan.

The plan shall contain details of how persons attending and leaving the event shall be achieved without having adverse impact on local area and ensuring patrons leave the site quickly and safely.

Any recommendations from Heddlu Gwent Police or the Licensing Authority must be fully implemented with the premises' designated Traffic Management Plan.

At the request of Heddlu Gwent Police and/or the Licensing Authority, drinks shall only be served in polycarbonate or plastic glasses.

In respect of all boxing and wrestling events polycarbonate or plastic glasses should only be used. All drinks in glass bottles must be decanted into polycarbonate or plastic glasses. Should the premises wish to designate a number of "VIP" only areas as part of these events, an exemption to the restriction of the use of glass wear will be lifted only in respect of these designated "VIP" areas.

Appropriate management systems shall be set in place to control occupant capacity and crowd density between the rooms of the premises, including appropriate queuing systems for entering the venue.

***Non Corporate Event', specifically all non corporate Christmas Parties:***

In relation to a Christmas party event the ratio of event security personnel should be a minimum of 1 SIA registered individual per 250 persons.

**Checklist:**

**Please tick to indicate agreement**

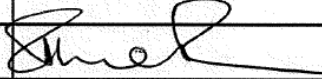
- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- 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 (please read note 15).

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

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	7 <sup>th</sup> May 2019
Capacity	Convention Centre Director

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

Signature	
Date	
Capacity	

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

**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

**Consent of individual to being specified as premises supervisor**

Nancy Mollett

I .....  
*[full name of prospective premises supervisor]*

of

[REDACTED]

.....  
*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises Licence Application

.....  
*[type of application]*

by

International Convention Centre Wales Limited

.....  
*[name of applicant]*

relating to a premises licence .....  
*[number of existing licence, if any]*

for

International Convention Centre Wales

.....  
*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

~~International~~ Convention Centre Wales Limited

concerning the supply of alcohol at

International Convention Centre Wales  
Coldra Woods  
Newport  
NP18 1HQ

*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

PLH515

*[insert personal licence number, if any]*

Personal licence issuing authority

Monmouthshire County Council

*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed



Name (please print)

Nancy Mollett

Date

10 MAY  
February 2019

## APPENDIX 2

### Representation served by Pollution Control Officer Mr Brian Miles, Noise and Neighbourhood Responsible Authority

Law and Regulation  
Y Gyfraith a Rheoleiddio

Environmental Health/  
Iechyd yr Amgylchedd

Civic Centre/Canolfan Ddinesig



## MEMORANDUM

**DATE:** 29<sup>th</sup> May 2019

**TO:** Environmental Licensing

**FROM:** Noise & Neighbourhood team

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

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#### **PREMISE DETAILS: THE CELTIC MANOR RESORT, COLDRA WOODS, THE USK VALLEY, CAERLEON, NEWPORT, NP18 1HQ**

I refer to the above-mentioned application for a premises licence, which was received by the Noise & Neighbourhood team on the 27<sup>th</sup> May 2019 for comment. I wish to make representation under the “prevention of public nuisance” licensing objective, as I am concerned that the application to licence for the provision of regulated entertainment and associated activities could have an adverse impact on the Local Community.

However, should the applicant wish to amend the application to include the following suggested condition relating to ‘Firework Displays and Pyrotechnics’ shall apply; I would then withdraw my representation:

The present condition denotes the following; The document will include full risk assessment of the use of pyrotechnics and fireworks.

To be further enhanced the above condition and to ensure that the four licensing objectives, including the “prevention of public nuisance” objective, are promoted when carrying out such activities.

The following additional condition should be included;

***“Prior to such events where ‘fireworks or pyrotechnics are to be used in external areas, the following; Media Sites i.e. ‘Open Caerleon and the local Community***

***Website' shall be informed. Such actions will to enable the Local Community i.e. 'local residents (the elderly and pet owners) and businesses (riding establishments and boarding kennels) to be aware of the event (unwanted noise) and to prepare in advance for such activities/events.'***

Should the applicant wish to discuss my objection or comment on the issue raised further they may contact the Licensing Authority.

Regards

**Brian Miles**

**Brian Miles**

**Pollution Control Officer**

***Swyddog Rheoli Llygredd***

### APPENDIX 3

#### Representation served by PC 246 Hurst, Police Licensing Officer, Heddlu Gwent Police Responsible Authority

### **HEDDLU GWENT POLICE**

#### **RELEVANT REPRESENTATIONS PREMISES LICENCE /CLUB PREMISES CERTIFICATE or VARIATION OF THE ABOVE S.18, 41A, 72 and 86A of the LICENSING ACT 2003**

#### **Representations by the Police to be made within 28 Days of receipt of the application.**

Date application received: 14/05/2019

Date representations sent to Licensing Authority: 21/05/2019

Date representations sent to applicant:

Name of authority: Newport City Council

Premises Name and Address: International Convention Centre Wales Limited, Coldra Woods, Newport, NP18 1HQ

Applicant Name: International Convention Centre Wales Limited

Applicant Address: Coldra Woods, Newport, NP18 1HQ

#### **Representation made to add the following conditions to the licence to support the licensing objectives:**

1. All security personnel should be SIA registered.
2. At all Christmas parties, a ratio of 1 door staff per 100 persons must be in attendance. However the number should never drop below 2, ie a minimum of 2 SIA staff should be on duty even if only 120 in attendance.
3. A list of events is to be provided to the police every 6 months showing clearly all bookings for the proceeding 6 months.
4. A risk assessment should be done for each event clearly explaining the rationale for security staff and stewarding numbers at the event. This should be made available to the police and licensing authority upon request no later than 14 days prior to the event.
5. At the request of the Police and/or licensing authority additional conditions can be imposed and extra security staff can be requested. These requests should be reasonable and must be complied with in order for the event to go ahead.
6. Timing on last but one page to be changed to:  
**02:00-06:00 sale by retail of alcohol for all non-corporate event bookings**  
Should the PLH determine that as part of the public event booking, the sale by retail of alcohol for consumption on the premises shall be provided between the hours of 02:00 and 06:00, the PLH must send formal written notification to the Licensing Authority and Heddlu Gwent a minimum of 10 working days before the event. Heddlu Gwent reserve the right to veto the sale of alcohol at such events between the hours of 02:00 and 06:00 within 3 days of receipt of the formal written notification.

PC 246 Hurst – Harm Prevention Officer, East LPA, Gwent Police



**APPENDIX 4**

**Representations from 'other persons'**

2 THE COLDRA

NPI8 2LP

9th June 2019

OBJECTION to premises licence for  
ICC Wales Ltd Coldra Woods NPI8 1HQ.

Dear Sir/madam,

I would like to

make my objection to:

- Performance of play, films, dance 24/7 all week
- Indoor sporting events 7 days 7am - 2am
- Boxing/Wrestling 7 days 9am - 00:30  
and until 04:00.
- Live/recorded music (inside 24/7)  
outside 07:00 → 03:00
- alcohol sale 24/7
- off premises alcohol sale 07:00 - 02:30 24/7
- Late night refreshment - All days 23:00 - 05:00

The reasons why I am objecting are:

- loss of my privacy to a quiet night's rest
- I should not have to endure LOUD  
music from outdoor events close by  
until 3am at any time

likelihood of extra noise, traffic, fumes generated by guests attending these all night events.

Additional traffic on this road and Junction 24 will add to the unbearable traffic congestion currently suffered when the M4 is blocked regularly.

Will their access arrangements and parking cause additional disruption for Coldra residents

It is also likely to cause more anti-social behaviour in the local area and increased public nuisance to residents of this street. With 24/7 access to alcohol will this increase drunken bad behaviour and possibly more accidents on the road from drunken drivers and passengers.

In order to prevent a public nuisance to Coldra residents and ensure the safety and well being of residents please REJECT this application

yours sincerely J B Jones

2 The Coldra

NP18 2LP

9th June 2019.

Dear Licensing Manager,

STRONG

OBJECTION to ICC Wales - Coldra Woods  
NP18 144 premises licenses applications.

I would like you to note my objection to All of the 7 extra applications by ICC Wales and wonder why they were not required to advertise in the local paper and inform local residents individually of these applications. 1 A4 page on a few lamp-posts is not letting the affected residents know what is going on.

These are NOT minor changes - this will make our road and peaceful neighbourhood intolerable - if they are selling alcohol 24/7 all day every day this will encourage  
① TRAFFIC ② antisocial drunken behaviour ③ public nuisance ④ possible

antisocial drunken driving after these planned events @ 3am !! and probably causing more motor accidents and disturbances for local residents.

I OBJECT especially to any OUTSIDE loud music/events taking place in the middle of the night and causing disturbance to local residents who lived here long before the ICC Celtic Manor was built.

I OBJECT to all points because it will cause increased traffic on an already very congested junction. Access and parking for these events will adversely affect the residents of the Goidia more than they already do.

I OBJECT to selling alcohol all night as this will encourage anti social behaviour and drink driving on our local roads and

make the traffic worse than it already is and make the roads unsafe and cause more public nuisance with possible crime and disorder locally which surely would harm children and elderly residents in the Coltra.

No events after midnight are necessary!

I Object to sparring/wrestling taking place upto 2am and 4am  
This is very unnecessary.

I especially object to live/recorded music OUTDOORS from 7am to 3am - nearly 24/7 - How will residents be able to rest peacefully in their houses? Surely this would constitute a PUBLIC NUISANCE?

Recently residents of the Coltra have had to put up with much traffic delay due to ICE Wales building

WORKS - delaying our journeys  
to work - causing extra traffic  
congestion on both A48 and  
M4 for months on end all  
the lanes coned off with NO workmen  
evident for days - inconveniencing  
motorists and disturbing our peace.

Also they have turned up our water  
main pressure causing many  
residents to get burst water pipes  
as they have put too much  
pressure on old systems - No 2  
the Colera has had DWR-water  
out twice already No 4 had a  
major leak half-way up their  
drive caused by this interference.  
They should NOT be allowed to  
continue to cause residents  
this continual TORTURE.

Please don't allow any of these  
applications

yours sincerely Julia Jones (Miss)