

G14110

REP END  
31/8/05

317

[insert name and address of relevant licensing authority and its reference number, optional]

RECEIPT 816576

(Part A) Application for an existing licence to be converted to a premises licence under the Licensing Act 2003 and (Part B) application to vary the premises licence simultaneously



RECEIVED

1 AUG 2005

PUBLIC PROTECTION

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.

ROBERT WILLIAM WALTON OF TRUNKWELL MANSION HOUSE LTD  
I/We [ A ] apply to convert an existing licence to a premises licence under Schedule 8 to the Licensing Act 2003 for the premises described in Part A1 below

Part A1 - Premises Details

Postal address of premises or, if none, ordnance survey map reference or description TRUNKWELL MANSION HOUSE, BEECH HILL ROAD BEECH HILL	
Post town READING	Post code RG7 2AT

Telephone number of premises (if any)

0118 988 3754

Non-domestic rateable value of premises

£80,000.00.

Part A2 - Applicant Details

Please state the capacity in which you are applying to convert your existing licence

Please tick ✓

- a) An individual or individuals  please complete section (A)
- b) a person other than an individual
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)

g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital

please complete section (B)

h) the chief officer of police of a police force in England and Wales

please complete section (B)

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

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname  First names

I am 18 years old or over

Please tick  Yes

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname  First names

I am 18 years old or over

Please tick  Yes

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS

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

Name	TRUNKWELL MANSION HOUSE LTD
Address	GRIFFIN ACCOUNTANTS 24-32 LONDON ROAD NEWBURY BERKSHIRE RG14 1JX
Registered number (where applicable)	5439606
Description of applicant (for example, partnership, company, unincorporated association etc.)	COMPANY
Telephone number (if any)	0118 988 3754
E-mail address (optional)	

**Part A3 - Operating Schedule**

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

N/A

General description of premises (please read guidance note 1)

PLEASE SEE ATTACHED.

Please tick Y Yes

What existing licensable activities are authorised by your existing licence(s)?

Provision of regulated entertainment

- a) plays
- b) films
- c) indoor sporting events
- d) boxing or wrestling entertainment
- e) live music
- f) recorded music
- g) performances of dance
- h) anything of a similar description to that falling within (e), (f) or (g)

Provision of entertainment facilities for:

- i) making music
- j) dancing
- k) entertainment of a similar description to that falling within (i) or (j)

Provision of late night refreshment

Sale by retail of alcohol

- a) for consumption on the premises
- b) for consumption off the premises

Please state who you wish to be specified to be the premises supervisor under the new licence

Name ROBERT WILLIAM WALTON

Address 

Personal Licence number, if known, APPLIED FOR ON 25/7/05 TO WEST BERKS LICENSING TEAM.

## GENERAL DESCRIPTION OF PREMISES AND OPERATING SCHEDULE

Trunkwell Mansion House is a large manor house and function room situated in approx 4.5 acres of land. It is on the outskirts of Beech Hill village.

On the ground floor are an entrance lobby, a hotel bar, a restaurant, and a large function room. There is a large garden and ample car parking for approx 120 cars. There are no AWP's or games machines. There is also a trade kitchen. There are 4 urinals and a toilet for gents and 3 ladies toilets and a disabled toilet. There are 4 double trading bedrooms on the first floor.

The seating capacity in the function room is 220, in the restaurant it is 50 covers and in the hotel bar is 25. Seating is arranged in the garden adjacent to the function room on an ad hoc basis as it is needed and dependent on the weather.

As well as the standard operation of the restaurant and hotel bar, Trunkwell specialises in the holding of large events including weddings, birthday parties and charity dinners and balls. These larger events are held in the function room. These are mainly private events. They are held on any day of the week or weekend. Recorded music in the form of discos is provided as are entertainers at e.g. charity dinners. Dancing also takes place at these events.

With the four double bedrooms Trunkwell also operates as a hotel.

Trunkwell Mansion House employs 6 full time and up to 30 part time staff at any one time. It is headed by Robert Walton who has held a justices' licence for the last 25 years and holds City and Guilds qualifications in food and catering. He has owned and run Trunkwell Mansion House for 15 years.

There is a no smoking policy in the restaurant. They do not hold drinks promotions of any sort.

Trunkwell Mansion House has a strong management team and trains and supervises staff to a high level. All staff are aware of the Portman Group code of good practice and other voluntary codes of good practice on issues such as underage drinking and the prevention of crime and the protection of

children. The premises adopts the proof of age scheme requiring photo I D at all times. In addition to the applicant, the current manager of the premises will hold the National Licensees Certificate.

At weddings and birthday parties children are often present, but only in the company of their parents and carers, and the staff are trained and aware of the risks of underage drinking. This is always combined with strong management and supervision. In the hotel and restaurant, children are not allowed to attend after 8.00 p.m.

Trunkwell is currently transferring to toughened glass and adopts a strict "no drugs" policy.

Trunkwell holds a Supper Hours Certificate and a Special Hours Certificate and staff are trained in relation to the "drinking up" rules that apply to both certificates. The permitted hours currently are 11.00 a.m. to 02.00 a.m. Monday to Saturday, and 12.00 m.d. to 00.30 a.m. when entertainment is being provided. The premises are open to the public from 11.00 a.m. to 02.30 Monday to Saturday and 12.00 m.d. to 01.00 on Sundays.

Trunkwell has its own bus (shared at times with the Old Elm Tree public house in Beech Hill) and they also have close relations with local taxi firms to enable clients to leave safely and without causing a nuisance to neighbours and villagers.

All Fire and other safety equipment is regularly checked and maintained, and certified where appropriate. All fire regulations are strictly adhered to. Fire exits are easily openable and kept free from obstruction.

When required the door staff employed are registered and adhere to the current guidelines.

Because of the nature of the events held and the nature of the hotel and restaurant there has been no requirement for CCTV cameras.

The applicant is a current member of a national restaurateurs Association.

Trunkwell House has public liability insurance in the sum of £5,000,000.00.

State any limitations on the hours during which you are permitted by your licence(s) or any additional authorities to conduct licensable activities, including the sale of alcohol.

PLEASE SEE ATTACHED SCHEDULE

## Schedule of Licences and Hours

### Annexe to Page 5

Trunkwell Mansion House holds the following licences:

- 1 Full Justices On-Licence permitting the sale of alcohol on or off the premises.
- 2 Supper Hours certificate attaching to the whole of the premises, which extends the hours for the sale of alcohol by an hour beyond the normal permitted hours and drinking up time by half an hour beyond that.
- 3 Special Hours Certificate without restriction or limitation for the whole of the premises, extending the permitted hours until 2.00 a.m. Monday to Saturday and until 12.30 p.m. on Sundays where entertainment is provided.
- 4 The current permitted hours are therefore from 11.00 a.m. to 02.00 a.m. Monday to Saturday and 12.00 m.d. to 00.30 p.m. on Sundays, subject to the normal provisos in respect of entertainment being provided.
- 5 "Drinking up" time is ½ hour thereafter.



Describe the conditions subject to which your existing licence(s) has/have been granted (please read guidance note 2):

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

STRONG + EXPERIENCED MANAGEMENT. STAFF TRAINED AND AWARE OF PERMITTED HOURS, UNDERAGE DRINKING + DRUNKENESS, AS WELL AS ANTI-SOCIAL BEHAVIOUR. STRICT 'NO DRUGS' POLICY. THE PROTECTION OF CHILDREN IS PARAMOUNT. AWARE OF AND COMPLY WITH THE LICENSING OBJECTIVES. JUSTICES' LICENCE AUTHORIZING SMILES ON + OFF THE PREMISES. SPECIAL HOURS + SUPPER HOURS CERTIFICATES. IN FORCE. STAFF FULLY CONVERSANT WITH DRINKING UP PROVISIONS, AND POLICIES RELATING TO SALES OF MISO HOL. FOOD AND WATER AVAILABLE.

b) The prevention of crime and disorder

RESPONSIBLE MANAGEMENT OF THE PREMISES; KEEPING TO CAPACITY LEVELS; ENSURE ALCOHOL SECURED; NO UNDERAGE DRINKING (PHOTO ID REQUIRED); NO DRUNKENESS PERMITTED ON THE PREMISES; A STRICT 'NO DRUGS' POLICY; NO CHILDREN IN THE RESTAURANT + HOTEL BAR AFTER 8.00pm. ALL CHILDREN ACCOMPANIED BY AN ADULT; STRICT 'DRINKING UP' POLICY - ALL STAFF TRAINED ON PERMITTED HOURS. ADOPTION OF VOLUNTARY CODES OF GOOD PRACTICE INCLUDING PORTMAN GROUP; NO DRINKS PROMOTIONS. REGULAR VISITS TO ALL AREAS OF THE PREMISES.

c) Public safety

RISK MANAGEMENT ASSESSMENTS IN PLACE, COUPLED WITH RESPONSIBLE MANAGEMENT AT ALL TIMES. PROVISION OF SUFFICIENT NUMBER OF TRAINED STAFF; TRAINING + SUPERVISION OF STAFF GENERALLY; ADOPTION OF VOLUNTARY CODES OF GOOD PRACTICE; NO DRINKS PROMOTIONS; TRANSFERRING TO TOUGHENED GLASS THROUGHOUT OPERATION; REGULAR TESTING OF FIRE (AND OTHER) SAFETY EQUIPMENT + PROCEDURES, AND CERTIFICATION OF EQUIPMENT WHERE APPROPRIATE. KEEPING TO APPROPRIATE CAPACITY LIMITATIONS.

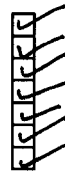
d) The prevention of public nuisance

RESPONSIBLE MANAGEMENT; TRAINING OF, ~~AREA~~ AND SUPERVISION OF STAFF; NO DRUNKENESS POLICY + NO DRUGS POLICY; NO UNDERAGE DRINKING + PHOTO ID POLICY IN FORCE; ADOPTION OF BEST PRACTICES AS BEFORE REGARDING SALE OF ALCOHOL AND OTHER MEASURES; NO DRINKS PROMOTIONS; TRANSFERRING TO TOUGHENED GLASS; OWN MINI-BUS FOR TRANSPORT TO AND FROM PREMISES + STRONG LINKS WITH LOCAL TAXI FIRMS. PREMISES SET IN 4.5 ACRES OF LAND WITH NO IMMEDIATE NEIGHBOURS.

e) The protection of children from harm

STRONG MANAGEMENT + THOROUGH TRAINING OF STAFF; ADOPTION OF PUBLIC PLACES CHARTER + OTHER BEST PRACTICES; CHILDREN ONLY ALLOWED IN RESTAURANT UNTIL 8.00pm; CHILDREN MUST BE ACCOMPANIED BY RESPONSIBLE ADULT AT ALL TIMES; NO UNDERAGE DRINKING + PHOTO ID SCHEMES; NO AWP'S OR GAMING MACHINES.

- I have made or enclosed payment of the fee
- I have enclosed my existing licence(s) or a certified copy of each licence
- I have enclosed a plan of the premises
- I have sent copies of this application to the chief officer of police (please read guidance note 3)
- I have enclosed the consent form completed by the proposed premises supervisor, if relevant
- I have enclosed the consent of the justices' licence holder to my application, if relevant
- I understand that if I do not comply with the above requirements my application will be rejected



IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

**Part A4 – Signatures** (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 5). If signing on behalf of the applicant please state in what capacity.

Signature



Date

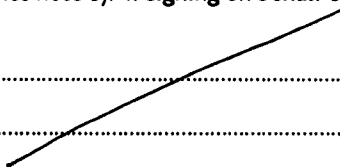
28/7/05

Capacity

APPLICANT'S SOLICITOR

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 6). If signing on behalf of the applicant please state in what capacity.

Signature



Date

Capacity

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 7)	
KAREN KIRK, SOLICITOR, 17 SHOOTERS HILL DANEBOURNE	
Post town	Post code
READING	RG7 8DZ
Telephone number	0118 984 1286.
E-mail address (optional)	

IF YOU WISH TO APPLY SIMULTANEOUSLY FOR A VARIATION OF THE PREMISES LICENCE IF IT IS CONVERTED FROM YOUR EXISTING LICENCE(S) UNDER SECTION 34 OR 37 OF THE LICENSING ACT 2003, NOW COMPLETE PART B OF THIS FORM.

IF YOU DO NOT WISH TO APPLY SIMULTANEOUSLY FOR A VARIATION OF THE PREMISES LICENCE IF IT IS CONVERTED FROM YOUR EXISTING LICENCE(S), YOU SHOULD LEAVE PART B BLANK.

**PART B - Application to vary a premises licence under the Licensing Act 2003**

**ROBERT WILLIAM WALTON OF TRUNKWELL MANSION HOUSE LTD**  
I/We..... being the proposed premises licence holder of an  
[insert name of applicant]

existing licence to be converted under the terms of Schedule 8 to the Licensing Act 2003 apply to vary it under section 34/section 37 of the Licensing Act 2003 (delete as applicable) for the premises described in Part A above.

**Part B1 - Variation**

Do you want the proposed variation to have effect from the second appointed day?

Please tick Y

If not when do you want the variation to take effect from

Day	Month	Year

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

N/A
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Please describe briefly the nature of the proposed variation. (Please read guidance note 8)

PLEASE SEE ATTACHED.

TRUNKWELL HOUSE

Nature of Proposed Variation

Annexe to page 8

- 1 To provide live or recorded music of all descriptions amplified or not, and facilities for making music, and entertainment and dancing between the hours of 11.00 a.m. and 02.00 a.m. as currently provided.
- 2 On 4 occasions per annum, to include New Years' Eve, on an ad hoc basis, to extend the time for the provision of live or recorded music of all descriptions amplified or not, facilities for making music and dancing or other entertainment described in the application, and the facilities for making music and the sale and supply of alcohol to 3.00 a.m. on any day of the week and hours open to the public until 03.30 a.m.
- 3 To allow the sale or supply of alcohol to residents residing at Trunkwell Mansion House at any time, without restriction.

**Part B2 - Operating Schedule**

Please complete those parts of the operating schedule which would be subject to change if this application to vary were successful.

What licensable activities do you now intend to conduct on the premises and/or at what varied times do you intend to conduct them?

(please see section 1 of the Licensing Act 2003 and Schedule 1 to the Licensing Act 2003)

Please tick Y Yes

**Provision of regulated entertainment**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- 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)
- f) recorded music (if ticking yes, fill in box F)
- 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)

**Provision of entertainment facilities:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

**Sale by retail of alcohol (if ticking yes, fill in box M)**

Please complete Part B3 on this form.

**A**

Plays			Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoors	
Standard days and timings (please read guidance note 8)				Outdoors	
Day	Start	Finish	Both		
Mon			Please give further details here (please read guidance note 10)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 11)		
Thur					
Fri			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 (please read guidance note 12)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y](please read guidance note 9)	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b>Please give further details here</b> (please read guidance note 10)	Both		
Tue						
Wed				<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 11)		
Thur						
Fri				<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 12)		
Sat						
Sun						

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 10)	
Day	Start	Finish		
Mon			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 11)	
Tue				
Wed				
Thur				<b>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</b> (please read guidance note 12)
Fri				
Sat				
Sun				

**D**

Boxing or wrestling entertainment Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y](please read guidance note 9)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 10)	Both	
Tue					
Wed				State any seasonal variations for boxing or wrestling entertainment (please read guidance note 11)	
Thur					
Fri				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 (please read guidance note 12)	
Sat					
Sun					

**E**

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick [Y](please read guidance note 9) IN FUNCTION ROOM OF PREMISES.	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	01.00 am	02.00 am	Please give further details here (please read guidance note 10)  ALREADY PROVIDING THE FACILITY FOR LIVE AMPLIFIED OR NON AMPLIFIED MUSIC, GROUPS/SOLE PERFORMERS, WITH OR WITHOUT INSTRUMENTS. (SEE NON-STANDARD TIMINGS, FOR VARIATION) ON ANY DAY OF THE WEEK. WISH FOR THAT TO CONTINUE.	Both	
Tue	11.00 am	02.00 am			
Wed	11.00 am	02.00 am		State any seasonal variations for the performance of live music (please read guidance note 11)	
Thur	11.00 am	02.00 am			
Fri	11.00 am	02.00 am		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 (please read guidance note 12)	
Sat	11.00 am	02.00 am		ON 4 OCCASIONS PER ANNUM ON AN AD HOC BASIS, TO INCLUDE NEW YEARS EVE, TO ALLOW THE PROVISION OF LIVE AMPLIFIED OR NON AMPLIFIED MUSIC BY SOLE PERFORMERS, GROUPS WITH OR WITHOUT INSTRUMENTS UNTIL 03.00am ON ANY DAY OF THE WEEK	
Sun	12.00 M.D.	00.30 am			

**F**

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 9) <b>IN FUNCTION ROOM OF PREMISES</b>	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	11.00 am	02.00 am	<b>Please give further details here (please read guidance note 10)</b> SEE NON-STANDARD TIMINGS - ALREADY PROVIDE AMPLIFIED/ NON AMPLIFIED MUSIC AT DISCOS/ PIPED MUSIC ON ANY DAY OF WEEK AND WISH FOR THIS TO CONTINUE.	Both	
Tue	11.00 am	02.00 am			
Wed	11.00 am	02.00 am		<b>State any seasonal variations for playing recorded music (please read guidance note 11)</b>	
Thur	11.00 am	02.00 am			
Fri	11.00 am	02.00 am		<b>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 12) TO ALLOW AMPLIFIED &amp; NON AMPLIFIED RECORDED POPULAR MUSIC IN THE FORM OF DISCOS OR PIPED MUSIC TO BE PLAYED ON 4 OCCASIONS PER ANNUM TO INCLUDE NEW YEARS EVE ON AN AD HOC BASIS UNTIL 03.00 AM ON ANY DAY OF THE WEEK (i.e. EXTENDING FINISHTIME)</b>	
Sat	11.00 am	02.00 am			
Sun	12.00 MD	00.30 am			

**G**

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here (please read guidance note 10)</b>	Both	
Tue					
Wed				<b>State any seasonal variations for the performance of dance (please read guidance note 11)</b>	
Thur					
Fri				<b>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 12)</b>	
Sat					
Sun					



H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoors <input checked="" type="checkbox"/>
				Outdoors
Mon	11.00 am	02.00 am	IN FUNCTION ROOM OF PREMISES.	Both
Tue	11.00 am	02.00 am		
Wed	11.00 am	02.00 am		
Thur	11.00 am	02.00 am		
Fri	11.00 am	02.00 am		
Sat	11.00 am	02.00 am		
Sun	12.00 am	00.30 am		
			Please give further details here (please read guidance note 10)	
			COMPERES, COMEDIANS, ENTERTAINERS, AFTER DINNER SPEAKERS AT WEDDINGS, DINNERS + ALL EVENTS ON ANY DAY OF THE WEEK, ALREADY PROVIDES – SEE NON STANDARD TIMINGS FOR VARIATION – WE WISH FOR THAT TO CONTINUE.	
			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 11)	
			Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 12)	
			TO ALLOW SUCH ENTERTAINMENT ON AD HOC BASIS ON 4 OCCASIONS PER ANNUM VIZ. NEW YEARS EVE UNTIL 03.00 AM ON ANY DAY OF THE WEEK.	

Provision of facilities for making music Standard days and timings (please read guidance note 8)			Please give a description of the facilities for making music you will be providing <b>LIVE AND RECORDED AMPLIFIED &amp; NON AMPLIFIED MUSICAL PERFORMANCES BY INDIVIDUALS OR GROUPS WITH OR WITHOUT INSTRUMENTS ON ANY DAY OF THE WEEK EG PROVIDING MICROPHONES</b>	Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 9)	
Day	Start	Finish		Indoors	Outdoors
Mon	11.00 am	02.00 am	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tue	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Wed	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Thur	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Fri	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Sat	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Sun	12.00 mid	00.30 am	<input type="checkbox"/>	<input type="checkbox"/>	

**Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 9)**  
IN FUNCTION ROOM.

**Please give further details here (please read guidance note 10)**  
LIVE & RECORDED, AMPLIFIED OR OTHERWISE, MUSICAL PERFORMANCES BY INDIVIDUALS OR GROUPS WITH/ WITHOUT INSTRUMENTS ON ANY DAY OF THE WEEK AT FUNCTIONS HELD IN FUNCTION ROOM OF PREMISES

**State any seasonal variations for the provision of facilities for making music (please read guidance note 11)**

**Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 12)**  
VARIATION - TO EXTEND THE FINISH TIME UNTIL 3.00 AM ON 4 OCCASIONS PER ANNUM TO INCLUDE NEW YEAR'S EVE, ON AN AD HOC BASIS, ON ANY DAY OF THE WEEK.

Provision of facilities for dancing Standard days and timings (please read guidance note 8)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 9)	Indoors	
Day	Start	Finish		Indoors	Outdoors
Mon	11.00 am	02.00 am	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tue	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Wed	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Thur	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Fri	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Sat	11.00 am	02.00 am	<input type="checkbox"/>	<input type="checkbox"/>	
Sun	12.00 mid	00.30 am	<input type="checkbox"/>	<input type="checkbox"/>	

**Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 9)**  
IN FUNCTION ROOM OF PREMISES

**Please give further details here (please read guidance note 10)**  
TO CONTINUE. PROVIDING AT EVENTS IN FUNCTION ROOM - SEE NON STANDARD TIMINGS FOR VARIATION - DISCO DANCING, DANCING TO LIVE RECORDED, AMPLIFIED OR NOT, MUSIC OF ALL DESCRIPTIONS

**State any seasonal variations for providing dancing facilities (please read guidance note 11)**

**Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 12)**  
TO ALLOW DANCING AT EVENTS HELD IN FUNCTION ROOM OF PREMISES ON 4 OCCASIONS PER ANNUM TO INCLUDE NEW YEAR'S EVE, ON AN AD HOC BASIS, ON ANY DAY OF THE WEEK TO EXTEND FINISH TIME UNTIL 3.00 AM.

**K**

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment facility you will be providing COMPERES, ENTERTAINERS, COMEDAINS, AFTER-DINNERS SPEAKERS, GROUPS OR INDIVIDUALS IN FUNCTION ROOM OF PREMISES, AMPLIFIED OR NOT, AT EVENTS HELD THERE.		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 9)	Indoor <input checked="" type="checkbox"/>	
				Outdoor	
Mon	11.00 am	02.00 am	IN FUNCTION ROOM OF PREMISES.	Both	
Tue	11.00 am	02.00 am		Please give further details here (please read guidance note 10) ENTERTAINERS ETC AS DETAILED ABOVE AT EVENTS IN THE FUNCTION ROOM.	
Wed	11.00 am	02.00 am			
Thur	11.00 am	02.00 am			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 11)
Fri	11.00 am	02.00 am			
Sat	11.00 am	02.00 am			
Sun	12.00 mid	00.30 am			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 12) ON 4 OCCASIONS PER YEAR TO INCLUDE NEW YEARS' EVE, ON AN AD HOC BASIS ON ANY DAY OF THE WEEK, TO EXTEND FINISH TIME UNTIL 2.00AM

**L**

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [Y] (please read guidance note 9)	
Day	Start	Finish	Indoors	Outdoors
Mon			Please give further details here (please read guidance note 10)	
Tue				
Wed				
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 11)	
Fri				
Sat				
Sun			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 (please read guidance note 12)	

**M**

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption (Please tick box Y) (please read guidance note 13)	On the premises	
Day	Start	Finish		Off the premises	
Mon	11.00 am	02.00 am	State any seasonal variations for the supply of alcohol (please read guidance note 11)  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 (please read guidance note 12) 1. ON AN AD-HOC BASIS ON 4 OCCASIONS PER YEAR TO EXTEND FINISH TIME UNTIL 03.00AM ON ANY DAY OF THE WEEK. 2. FOR RESIDENTS AT THE HOTEL TO HAVE NO RESTRICTION PLACED ON THE SUPPLY OR SALE OF ALCOHOL AT THE DISCRETION OF THE MANAGEMENT	Both	<input checked="" type="checkbox"/>
Tue	11.00 am	02.00 am			
Wed	11.00 am	02.00 am			
Thur	11.00 am	02.00 am			
Fri	11.00 am	02.00 am			
Sat	11.00 am	02.00 am			
Sun	12.00 am	00.30 am.			

IN ALL CASES PLEASE COMPLETE BOXES N, O, P and Q below

**N**

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 14)

THERE WILL BE NO ENTERTAINMENT INVOLVING NUDITY ETC AND THERE ARE NO AWP'S OR GAMING FACILITIES ON THE PREMISES. AT WEDDINGS THERE WILL BE CHILDREN PRESENT AFTER 8.00 PM BUT THE ENTERTAINMENT WILL BE MUSIC AND DANCING; AT OTHER FUNCTIONS THERE MAY BE ENTERTAINERS BUT CHILDREN WILL NOT BE PRESENT.

O

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 11)
Day	Start	Finish	
Mon	11.00	02.30	<p>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 12) ON 4 OCCASIONS PER YEAR TO EXTEND THE FINISH TIME UNTIL 03.30 AM ON ANY DAY OF THE WEEK ON AN AD HOC BASIS TO INCLUDE NEW YEARS' EVE.</p>
	am	am	
Tue	11.00	02.30	
	am	am	
Wed	11.00	02.30	
	am	am	
Thur	11.00	02.30	
	am	am	
Fri	11.00	02.30	
	am	am	
Sat	11.00	02.30	
	am	am	
Sun	12.00	01.00	
	<del>02.00</del>	am.	

P

Please identify any of the conditions, terms or restrictions currently imposed on the converted licence which you believe could be removed as a consequence of the proposed variation you are seeking. WE ARE APPLYING SIMULTANEOUSLY FOR CONVERSION AND VARIATION OF OUR LICENCE. FOR VARIATIONS TO EXISTING LICENCE PLEASE SEE ATTACHMENT TO P. 8.

1. THE EXTENDED FINISH TIME UNTIL 03.00 AM ON 4 OCCASIONS PER YEAR TO INCLUDE NEW YEARS EVE ON AN AD HOC BASIS ON ANY DAY OF THE WEEK
2. THE REMOVAL OF RESTRICTIONS ON THE SALE/SUPPLY OF RESIDENTS AT THE HOTEL.
3. TO CONTINUE TO PROVIDE

Q Please describe any additional steps that you intend to take in order to promote the four licensing objectives if the proposed variation is granted:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 15)

STRONG MANAGEMENT CONTROLS; STAFF TRAINED AND FULLY AWARE OF THE LICENSING OBJECTIVES. PARTICULARLY THE PREVENTION OF CRIME + DISORDER, PUBLIC SAFETY, PUBLIC NUISANCE AND THE PROTECTION OF CHILDREN. ADHERENCE TO VOLUNTARY CODES OF PRACTICE, PHOTO ID POLICIES ADOPTED; HEALTH & SAFETY AWARENESS, VIGILANT MANAGEMENT SUPERVISION, COMMUNICATION WITH ALL LICENSING AND OTHER AUTHORITIES. SEE ATTACHED OPERATING SCHEDULE.

b) The prevention of crime and disorder

RESPONSIBLE MANAGEMENT + STAFF TRAINING. STRICT 'NO DRUGS' POLICY AND AWARENESS OF DANGERS; NO DRUNKENNESS + POLICIES ON SERVING PERSONS WHO APPEAR DRUNK; PORTMAN GROUP + OTHER CODES OF GOOD PRACTICE ARE ALREADY ADOPTED. PROOF OF AGE + PHOTO ID ALREADY IN PLACE. STRICT 'DRINKING UP' POLICY IN PLACE; NO DRINKS PROMOTIONS, REGULAR VISITS BY STAFF TO ALL AREAS OF PREMISES TRANSFERRING TO TOUGHENED GLASS. LIAISON WITH POLICE + OTHER LICENSING AUTHORITIES.

c) Public safety

RISK MANAGEMENTS IN PLACE + MONITORED REGULARLY. STRONG RESPONSIBLE MANAGEMENT COUPLED WITH GOOD STAFF TRAINING + AWARENESS. PROVISION OF SUFFICIENT STAFF TO ENSURE SAFETY OF CUSTOMERS. ADHERENCE TO VOLUNTARY + STATUTORY CODES OF PRACTICE. NO DRINKS PROMOTIONS; TRANSFERRING TO TOUGHENED GLASS THROUGHOUT OPERATION; REGULAR TESTING OF FIRE + OTHER SAFETY APPLIANCES + CERTIFICATION WHERE NECESSARY. ADHERENCE TO FIRE SERVICE REQUIREMENTS.

d) The prevention of public nuisance

RESPONSIBLE MANAGEMENT; TRAINING + SUPERVISION OF STAFF; STRICT RULES ON DRUNKENNESS AND ANTI-SOCIAL BEHAVIOUR; ~~DEMISE~~ IN 4.5 ACRES OF GROUNDS WITH NO IMMEDIATE NEIGHBOURS; NO DRUGS + NO UNDERAGE DRINKING POLICIES; REGULAR MONITORING OF ALL AREAS OF THE PREMISES; NO DRINKS PROMOTIONS; TRANSFERRING TO TOUGHENED GLASS; OWN MINI-BUS TO TRANSPORT CLIENTS + STRONG LINKS TO LOCAL TAXI FIRMS, STRICT MANAGEMENT OF CLIENTS ARRIVING + LEAVING. COLLECTION OF LITTER.

e) The protection of children from harm

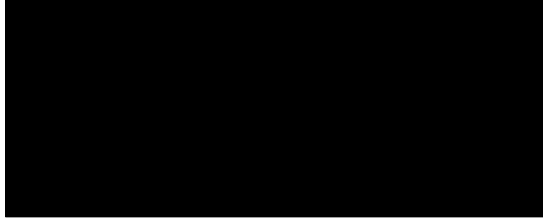
RESPONSIBLE MANAGEMENT; NO CHILDREN IN RESTAURANT AFTER 8.00 PM; ALL CHILDREN MUST BE ACCOMPANIED BY RESPONSIBLE ADULT; NO AWPS OR GAMING MACHINES; RISK MANAGEMENTS IN PLACE; STRICT ADHERENCE TO NO UNDERAGE DRINKING + PHOTO ID SCHEMES IN PLACE; ADOPTION OF PUBLIC PLACES CHARTER + OTHER CODES OF BEST PRACTICE.

Part B3 – Premises Supervisor

Full name of proposed designated premises supervisor

ROBERT WILLIAM WALTON

Address of proposed designated premises supervisor



Personal licence number of proposed designated premises supervisor, if any, and issuing authority of the personal licence, if applicable APPLICATION SUBMITTED TO WEST BERKSHIRE DISTRICT COUNCIL BY RECORDED DELIVERY POST ON 25/7/05.

Please tick ✓ Yes

- I enclose the consent form completed by the proposed premises supervisor
- I will give a copy of Part B3 of this application to the chief officer of police (section 37 of the Licensing Act 2003)
- I have sent copies of this application to vary (except Part B3) to responsible authorities and others where applicable (section 34 of the Licensing Act 2003)
- I understand that I must now advertise my application to vary (section 34 of the Licensing Act 2003)
- I understand that if I do not comply with the above requirements my application will be rejected

**Part B4 – Signatures** (please read guidance note 16)

Signature of applicant (the proposed current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 17) If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant (the proposed current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 18) If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)

KAREN KIRK, SOLICITOR,  
17, SHOOTERS HILL  
PANGBORNE

Post town

READING

Post code

RG8 7DZ.

**Notes for Guidance**

**PART A**

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you provide a place for consumption of these off-supplies you must include a description of where the place is and its proximity to the premises.
2. Where the conditions to which your existing licence(s) is granted do not relate solely to any one of the four licensing objectives, please describe such conditions in the general box.
3. The law requires you to send a mandatory copy of this application to the chief officer of police for that area at the same time as sending to the relevant licensing authority.
4. The application form must be signed.



5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
7. This is the address we shall use to correspond with you about this application.

#### **PART B**

**This application cannot be used to vary the licence to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act.**

8. Please give timings in 24 hour clock and only give details for days of the week when you intend the premises to be used for the activity.
9. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
10. Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
11. For example (but not exclusively), where the activity will occur on additional days during the summer.
12. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
13. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
14. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gambling machines.
15. Please list here steps you will take to promote all four licensing objectives together.
16. The application form must be signed.
17. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
18. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
19. This is the address which we shall use to correspond with you about this application.

RECEIVED  
29 JUL 2005 Rot  
PUBLIC PROTECTION

Karen Kirk  
Solicitor  
17 Shooters Hill  
Pangbourne  
Reading  
RG8 7DZ  
Tel 0118984 1286  
Mob 07980 989234

The Senior Licensing Officer  
West Berkshire Council  
Council Offices  
Faraday Road  
Newbury  
RG14 2AF

28 July 2005

Dear Sirs,

**TRUNKWELL HOUSE – APPLICATION FOR CONVERSION OF EXISTING LICENCE AND VARIATION OF PREMISES LICENCE**

I act for Robert Walton and Trunkwell Mansion House Limited and I enclose the following in support of this application:

- 1 Application for simultaneous conversion and variation of licence.
- 2 Operating Schedule.
- 3 My client's cheque in the sum of £315.00.
- 4 Certified copies of the existing licences in force for Robert Walton and for Trunkwell House.
- 5 A plan of the premises to a scale of 1:100.
- 6 The consent form completed by the proposed premises supervisor.
- 7 The consent of the justices' licence holders to the application.

I have sent copies of this application to the Chief Officer of Police, The Fire Authority, the Principal Public Protection Officer, the Principal Public Protection Officer for Pollution, the Development Control Manager, Children Services, and Trading Standards.

I have arranged for a notice in the prescribed form to be displayed on the premises for the requisite period and I have arranged for a copy of that notice to be advertised in the Reading Chronicle Legal Notices Section on Thursday 4 August 2005.

I would be grateful if you would kindly acknowledge receipt of this application and my client's cheque. Do not hesitate to contact me for any further information you require.

  
Karen Kirk  
Solicitor and Agent for Key2Law LLP



Licensing Act, 1964

## RENEWAL OF JUSTICES' 'ON' LICENCE

AT THE LICENSING SESSIONS For the Local Justice Area of Reading and Sonning (BS)

held on the **3rd day of February 2004**

The Licensing Justices for the said area hereby grant by way of renewal to

**Robert William Walton, Debra Anne Wright**

this Justices' 'On' Licence authorising him/her to sell by retail, at the premises,

**Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire**

intoxicating liquor of all descriptions for consumption either on or off the premises

The owners of the premises in respect of which this licence is granted are

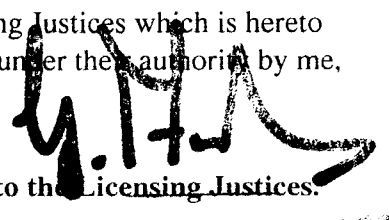
.

This licence is subject to any conditions/undertakings endorsed on the justices' licence hereby renewed and shall have effect from the date hereof until and including the

**4th day of April 2007**

**or earlier upon  
implementation of  
Licensing Act 2003**

GIVEN under the official seal of the  
Licensing Justices which is hereto  
affixed under the authority by me,

  
Clerk to the Licensing Justices.

**Reading Magistrates' Court**

**CERTIFIED TRUE COPY**

Date *6/7/2005*

**Clerk to the Justices**



Licensing Act, 1964

## RENEWAL OF JUSTICES' 'ON' LICENCE

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The owners of the premises in respect of which this licence is granted are

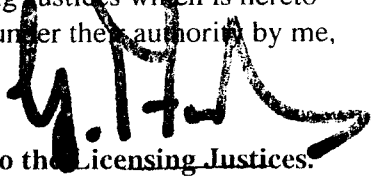
·  
·

This licence is subject to any conditions/undertakings endorsed on the justices' licence hereby renewed and shall have effect from the date hereof until and including the

**4th day of April 2007**

**or earlier upon  
implementation of  
Licensing Act 2003**

GIVEN under the official seal of the  
Licensing Justices which is hereto  
affixed under the authority by me,

  
Clerk to the Licensing Justices.

**Reading Magistrates' Court**

**CERTIFIED TRUE COPY**

Date **6/7/2005**

**Clerk to the Justices**



Licensing Act, 1964, Section 77

## SPECIAL HOURS CERTIFICATE

AT THE LICENSING SESSIONS For the Local Justice Area of Reading and Sonning (BS)

held on the **10th day of February 1977**

The Licensing Justices for the said licensing division, being satisfied as respects the licensed premises known as


**Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire**

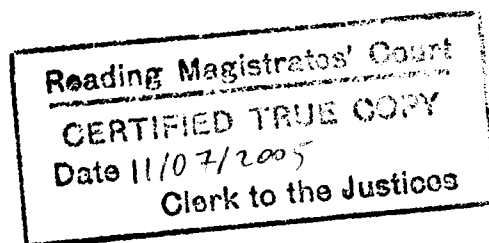
- a) that a Public Entertainment Licence is in force as respects the premises; and
- b) that the premises are structurally adapted and bona fide/intended to be used for the purpose of providing for persons resorting to the premises music and dancing and substantial refreshment to which the sale of intoxicating liquor is ancillary.

hereby grant under Section 77 of the Licensing Act, 1964, this Special Hours Certificate as respect the said premises. This certificate shall be limited as in the schedule below.

### SCHEDULE

GIVEN under the official seal of the Licensing Justices which is hereto affixed under their authority by me,

  
Clerk to the Licensing Justices.





Licensing Act, 1964, Section 68

## SUPPER HOURS CERTIFICATE

AT THE LICENSING SESSIONS For the Local Justice Area of Reading and Sonning (BS)

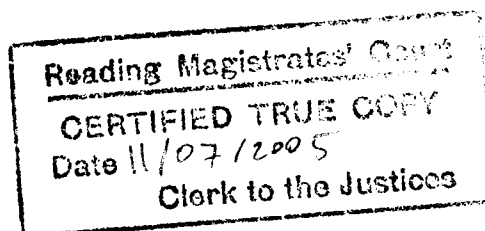
held on the **10th day of February 1977**

The Licensing Justices' for the said licensing division hereby certify that they are satisfied that the licensed premises known as

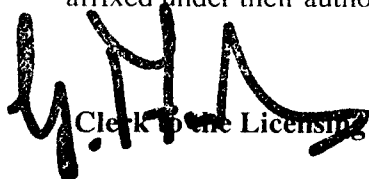
**Trunkwell House, Beech Hill Road, Beech Hill, Reading, Berkshire**

are structurally adapted and bona fide used for the purpose of habitually providing, for the accommodation of persons frequenting the premises, substantial refreshment, to which the sale and supply of intoxicating liquor is ancillary.

### SCHEDULE



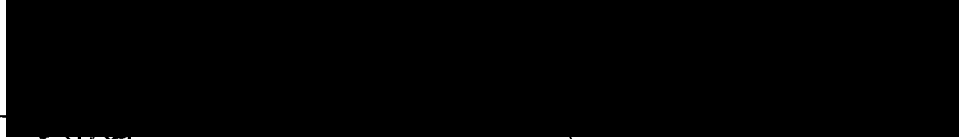
GIVEN under the official seal of the Licensing Justices which is hereto affixed under their authority by me,

  
Clerk to the Licensing Justices.

Form of consent given by the person who holds the existing licence

\*We, ROBERT WILLIAM WALTON + DEBRA ANNE WRIGHT, [insert full name(s) of existing licence holder(s)] being the holder(s) of an existing licence/existing licences FULL JUSTICES 'ON' LICENCE GRANTED BY WAY OF RENEWAL BY READING & SONNING LICENSING JUSTICES ON 3<sup>RD</sup> FEBRUARY 2004 [insert name of licence(s), the date of grant of the licence(s) and by whom the grant(s) was/were made] hereby consent(s) to the application by TRUNKWELL MANSION HOUSE LTD [insert full name or names of applicant] under paragraph 2 of Schedule 8 to the Licensing Act 2003 for the grant of a new licence under paragraph 4 of that Schedule to succeed the said existing licence(s) held by me in respect of Trunkwell Mansion House [insert name and address of premises].  
Beech Hill Rd Berkshire RG7 9AT

Signed



Dated

6<sup>th</sup> July 05

6<sup>th</sup> July 05

Form of consent given by the person whom the applicant wishes to be the premises supervisor

I, ROBERT WILLIAM WALTON [insert first names and surname of prospective premises supervisor] hereby consents to being named as the premises supervisor in a new licence granted under paragraph 4 of Schedule 8 to the Licensing Act 2003 to TRUNKWELL MANSION HOUSE LTD [insert full name of applicant] in respect of the application to convert an existing justices' licence held by the applicant/~~where the holder of the licence has consented to the application being made by the applicant~~ [delete as applicable] for TRUNKWELL MANSION HOUSE, BEECH HILL ROAD, BEECH HILL, READING RG7 2AT..... [insert name and address of existing licensed premises] if that application is successful.

Signed \_\_\_\_\_

Dated 25/7/05



Karen Kirk  
Solicitor  
17 Shooters Hill  
Pangbourne  
Reading  
RG8 7DZ  
Tel 0118984 1286  
Mob 07980 989234

For the Attention of Brian Leahy

The Senior Licensing Officer  
West Berkshire Council  
Council Offices  
Faraday Road  
Newbury  
RG14 2AF

RECEIVED

9 - AUG 2005

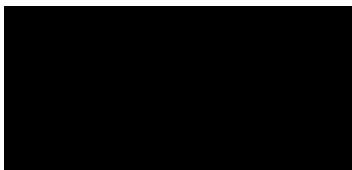
PUBLIC PROTECTION

8 August 2005

Dear Mr Leahy,

**TRUNKWELL HOUSE AND THE ELM TREE – APPLICATIONS FOR CONVERSION  
OF EXISTING LICENCE AND VARIATION OF PREMISES LICENCE**

I enclose the original of the newspaper advertisement for both Trunkwell House and the Elm Tree displayed in the Reading Chronicle on Thursday 4 August 2005, and would be grateful if this could be placed with the above applications.



Karen Kirk  
Solicitor and Agent for Key2Law LLP

READING CHRONICLE

THURS 4/8/05

Tele-Ads: READING (0118) 950 3030 33

Telephone: 01189 503050  
Fax: 01189 391619

#### TO WHOM IT MAY CONCERN

I, Robert William Walton on behalf of Trunkwell Mansion House Ltd, hereby give you notice that I have submitted an application to the Licensing Team at West Berkshire Council, Council Offices, Faraday Road, Newbury, Berkshire RG14 2AF for the conversion and variation of the Justices' licence currently in force in respect of premises known as Trunkwell Mansion House and situated at Beech Hill Road, Beech Hill, Reading RG7 2AT

The variations are:-

- 1 To permit playing of live or recorded music of all descriptions, amplified or not, the facilities for making music, entertainments and dancing on any day of the week between the hours of 11.00 a.m. and 02.00 a.m. as currently provided
- 2 To extend by one hour beyond the standard hours (i.e. until 03.00) the playing of amplified and non amplified live or recorded and piped music, facilities for making music, entertainment and dancing on the premises on 4 occasions per year to include New Years' Eve on an ad hoc basis on any day of the week.
- 3 To extend finish time for the premises being open to the public until 03.30 a.m. on those occasions above.
- 4 To permit the sale or supply of alcohol for one hour beyond the standard hours (i.e. until 03.00 a.m.) on those same 4 occasions per year to include New Years' Eve on an ad hoc basis on any day of the week.
- 5 To allow the sale of alcohol to residents at the premises at any time.

Details of the application may be inspected at:

- 1 West Berkshire District Council, Civic Offices, Faraday Road, Newbury RG14 2AF.
- 2 [www.westberks.gov.uk/licensing](http://www.westberks.gov.uk/licensing)

Any person wishing to make representations to the Licensing Authority must do so within 28 days of this application, namely by 28th August 2005. Any representations must be in writing.

It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.

Dated 29th July 2005