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**NOISE IMPACT ASSESSMENT REPORT**

**BELAIR HOUSE, GALLERY ROAD, DULWICH SE21 7AB**

**FOR**

**BELAIR MANSIONS LIMITED**



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The preparation of this report by Sound Licensing Ltd. has been undertaken within the terms of the proposal using all reasonable skill and care. Sound Licensing Ltd accepts no responsibility for the data provided by other bodies and no legal liability arising from the use by other persons of data or opinions contained in this report.

## **1 EXECUTIVE SUMMARY**

In response to a request by Belair Mansions Limited, Sound Licensing has been instructed to provide a noise report to assess the current sound insulation of the building facades & the suitability of the premises for use predominantly as a event/wedding venue. This report covers these aspects & provides recommendations for noise mitigation measures.

The venue has been investigated for building construction and potential noise problems. The building was originally constructed as a residential house and is certainly capable, with improvements as recommended, of operating as a late-night entertainment venue with regulated entertainment without causing disturbance to residents.

A scheme of building works and noise reduction measures have been proposed where necessary. A detailed list of recommendations has been made throughout the project and is listed in the report. The improvements to the building will have long term benefits and enable the venue management to operate without causing any adverse effects to nearby noise sensitive receptors.

## 2 INTRODUCTION

This report was commissioned by Belair Mansions Limited, to support a premises licensing application for use of Belair House, Gallery Road, Dulwich SE21 7AB as a venue for weddings and parties. This report gives professional advice about any potential noise issues, and addresses those concerns with regard to the licensing application.

This report seeks to demonstrate that the proposed operation does not result in any Statutory Nuisance or loss of amenity to nearby residential properties and to ensure compliance by improving the existing sound insulation and introducing mitigation measures, as and when required.

## 3 SITE LOCATION AND SURROUNDING LAND USE

The venue is situated at Belair House, Gallery Road, Dulwich SE21 7AB. Belair House is a Grade II listed stone built structure set in Belair Park. It was constructed in 1785 as a private residence but in recent years it has been used as a venue for weddings and other functions. The nearest noise sensitive premises was noted to be [REDACTED] at an approximate distance of 35m from the front door of Belair House. The properties share an access off Gallery Road.

Figure 3.1 below shows the site indicated in red and its surroundings. The nearest residential property is indicated in green.

Figure 3.1 Site Location and Surrounding Land Use



Google maps

#### **4 PROPOSED OPERATING TIMES**

The premise proposed hours of operation of the venue are as follows:

Opening hours - 10:00 to 02:30 hours Wednesdays to Saturdays  
12:00 to 00:30 hours Sundays  
10:00 to 00:30 hours Mondays and Tuesdays

#### **5 LAYOUT AND CONSTRUCTION OF THE PREMISES**

The main access is via a lobbied double front door. The outer main door remains open whilst the premises is operational. The inner double doors, which have an arched glazed panel above, are single glazed and are fitted with self-closing mechanisms. These doors lead to a high lobby with the curved staircase, to the 1st floor and basement, facing the front doors. There is a function room to the left and a bar area to the right of the lobby. Neither the function room or the bar area has a door separating them from the lobby area. The basement contains toilets and office accommodation and noise breakout from this area has not been considered in this report as there are no significant noise sources located there. The Kitchen is located at the rear of the ground floor between the function room and the bar area.

The function room is a high-ceilinged rectangular room with a semi-circular annex that leads to an external patio area. It extends the full depth of the building. There are two doors leading to the patio both of which are half panelled with single glazing and both have a louvered ventilation panel in the bottom portion of the door.

There are three fixed single glazed windows in this area. In the main part of the function room there are six large single glazed sash windows, these windows are openable and they are not fitted with locking mechanisms. There are two wall mounted speakers at high level and there is an air conditioning unit again at high level. The function room is located on the side of the building nearest to Belair Cottage.

The ground floor bar area is also rectangular and has a single glazed door leading to an external patio. There are six large single glazed sash windows serving this area, none of which has a locking mechanism. Again, there are two wall mounted speakers at high level and there is an air conditioning unit at high level. Both of the ground floor patio areas are fitted with small speakers which are intended to provide low level background music. This system is not currently operational.

At the first-floor level there are two main rooms which are similar in size and location to the ground floor function room and bar. The function room is above the ground floor function room and is accessed via a door from the first-floor lobby area. The room heights at first floor level are lower than those on the ground floor. A door from the function room leads to a small balcony there are fixed glazed small windows to either side of the door. There are four large sash windows providing further light to the area. The room has four speakers and is fitted with an air conditioning unit. This function room is located on the side of the building nearest to Belair Cottage.

The first-floor bar area is a mirror image of the function room with similar fenestration. The room has four speakers and is fitted with an air conditioning unit.

During the course of the inspection music was played in the public rooms at a level consistent with that which would be used for entertainment purposes. It was evident that the most significant noise breakout from the premises was from the front door lobby. Music noise levels to either side and rear of the building were substantially lower than those to the front of the building.

## 6 RECOMMENDATIONS FOR NOISE MITIGATION MEASURES

- The existing internal double doors to the main front entrance are wooden with a single glazed panel on the upper part. They are not close fitting and there are gaps around the perimeters of the doors. The partition structure the doors are set in is light weight with single glazed panels. Ideally the entire partition should be replaced with a more substantial structure of wood and double-glazed glass panels. The double doors should be of a similar construction and they should be fitted with acoustic seals at the perimeter to ensure that noise leakage is minimised. The new doors should be fitted with self-closing mechanisms to ensure that they do not remain open. If replacing the partition is not feasible, due to Listed Building restrictions, then secondary glazing should be fitted to all glazed areas of the partition and the doors should be fitted with good quality acoustic seals at all perimeters. If necessary, the doors should be rehung to ensure that they are as close fitting as practicable.
- There are currently no doors between the ground floor entrance lobby and the function room or the bar area. If possible, new doors should be installed in these openings, they should be close fitting and of a substantial construction. If glass doors are to be used they should be double glazed. The new doors should be fitted with acoustic seals at the perimeter and they should be fitted with self-closing mechanisms to ensure that they remain closed except for access and egress.
- The patio doors in the ground floor function room are of a poor quality from an acoustic point of view and replacement of these doors should be considered. If new doors are installed they should be close fitting and of a substantial construction. If glass doors are to be used they should be double glazed. The new doors should be fitted with acoustic seals at the perimeter and they should be fitted with self-closing mechanisms. If replacing the doors is not practical then the bottom panels should be replaced with solid wood panels, they should be rehung to ensure that they are as close fitting as practical, the glazing should be upgraded to either double or secondary glazing and they should be fitted with suitable good quality acoustic seals at the perimeter.
- The fenestration to the ground floor function room should be upgraded to either double or secondary glazing and the windows should be fitted with suitable good quality acoustic seals at the perimeters. The sash windows should be fitted with locks to prevent them from being opened by patrons and if it is necessary to open a window, then the sash window at the rear of the room should be used.
- In the ground floor bar area the only window requiring treatment to mitigate noise is the large sash window on the front elevation. This window should be upgraded to either double or secondary glazing and it should be fitted with suitable good quality acoustic seals at the perimeter. It should also be fitted with a lock.



- The first-floor function room windows should be upgraded in the same way as those in the ground floor function room. These windows should also be fitted with locks and only the window on the rear elevation should be opened. The balcony door should be rehung to ensure that it is as close fitting as practical, the glazing should be upgraded to either double or secondary glazing and it should be fitted with suitable good quality acoustic seals at the perimeter. All of the doors to this room should be fitted with self-closing mechanisms.
- In the first-floor bar area the large sash window on the front elevation requires treatment. This window should be upgraded to either double or secondary glazing and it should be fitted with suitable good quality acoustic seals at the perimeter. It should be fitted with a lock.

### **Sound Limiter**

The client is intending to replace the existing sound system. The new system will incorporate an inline noise limiting device. Once the recommendations made in this report have been completed the sound limiter should be set at a level that will ensure that there will be no statutory nuisance or loss of amenity to the residents of Belair Cottage. The limiter shall be set and certified by a competent acoustic consultant.

### **Noise Management Plan**

A noise management plan has been drafted to ensure that noise from music, patrons and any other operational noise are dealt with as effectively as possible. The NMP is a working document and will be updated as and when required.

## **7 CONCLUSION**

The operators of the venue have submitted a licensing application and will be operating Belair House as an event/wedding venue with regulated entertainment. Sound Licensing has been instructed to carry out a Noise Impact Assessment for the proposed use. This report gives professional advice about potential noise issues and addresses those concerns.

A noise management plan has been drafted by the venue operator to allow the premises to operate to best practicable means.

The building has been investigated for construction and potential noise problems. The building is certainly capable, with improvements as recommended, of operating without causing loss of amenity to nearby residential properties.

**APPENDIX A – ACOUSTIC TERMINOLOGY**

Parameter	Description
Acoustic environment	Sound from all sound sources as modified by the environment
Ambient sound	Totally encompassing sound in a given situation at a given time, usually composed of sound from many sources near and far
Ambient sound level, $L_a = LA_{eq,T}$	Equivalent continuous A-weighted sound pressure level of the totally encompassing sound in a given situation at a given time, usually from many sources near and far, at the assessment location over a given time interval, T
Background sound level, $LA_{90,T}$	A-weighted sound pressure level that is exceeded by the residual sound at the assessment location for 90% of a given time interval, T, measured using time weighting F and quoted to the nearest whole number of decibels
Decibel (dB)	A logarithmic scale representing the sound pressure or power level relative to the threshold of hearing ( $20 \times 10^{-6}$ Pascals).
Equivalent continuous A-weighted sound pressure level, $LA_{eq,T}$	Value of the A-weighted sound pressure level in decibels of continuous steady sound that, within a specified time interval, $T = t_2 - t_1$ , has the same mean-squared sound pressure as a sound that varies with time
Measurement time interval, $T_m$	Total time over which measurements are taken
Rating level, $L_{Ar,Tr}$	Specific sound level plus any adjustment for the characteristic features of the sound
Reference time interval, $T_r$	Specified interval over which the specific sound level is determined
Residual sound	Ambient sound remaining at the assessment location when the specific sound source is suppressed to such a degree that it does not contribute to the ambient sound
Residual sound level, $L_r = LA_{eq,T}$	Equivalent continuous A-weighted sound pressure level of the residual sound at the assessment location over a given time interval, T
Specific sound level, $L_s = LA_{eq,Tr}$	Equivalent continuous A-weighted sound pressure level produced by the specific sound source at the assessment location over a given reference time interval, $T_r$
Specific sound source	Sound source being assessed



## APPENDIX B – NOISE MANAGEMENT PLAN

# Noise Management Plan Prepared in accordance with the Premises license of Belair House

## INTRODUCTION

As professional operators we acknowledge that we have a primary responsibility to ensure that our premises do not generate excessive noise disturbance. The purpose of this Noise Management Plan is to detail the procedures we aim to adopt to ensure, as far as possible, the minimisation of disturbance to local residents by activities in and around Belair House & Belair Park;

A balance of needs must be achieved by ensuring social activity is not marred whilst controlling potential adverse noise effects. Our aim is to adopt the best practicable options to ensure that the conditions of the Premises License (2003) are met.

The plan has been developed by Belair House and it is designed to prevent public nuisance and meet the licensing objectives under the Licensing Act 2003 and is an adjunct to the local residences, it is aimed to help minimise any adverse impact on the natural environment.

With the Noise Management Plan, we have the following in place:

- Robust policies and procedures applied to events in Belair House;
- Fixed and mobile sound limiting and monitoring equipment;
- Training procedures for managers and other staff associated with events in Belair House;
- An On-going review process;
- A detailed complaint monitoring system;

## DEFINITIONS

**Night-time** - the hours of 23:00 to 06:00 (in accordance with current guidance and legislation)

**Late Night Events** – occasions when the licensed facilities are open after 23:00

**The Premises** - the building to be known as “Belair House” which provides dining and events;

**Customers** – any users of the licensed premises, guests and persons attending, and other pre-booked events.

**EPD** – Environmental Protection Department

**SIA Security Contractor** - All door supervisors are required to carry an SIA license when working.

Without SIA approval door supervisors would not be able to work as security operatives;

**Events**-Are wedding, funeral receptions, filming’s, private dining, parties, christenings and entertainment;

## **Noise Management Plan Prepared in accordance with the Premises license of Belair House**

### **Key Elements of this plan are:**

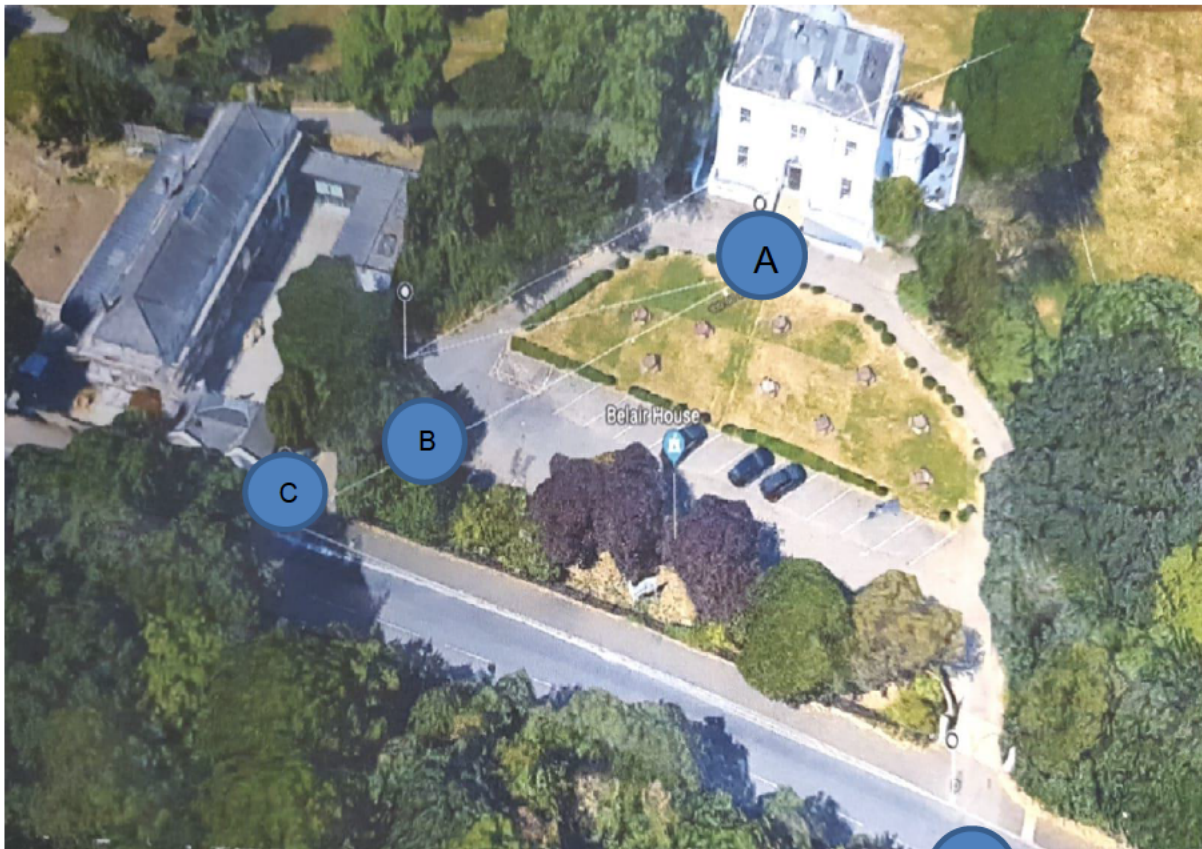
- Minimise impact to residents;
- To satisfy the Licensing Authority;
- The identification of the range of potential noise sources relating to the premises and the acceptable levels of noise arising from all specified events, a detailed list of steps taken to manage noise pollution;
- A defined programme of noise measurement to check that compliance has been achieved through monitoring and testing;
- A Complaints Procedure;

### **Background**

- Identification of suitable criteria for the control of music and dispersal noise impact from events held at Belair House;
- Recommendations that all amplified music played in Belair House is brought under the control of sound limiter equipment and mobile monitoring equipment;
- Measurement of noise levels at the perimeter of the site and within neighbouring residential premises;
- Set threshold levels of music noise with the EPD at which the entertainment noise limiters cut-off the power supply to any amplification system in use;
- The sound levels for the entertainment areas will be set in conjunction with the EPD and readings obtained in a test environment;
- All managers will be aware of the limiters and the levels set;
- All external entertainment suppliers will be made aware of the sound limiters within the building;
- Fixed points will be allocated to enable the Duty Manager to take readings at an event both internally and externally.

These points as follows:

- A) Outside "Main Entrance";
- B) [REDACTED]
- C) Perimeter of site on Gallery Road, "External Gate East";
- D) Perimeter of site on Gallery Road, "External Gate West";



Readings will be taken as spot checks and documented.



A “Dispersal Plan” of the patrons that attend event at Belair House will be implemented as well so that we reduce the impact of noise.

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## **Noise Management Plan Prepared in accordance with the Premises license of Belair House**

### **Sources of noise include:**

- Amplified music (recorded or live) with particular attention to low frequency bass levels, public address systems, television/video
- Externally mounted plant and equipment e.g. chiller units, air conditioning units, extract ventilation

### **Steps taken to manage noise pollution**

Generally, the overriding requirement is for control of noise „at source“ by considering:

- the building's location, orientation and design
- the specification, selection, and operation of equipment (machinery such as air conditioning units and waste disposal systems) that emit low levels of noise
- the specification, selection and operation of amplified music equipment
- managing operations on site
- barriers to control or reduce noise
- Make customers aware of the consequences of late-night noise and to be proactive in dealing with the problem via internal and external signage;

### **The building's location, orientation and design**

Belair House is a grade II listed building overlooking the grounds of Belair Park.

### **Specification, selection and operation of amplified music equipment**

Actions to be taken to ensure noise and vibration from regulated entertainment shall be satisfactory at the nearest noise sensitive property outside Belair Park.

### **The installation of noise limiting equipment (Sound Sentry) in all areas where events will take place**

This equipment is linked into the electrical supply which feeds the music systems and will cut the supply if a db reading exceeds an unacceptable level (as approved by Environmental Protection Department). The equipment works on a traffic light sequence and will be visible to any performers or DJ. The red banding will only be tolerated for a set number of seconds before the system shuts down. The system also has the facility to operate at two sound level thresholds selectable remotely or by a time switch this allows a venue to operate at different levels at different periods of the day or night. The system will be lockable and only accessed remotely or by authorised personnel, i.e. managers, electricians and service contractors. Hand held monitoring equipment will also be used to ensure the accuracy of the Sound Sentry and also to monitor sound levels.

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## **Noise Management Plan Prepared in accordance with the Premises license of Belair House**

The handheld equipment is a Digital Sound Level Meter, of a type used for monitoring traffic noise, industrial plant and machinery as well as noise within the entertainment industry. The meter provides automatic or manual ranging from 40 to 130db, will record maximum and minimum levels and is selectable for fast or slow response times.

Sound levels will be taken at set times throughout an event both internally and externally at noise sensitive boundaries and other pre-determined places. All readings will be documented and used to provide a detailed database of noise levels both in the building and around the site.

### **Managing Operations on Site**

Licensed facilities in Belair House are anticipated to open during the following hours (Except for Intro Week and for pre booked external conferences taking place outside term time.)

#### **Opening times**

Monday - Tuesday	10.00 - 00.30
Wednesday - Saturday	10.00 – 02.30
Sunday	12.00 – 00.30

Although it is anticipated that typical day to day operating hours could be shorter than this.

A nominated Duty Manager will be responsible for all licensable activity taking place in Belair House and will be in constant communication with the local community via a dedicated mobile phone.

All managers will be fully aware and conversant with the Noise Management Plan.

Any events where amplified music is employed will be wound down in a professional manner. Music will reduce in sound and style to reflect a calmer end to an event.

Windows in Belair House will not be open, on event nights all doors shall be closed, save for access and egress.

A Colour CCTV system approved by Southwark Police is in operation, maintained and in use at all times. Police and the local authorities will be given access to and copies of images for purposes in connection with the prevention and detection of crime and disorder.

The Designated Premises Supervisor and the Duty Manager will execute the Noise Management Plan on a daily basis. The designated Premises Supervisor is the person nominated by the premises license holder as being the person in day-to-day control of the licensed area within the premises when licensable activities are taking place.

## **Noise Management Plan Prepared in accordance with the Premises license of Belair House**

As required 2 SIA registered security contractors will be employed for events finishing after 23:30. They will be responsible for the screening of patrons entering the premises and monitor patrons inside. Upon the cessation of licensible activities they will provide a high visibility presence outside of the premises to assist with the timely dispersal of patrons as to minimise any disturbance to local residents.



## **Noise Management Plan Prepared in accordance with the Premises license of Belair House**

Security Staff where required will be employed up to 30 minutes after the event ends to make sure dispersal takes place in an orderly and proper manner.

Staff will take a pro active approach to noise management including checking noise levels as set out above.

### **External**

The removal of empty kegs to external areas after 21:00 will not be permitted nor the emptying of bottle skips until the following day.

No external regulated entertainment will take place between 22:00 and 08:00.

### **Events**

Events will also be proactively managed.

- If music of any type is involved sound monitoring equipment will be used and acoustic levels periodically checked.
- When customers are using the external area a member of staff or security will periodically check on noise levels and deal with any noise deemed unacceptable.

### **Make customers aware of the consequences of late-night noise and to be proactive in dealing with the problem:**

- Notices will be displayed on external doors asking customers to leave the premises in a quiet and orderly fashion to show respect to local neighbours.
- Verbal announcements prior to dispersal will be made at the end of each night.

## **Noise Management Plan Prepared in accordance with the Premises license of Belair House**

### **Barriers to control or reduce noise**

Belair House will install a new sound system using better technology to monitor and carry on limiting the sound.

New air-conditioning units will be fit through out the house to avoid opening of all windows & doors ensuring each room temperature and conditions are suitable all year round.

Automatic door closing devices will be fitted on each fire emergency exit in order to reduce the impact of noise.

### **Complaints Procedure**

All complaints relating to Belair House should go via e-mail at [REDACTED]. All calls will be diverted to a designated phone number.

If the complaint relates to Belair House, the Duty Manager will be contacted directly on a dedicated mobile phone link.

The Duty Manager will then investigate the issue and take appropriate action to locate and remove the source and will then monitor the outcome.

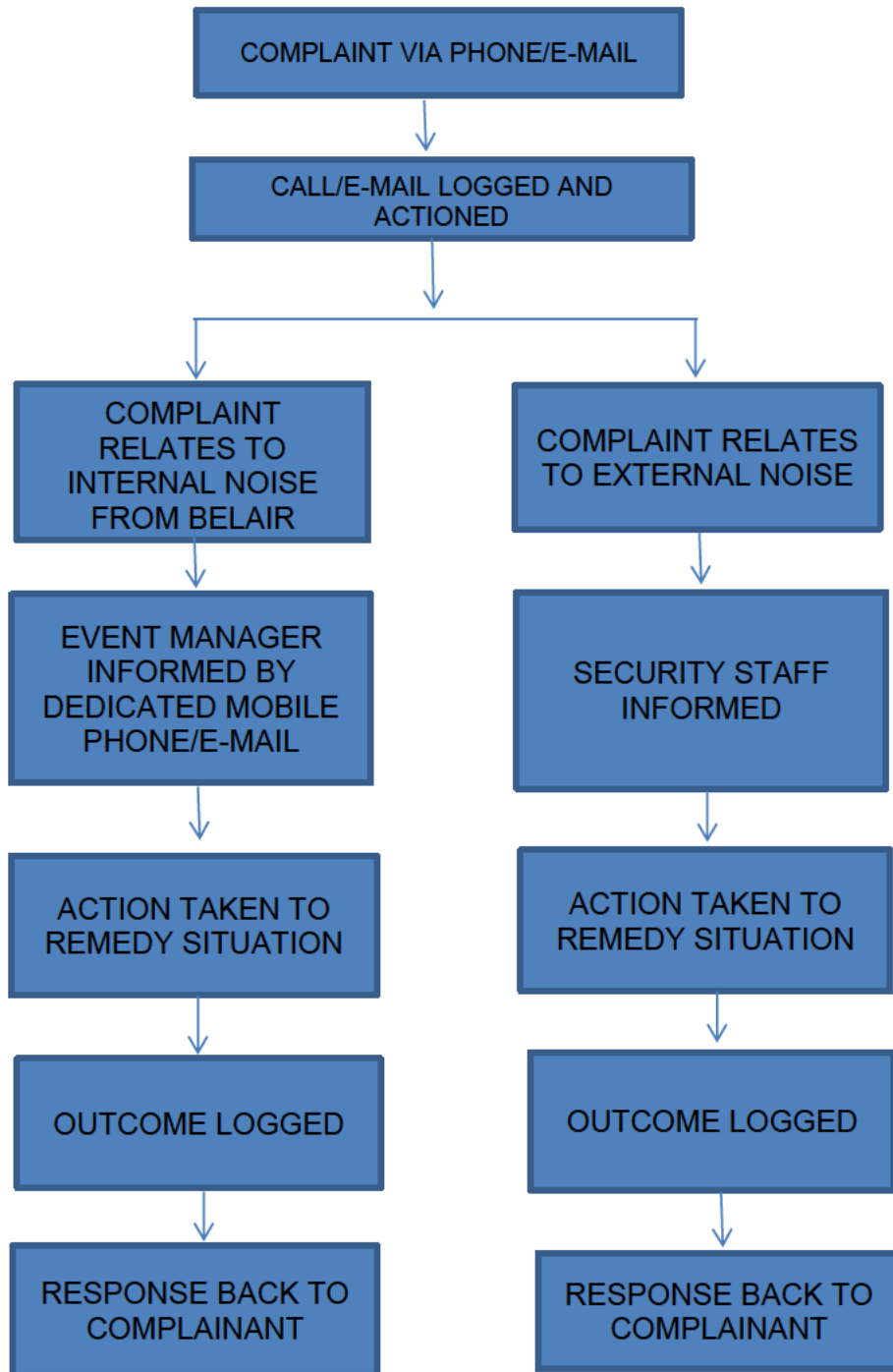
The Duty Manager will then advise of actions taken.

The following morning the Duty Manager will review the overnight report and communicate with the complainant where possible.

Should a response be required immediately (on the night) back to the complainant this will be done by what the Duty Manager has reported.

## Noise Management Plan Prepared in accordance with the Premises license of Belair House

### Complaints Procedure Flowchart



## Noise Management Plan Prepared in accordance with the Premises license of Belair House

<b>EVENT TITLE:</b>	<b>DATE</b>
<b>NAME OF PREMISES: BELAIR HOUSE</b>	
<b>EVENT MANAGER NAME:</b>	<b>MOBILE NUMBER:</b>
<b>EVENT DETAILS:</b>	<b>ROOMS IN USE:</b>
<b>EXPECTED NUMBERS:</b>	<b>GROUND FLOOR</b>
<b>ORGANISED BY:</b>	<b>1TH FLOOR</b>
	<b>FULL HOUSE</b>
	<b>IS CATERING INVOLVED: YES NO</b>
	<b>WHERE:</b>
	<b>GRAND HALL BALL</b>
	<b>ROOM GROUND FLOOR BAR</b>
	<b>GALLERY BAR</b>
	<b>NUMBERS:</b>
	<b>TYPE/STYLE:</b>
<b>ENTRY / ACCESS:</b>	<b>TYPE OF ENTERTAINMENT:</b>
<b>GUEST LIST</b>	<b>Background Music</b>
<b>ID CARD</b>	<b>Karaoke</b>
<b>U CARD</b>	<b>Live DJ</b>
<b>WRIST BAND</b>	<b>Live Vocalist/Acoustic Bands</b>
	<b>Un-Amplified Music</b>
	<b>Other (please specify)</b>

## Noise Management Plan Prepared in accordance with the Premises license of Belair House

<p><b>SECURITY CONTRACTOR EMPLOYED?</b></p> <p><b>NAME OF MANAGER/S BREIFING SECURITY:</b></p> <p style="text-align: center;">- -</p> <p><b>HAVE THE SECURITY STAFF RECIEVED INSTRUCTIONS FOR THE EVENT</b></p> <p style="text-align: center;">YES                      NO</p>	<p style="text-align: center;">YES                      NO</p> <p><b>NAME OF THE COMPANY:</b></p> <p><b>NUMBERS EMOLOYED INC. SUPERVISOR:</b></p> <p><b>TIME FORM:                      TIME TO</b></p> <p><b>LOCATIONS:</b></p> <p>1/</p> <hr/> <p>2/</p> <hr/> <p>3/</p> <hr/> <p>4/</p> <hr/> <p>5/</p> <hr/> <p>6/</p> <hr/> <p>7/</p> <hr/> <p>8/</p> <hr/> <p>9/</p> <hr/> <p>10/</p> <hr/> <p>11/</p> <hr/> <p>12/</p> <hr/> <p>13/</p> <hr/> <p>14/</p> <hr/>
<p><b>WHAT OUTDOOR FACILITIES ARE TO BE USED AT THIS EVENT?</b></p> <p><b>FOR WHAT PURPOSE?</b></p>	<p>TERRACE WEST SIDE</p> <p>TERRACE EAST SIDE</p> <p>FRONT GARDEN</p> <p>NONE</p> <p style="text-align: center;">DINING                      DRINKING              SMOKING AREA                      RECREATION                 SPACE</p>
<p><b>Noise Control Measures Employed</b></p>	
<p><b>INERNALLY</b></p>	<p><b>INTERNAL SOUND LIMITERS / SETTINGS</b></p>

<b>EXTERNALLY</b>	<b>LOG ATTACHED OF D.B. READINGS, LOCATIONS &amp; TIMES IF 02:00 EVENT CLOSES ALL TIMES NEED TO BE LOGGED</b>
<b>23:00 – AREAS</b>	<b>00:00 – 02:00 FINISH</b>
A	
B	
C	
D	
<b>00:30 – AREAS</b>	<b>01:00 – 02:00 FINISH</b>
A	
B	
C	
D	
<b>01:30 – AREAS</b>	<b>02:00 FINISH</b>
A	
B	
C	
D	



**Noise Management Plan Prepared in accordance with the Premises  
 license of Belair House**

COMPLAINTS ON THE NIGHT	How Many:
	From: - - - - -
	Times
	Logged: - - - - -
	Action Taken:
Signed: Duty Manager  Security Supervisor	Date: