

NOTICE
OF
MEETING

**LICENSING & PUBLIC SPACE
PROTECTION ORDER (PSPO) SUB
COMMITTEE**

will meet on

WEDNESDAY, 6TH OCTOBER, 2021

At 10.00 am

by

GREY ROOM - YORK HOUSE, ON [RBWM YOUTUBE](#)

TO: MEMBERS OF THE LICENSING & PUBLIC SPACE PROTECTION ORDER (PSPO) SUB COMMITTEE

COUNCILLORS JOHN BOWDEN, GEOFF HILL AND SAYONARA LUXTON

Karen Shepherd – Head of Governance - Issued: 28 September 2021

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Shilpa Manek** 01628 796310

Recording of Meetings – In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain. If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APPOINTMENT OF CHAIRMAN</u> To appoint a Chairman for the duration of the meeting.	
2.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	3 - 4
4.	<u>PROCEDURES FOR SUB COMMITTEE</u> To note the procedural details for the meeting.	5 - 6
5.	<u>CONSIDERATION OF APPLICATION FOR A NEW PREMISES LICENCE UNDER THE LICENSING ACT 2003</u> To consider an application for a new premises licence under The Licensing Act 2003 for Epic Bars and Clubs Berkshire Limited, Labyrinth, Unit 15a, Windsor Royal Station, Windsor, SL4 1PJ.	7 - 44

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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LICENSING SUB-COMMITTEE

PROCEDURES

The Licensing Panel Sub-Committee to elect a Chair. The Chair will welcome all parties to the meeting, introduce the Sub-Committee Members and officers present. The hearing will then proceed as follows;

- a) The Officer Reporting (as the licensing authority) to outline the application and the decision to be taken
- b) Members to ask questions of the Officer Reporting
- c) Applicant to ask questions of the Officer Reporting
- d) The Applicant to put their case to the Sub-Committee
- e) Members to ask questions of the Applicant
- f) Other persons to make their representations
- g) Members to ask questions of other persons
- h) Applicant to ask questions of other persons
- i) Chair to ask if any parties have any further questions or anything they wish to add
- j) Applicant to briefly summarise their position
- k) Officer Reporting to sum up and restate the options for the Members of the Sub Committee
- l) Sub-Committee to retire and make their decision within 5 working days

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REPORT TO LICENSING PANEL SUB COMMITTEE

CONSIDERATION OF AN APPLICATION OF A NEW PREMISES LICENCE UNDER THE LICENSING ACT 2003

LICENSING PANEL SUB COMMITTEE: Cllr Bowden, Cllr Hill, Cllr Luxton,

OFFICER REPORTING: Craig Hawkings

A) The Application – (Appendix A)

Applicant: Epic Bars and Clubs Berkshire Limited

Premises: Labyrinth, Unit 15a, Windsor Royal Station, Windsor, SL4 1PJ

A map of the area surrounding the premises is at **(Appendix B)**.

The application is to:

1. To Licence a town centre bar and nightclub.

Description of Premises: Bar and nightclub.

A summary of the application is as follows;

The application is for the following licensable activities:

- Films Indoors Monday to Sunday 11:00 – 03:00
- Live Music Indoor Monday to Sunday 11:00 – 03:00
- Recorded Music Indoors Monday to Sunday 11:00 – 03:00
- Performance of dance Indoors Monday to Sunday 11:00 – 03:00
- Late night refreshments Indoor Monday to Sunday 23:00 – 03:00
- Supply of alcohol on & off(Both) the premises Monday to Sunday 11:00 – 03:00
- Hours premises are open to the public Monday to Sunday 11:00 – 03:30
- Seasonal Variation : On the commencement of British Summertime and on that day only, opening hours will be extended by one hour On New Year's Eve opening hours will be extended until the start of permitted hours on New Year's Day.

Last day for representations: **Monday 6 September 2021**

Designated Premises Supervisor (DPS): Mr. Duncan Squires

The application was advertised in accordance with the statutory regulations.

B) Relevant Representations Received

Where, as here, relevant representations have been made, the licensing authority must hold a hearing to consider them, unless agreed by the parties. The Licensing and Public Space Protection Order Sub-Committee can take steps as are appropriate for the promotion of the Licensing Objectives as relevant.

To be “relevant”, the representation has to relate to the likely effect of the grant of the licence on the promotion of at least one of the four licensing objectives which are set out in the Licensing Act 2003.

The four licensing objectives are;

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

In this case the representations received from the responsible authorities are as follows;

a .	Environmental Health:	None
b .	RBFRS:	None
c .	Planning Officer:	None
d .	Local Safeguarding Children's Board (LSCB)	None
e .	Public Health:	None
f .	Trading Standards:	None
g .	Thames Valley Police:	Representation
h .	RBWM Licensing:	None

Representations received from other persons are as follows;

- 1 Representation from Thames Valley Police
- 1 Representation received from resident

Redacted copies of the representations are at **(Appendix C)**

The applicant for the licence and the 2 persons who made representations were notified of this hearing in accordance with the statutory regulations.

All parties were required to notify the Licensing Authority, in advance, if they intended to attend the hearing and, if so, if they intended to be represented or call witnesses.

C) RBWM Licensing Policy

The RBWM Licensing Policy Statement 21 - 26

The sections of the RBWM Licensing Policy relevant to this application are;

6.1 Framework Hours

Having considered the evidence of alcohol related crime, disorder and anti-social behavior, the number of late-night premises and, in particular, the social, practical and regulatory impacts on the morning after the night before, the Licensing Authority has adopted a Framework Hours Policy. This Framework Hours Policy will apply to new and variation applications.

The Framework Hours are:

Premises Type	Commencement Hour for Licensable Activities No earlier than:	Terminal Hour for Licensable Activities No later than:
• Off licence	• 09.00	• 23.00
• Restaurant	• 09.00	• 01.00
• Pub/bar/night club	• 10.00	• 02.00
• Takeaway	• n/a	• 02.00

(As can be seen, the licensed hours applied for in this application fall outside RBWM framework hours for a premises.)

Framework Hours are intended to guide applicants on the Licensing Authority's expectations when preparing their Operating Schedule. However, if no relevant representations had been received, the application would have been granted by the Licensing Authority under delegated powers.

6.4 Wider Community Interest

The Licensing Authority considers that its licensing functions are exercised in the public interest, furthermore that the Licensing Authority is under a duty to take any steps with a view to the promotion of the licensing objectives in the interests of the wider community and not just those of the individual licence holder.

The Licensing Authority will have particular regard to those applications in close proximity to residential premises and the likely effect on the promotion of the licensing objectives in such circumstances. Subject to any relevant representations, the Licensing Authority will have particular regard to*:

- The nature of the activities
 - The character of the surrounding area
 - Measures for limitation of noise emissions from the premises. These may include as appropriate; noise limitation devices, sound insulation, whether windows are to be opened, the insulation of acoustic lobbies and double glazing
 - Measures to deal with queuing, where necessary
 - Use of outdoor areas
 - Measures to deal with dispersal of customers from the premises as necessary, including the employment of door supervisors, use of dedicated Hackney Carriage / Private Hire firms, notices in the premises requesting customers to respect neighbours
 - Winding down periods, particularly in public houses and nightclubs etc.
- (*Note – not all of these will be relevant to this particular application)

7. Promoting the Prevention of Crime and Disorder

Where relevant representations are made, the Licensing Authority will have particular regard to the following issues* in relation to the crime and disorder objective:

- Measure to prevent bottles being carried from premises
- Use of drinks' promotions
- Measure to prevent binge drinking
- Participation in the Pub Watch Scheme
- Use of door supervisors
- Training staff in crime prevention measures
- Search procedures
- Use of close circuit television
- Lighting
- Where premises are new, designing out crime
- Quality of surveillance of premises

9. Promoting the Prevention of Public Nuisance

Where relevant representations are made, the Licensing Authority will have particular regard to the following issues* in relation to the public nuisance objective:

- The disposal of waste, particularly glass
- The use and maintenance of plant, including air extraction and ventilation systems
- Litter in the vicinity of the premises
- Noise from deliveries / collections to and from the premises
- Measures to control behaviour and queues
- Whether door supervisors are able to stay at the entrance to encourage quiet departure
- The provision of Hackney Carriage / Private Hire services at the premises
- Signs on doors and on tables encouraging consideration to the neighbours

10. Promoting the Prevention of Children from Harm

RBWM recognizes that the protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms directly associated with alcohol consumption but also wider harms such as exposure to strong language and the need to protect children from sexual exploitation.

All applicants need to demonstrate how children and young people will be safeguarded if attending the licenced premises, or how it will be ensured that they do not gain access to the premises if not appropriate. Where relevant representations are made in relation to the protection of children from harm the Licensing Authority may impose conditions restricting the access of children or excluding them altogether from licensed premises.

Proof of Age Cards

Where necessary and appropriate, a requirement for the production of proof of age cards before any sale of alcohol is made could be attached to any premises licence or club premises certificate for the protection of children from harm.

D) Revised Guidance issued under section 182 of the Licensing Act 2003

The full document is found at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf

The sections of the Guidance relevant to this application are;

Licensing objectives and aims

1.2 The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

1.3 The licensing objectives are:

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

1.4 Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

1.5 However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

Crime and disorder

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

2.3 Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.

Public nuisance

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

2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.

2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in antisocial behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

Protection of Children from harm

2.22 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly to alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of

exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

2.23 The Government believes that it is completely unacceptable to sell alcohol to children. Conditions relating to the access of children where alcohol is sold and which are appropriate to protect them from harm should be carefully considered.

2.26 Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.

2.27 Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include:

- Restrictions on the hours when children may be present;
- Restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
- Restrictions on the parts of the premises to which children may have access;
- Requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- Full exclusion of people under 18 from the premises when any licensable activities are taking place.

Hearings

9.38 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

E) Conclusion / Summary

The Licensing Panel Sub Committee is obliged to determine this application with a view to promoting the four licensing objectives which are:

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

In making its decision, the Sub Committee is also obliged to have regard to national guidance and the Council's own Licensing Policy. Of course, the Committee must have regard to all of the representations made and the evidence that it hears.

The Sub-Committee must, having regard to the application and to the relevant representations, take such step or steps as it considers appropriate for the promotion of the licensing objectives. The steps are:

- (a) Reject the application;
- (b) Refuse to specify a person in the licence as the premise's supervisor;
(*Note – not all of these will be relevant to this particular application)
- (c) Grant the application but modify the activities and/or the hours and/or the conditions of the licence;
- (d) Grant the application.

Where conditions are attached to a licence then reasons for those conditions must be given.

The Sub-Committee are reminded that any party to the hearing may appeal against the decision of the Sub-Committee to the Magistrates' Court within 21 days of the notification of the determination.

The Sub-Committee are asked to determine the application.

Financial implications: None directly but Members should be aware that any decision of the Sub-Committee may be appealed against in the Magistrates' Court and such an appeal may involve additional costs and possible costs against the Council.

Environmental/Sustainability Implications: Any authorisation under the Licensing Act 2003 may give rise to environmental implications both positive and negative depending upon the application and any measures proposed to take control adverse environmental factors.

Legal implications: As outlined in the report.

Equality Implications: None.

Risk Implications: None.

Community Safety Implications: As outlined in the report.

Background papers:

Licensing Act 2003

Licensing Act 2003 Section 182 Statutory Guidance

Royal Borough of Windsor and Maidenhead Council Licensing Policy

Enclosures/Appendices:

Appendix A – Application and plans

Appendix B – Map of the area

Appendix C – Received representations

Appendix D – Agreed conditions requested by Trading Standards and
Thames Valley Police

Contact details: Craig Hawkings - Licensing Team Leader

Craig.Hawkings@RBWM.gov.uk

Mobile: 07833047887

APPENDIX A

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 Epic Bars and Clubs Berkshire 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 Labyrinth Unit 15a Windsor Royal Station			
Post town	Windsor	Postcode	SL4 1PJ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£75,000

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- 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 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:

Please tick yes

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)	
Surname			First names		
Date of birth					
Nationality					
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking					


service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

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)	
Surname			First names		
Date of birth					
Nationality					
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

(B) OTHER APPLICANTS

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

Name Epic Bars and Clubs Berkshire Limited

er (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
A	S	A P

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

DD	MM	YYYY

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

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

--

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

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

Provision of regulated entertainment

Please tick any that apply

- | | |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input 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 type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input 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) ☒
- 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 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 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	11:00	03:00			
Tue	11:00	03:00			
Wed	11:00	03:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	11:00	03:00			
Fri	11:00	03:00	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 (please read guidance note 5) On the commencement of British Summertime and on that day only, licensable activities will be extended by one hour. On New Years Eve licensable activities will be extended until the start of permitted hours on New Year's Day.		
Sat	11:00	03:00			
Sun	11:00	03:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			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 (please read guidance note 5)

Fri		
Sat		
Sun		

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)			
Tue						
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)			
Thur						
Fri			<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> (please read guidance note 5)			
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	11:00	03:00			
Tue	11:00	03:00			
Wed	11:00	03:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	11:00	03:00			
Fri	11:00	03:00			
Sat	11:00	03:00	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 5)		
Sun	11:00	03:00			
			On the commencement of British Summertime and on that day only, licensable activities will be extended by one hour.		
			On New Years Eve licensable activities will be extended until the start of permitted hours on New Year's Day.		

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	11:00	03:00			
Tue	11:00	03:00			
Wed	11:00	03:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	11:00	03:00			

Fri	11:00	03:00	<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 (please read guidance note 5)</u> On the commencement of British Summertime and on that day only, licensable activities will be extended by one hour. On New Years Eve licensable activities will be extended until the start of permitted hours on New Year's Day.
Sat	11:00	03:00	
Sun	11:00	03:00	

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)</u>		Indoors	<input checked="" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input type="checkbox"/>
Mon	11:00	03:00	<u>Please give further details here (please read guidance note 3)</u>			
Tue	11:00	03:00				
Wed	11:00	03:00	<u>State any seasonal variations for the performance of dance (please read guidance note 4)</u>			
Thur	11:00	03:00				
Fri	11:00	03:00	<u>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 (please read guidance note 5)</u> On the commencement of British Summertime and on that day only, licensable activities will be extended by one hour. On New Years Eve licensable activities will be extended until the start of permitted hours on New Year's Day.			
Sat	11:00	03:00				
Sun	11:00	03:00				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			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 (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	11:00	03:00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	11:00	03:00	Please give further details here (please read guidance note 3)		
Wed	11:00	03:00			
Thur	11:00	03:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	11:00	03:00			
Sat	11:00	03:00	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 (please read guidance note 5)		
Sun	11:00	03:00			
			On the commencement of British Summertime and on that day only, licensable activities will be extended by one hour.		
			On New Years Eve licensable activities will be extended until the start of permitted hours on New Year's Day.		

I


Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23:00	03:00		Both	<input type="checkbox"/>
			Please give further details here (please read guidance note 3)		
Tue	23:00	03:00			

Wed	23:00	03:00	<u>State any seasonal variations for the provision of late night refreshment (please read guidance note 4)</u>
Thur	23:00	03:00	
Fri	23:00	03:00	<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 (please read guidance note 5)</u> On the commencement of British Summertime and on that day only, licensable activities will be extended by one hour. On New Years Eve licensable activities will be extended until the start of permitted hours on New Year's Day.
Sat	23:00	03:00	
Sun	23:00	03:00	

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick (please read guidance note 7)</u> On the premises <input type="checkbox"/> Off the premises <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Day	Start	Finish	
Mon	11:00	03:00	
Tue	11:00	03:00	<u>State any seasonal variations for the supply of alcohol (please read guidance note 4)</u>
Wed	11:00	03:00	
Thur	11:00	03:00	<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 (please read guidance note 5)</u> On the commencement of British Summertime and on that day only, licensable activities will be extended by one hour. On New Years Eve licensable activities will be extended until the start of permitted hours on New Year's Day.
Fri	11:00	03:00	
Sat	11:00	03:00	
Sun	11:00	03:00	

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

Name: Duncan Squires		
Date of Birth:		
		
Postcode		
Personal licence		
Issuing licensing authority (if known): Gloucester City 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 8).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11:00	03:30	
Tue	11:00	03:30	
Wed	11:00	03:30	

			<p>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 (please read guidance note 5)</p> <p>On the commencement of British Summertime and on that day only, opening hours will be extended by one hour.</p> <p>On New Years Eve opening hours will be extended until the start of permitted hours on New Year's Day.</p>
Thur	11:00	03:30	
Fri	11:00	03:30	
Sat	11:00	03:30	
Sun	11:00	03:30	

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 9)

b) The prevention of crime and disorder

- The Premises Licence holder shall keep a log of all incidents that occur on the Premises.
- A minimum of two door supervisors will be on duty Thursday, Friday and Saturday from 21:00 until the venue closes to the public. The requirement for additional door supervisors at other times will be risk assessed.
- When the smoking area is in use a door supervisor will be on duty until the area closes.
- CCTV shall be maintained in good working order in accordance with the manufacturer's instructions and shall be operational at all times when a licensable activity takes place on the premises.
- The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 31 days. Trained staff will be available to provide copies of the CCTV when requested to do so by the Police or an authorised officer.
- The Premises Licence Holder shall put in place a search policy to cover both drugs and weapons for the premises. The Premises Licence Holder or Designated Premises Supervisor shall ensure the search policy is complied with at all times when the premises are open for licensable activities. Conspicuous notices advising customers of the search policy shall be displayed at all entrances to the premises.
- There shall be a suitable safe available for the safe storage of suspected drugs seized or found in the premises. The items to be placed within Police supplied drugs bags and appropriately labelled and sealed until handed over to the Police.
- The Premises Licence Holder shall install and maintain a membership marketing, identification and age verification system such as ID scan or similar, however, the Duty Manager can allow persons on to the premises who appear over 25 without using the ID system at their discretion and a record will be kept when an exception is made.
- The Premises Licence Holder shall put in place a dispersal policy to deal with the dispersal of

customers.

- The Premises Licence Holder shall implement and maintain an up-to-date register of incidents occurring on the premises. This register shall be made available to the Police or Authorised Officers on request.
- The Designed Premises Supervisor or Premises Licence holder shall operate and maintain an up-to-date Register of Refusals of Sale of Alcohol, indicating the date, time and reason for refusal which shall be made available of inspection by Local Authority Officers and Police. Alternatively, an electronic point-of-sale Refusals Log shall be kept.
- All staff will undergo regular training to meet the licensing objectives.
- The premises will operate in line with the premises licence holder's Operations Manual which will include policies relating to noise management, dispersal and smoking area policies.

c) Public safety

See a) above

d) The prevention of public nuisance

- Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.

e) The protection of children from harm

- A "Challenge 25" Policy shall be operated at the premises at all times. The only forms of ID that shall be accepted (at the discretion of the Management) as proof of age are a valid passport, a valid photographic driving licence, a PASS approved proof of age card, HM Services Warrant Card, or other reliable photo ID (that has been approved for acceptance by the Police or other responsible authority).

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 or my share code issued by the Home Office online right to work checking service (please read note 15). ☐

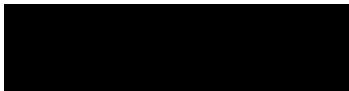
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

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

Part 4 – Signatures (please read guidance note 10)




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

Declaration	<ul style="list-style-type: none">• [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)• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
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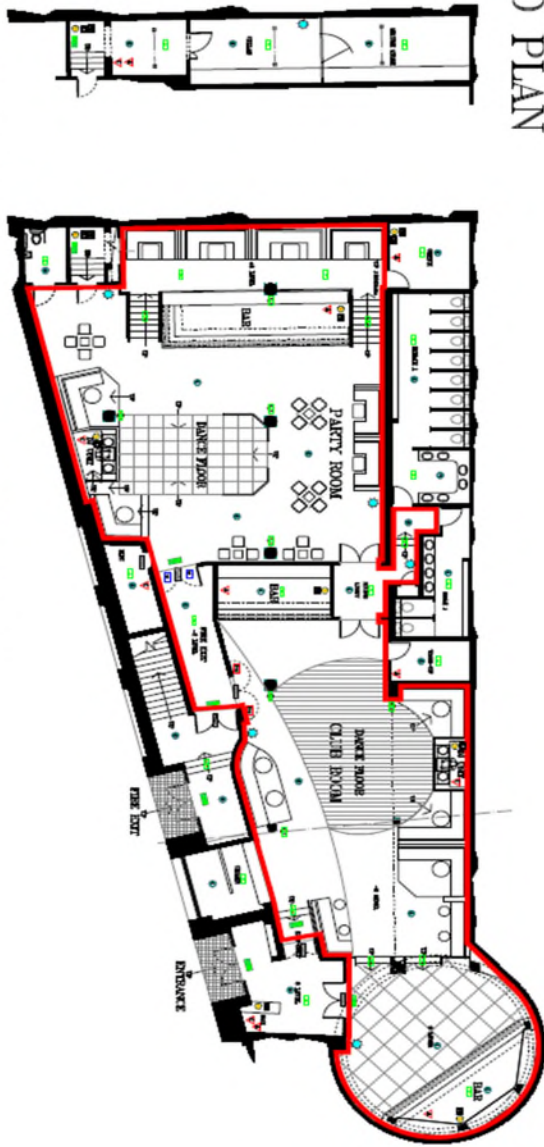
Signature	
Date	9 August 2021
Capacity	Woods Whur 2014 Limited - Solicitors for the Applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
	
Post town	
Telephone number	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) carole@woodswhur.co.uk	

PROPOSED PLAN



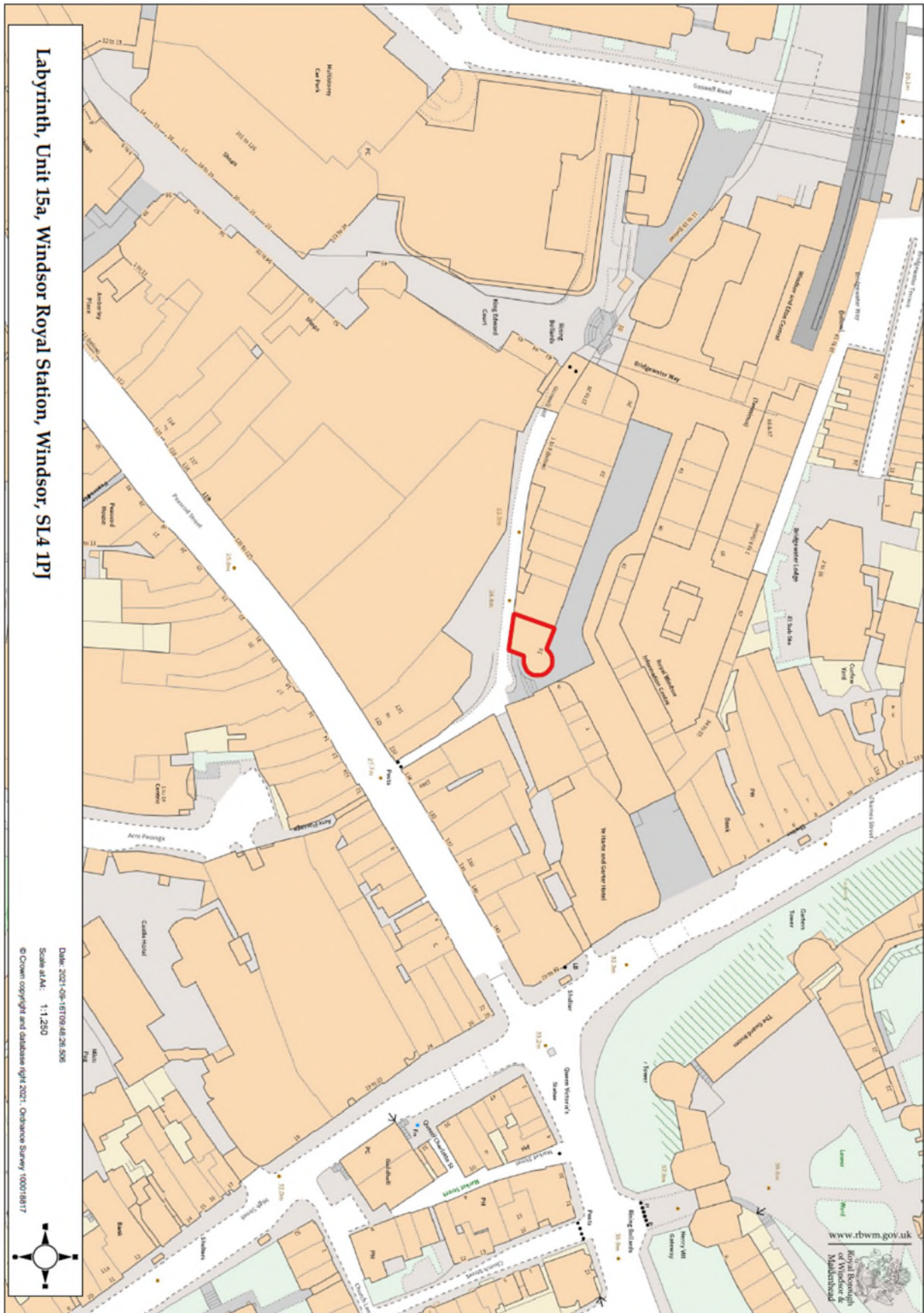
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APPENDIX B



APPENDIX C

THAMES VALLEY POLICE

Division/Station : HQ Licensing

Subject :

From : Debie Pearmain To : Greg Nelson
Police Licensing Officer Licensing Manager, RBWM

Ref : 854022 Date : 24th August 2021 Tel.No.01865

Application for a Premises Licence – Labyrinth, Unit 15a, Windsor Royal Station, Windsor, SL4 1PJ

Thames Valley Police **object** to the sale of alcohol and licensable activities until 3am seven days a week. We also **object** to the hours applied for New Year's Eve for 24 hours. We would recommend sale of alcohol and licensable activities are as follows:

Sunday, Monday, Tuesday, Wednesday, Thursday from 11:00am until 2.00am
Friday and Saturdays from 11:00am until 02.30am

Thames Valley Police request the following conditions are attached, alongside those already offered, to the premises licence:

Nominated person is responsible in supplying the necessary media (discs, data stick) containing any downloaded content.

All Off-Sales to be in sealed containers.

The DPS will give a minimum of 21 days notice of an intention to hold a promotion promoted by an outside promoter (i.e. not directly employed by the DPS) to run an event at the premises. For the purposes of this condition a "promotion" is a publicised event which is not part of the normal advertised events that are regularly held at the premises. The DPS shall cancel the event should the Police give notice of objection in writing not less than 14 days before the proposed event.

Whilst SIA Security Personnel are employed at the premises all will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or an authorised Licensing Officer from the Local Authority together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

An ID scanning system will be employed at the premises and will be utilised for all customers. This will be in operation during licensable activities and shall be a condition of entry.

A written dispersal policy, following discussions with Thames Valley Police, for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively

operated. This policy shall be made available to any authorised Officer of Thames Valley Police or an authorised Licensing Officer of the Local Authority. The dispersal policy should include use of door staff assisting in the dispersal and the use of Body Worn Cameras. Whilst dealing with the dispersal of patrons the SIA Security Personnel shall wear full high visibility vests.

A written safeguarding policy to be in place and for this policy to include Vulnerability Awareness Training, which can be provided by the Thames Valley Police Licensing Officer if required.

DPs or nominated person to be an active member of the local Town Centre Pub Watch scheme.

Retail Radio to be used

Last entry time to be one hour before the end of the permitted sale of alcohol hours.

If the applicant agrees to the above conditions and amendment to the hours there will be no police objections.

Regards

Debie Pearmain
Police Licensing Officer

On 11 Aug 2021, at 15:07, Nicci Loveridge [REDACTED]

CAUTION: This email originated from outside the council. Do not click any links or open attachments in this email unless you recognise the sender and are sure that the content is safe.

Hi Craig,

As residents of Bridgewater Terrace, I am writing to oppose the late turn out time. The residents of Bridgewater Terrace putting it politely go through hell living here.

We cannot open our windows in the summer, due to the drunks and screaming etc..

We have enough people doing drugs, leaving bottles etc outside our houses.

Couple of weekends ago we had a group of very unsavoury people parting opposite our houses. They were very loud, didn't care. The elderly neighbours sat scared in their own homes. This went on until 7am! We called the police they didn't do anything.

With the later opening hours this would mean we would be subjected to even later weekend torture. I'm sure the owners of the clubs wouldn't like it on their doorsteps.

I speak on behalf of all the residents of Bridgewater, we don't want and late opening hours. We don't want our elderly being scared to walk their dogs at 7am in the morning.

We would prefer much earlier hours so we can get some rest. This would allow also people who work late night shifts to come home and feel safe, not have screaming drunks or partying going.

I'm sure you can understand our concerns, as what we have to put up with really isn't fair or pleasant.

If I were to raise a petition the entire road would sign this.

Thank you for listening to my views. Do let me know should you have any questions.

Thank you

Nicci
[REDACTED]

APPENDIX D



Hi Debie,

Thank you very much for your time on Monday. It was good to meet you, and I know that Jimmy found the meeting very helpful. Jimmy and I have been able to discuss your comments with Nigel.

We would like to proceed with the application as per the hours set out in the application and not the reduced hours as proposed by you. As we discussed at our meeting we are fully confident that the measures we have in place, and in particular our operational manual, and staff training will ensure that the licensing objectives are promoted at all times.

We agree to the following conditions:

1. Nominated person is responsible in supplying the necessary media (discs, data stick) containing any downloaded content.
2. All off-sales to be in sealed containers.
3. The DPS will give a minimum of 21 days notice of an intention to hold the promotion promoted by an outside promoter (i.e. not directly employed by the DPS) to run an event at the premises. For the purposes of this condition a 'promotion' is a publicised event which is not part of the normal advertised events that are regularly held at the premises. The DPS shall cancel the event should the police give notice of objection in writing not less than 14 days before the proposed event.
4. A written dispersal policy following discussions with Thames Valley Police for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively operated. This policy shall be made available to an authorised officer of Thames Valley Police or an authorised Licensing Officer of the Local Authority. The dispersal policy should include use of door staff assisting in the dispersal and the use of body-worn cameras. Whilst dealing with the dispersal of patrons, the SIA security personnel shall wear full high visibility vests.
5. A written safeguarding policy to be in place, and for this policy to include vulnerability awareness training which can be provided by the Thames Valley Police Licensing Officer if required.
6. DPS or nominated person to be an active member of the local town centre pub watch scheme.
7. Retail radio to be used.
8. Last entry time to be 1 hour before the end of the permitted sale of alcohol hours.

There are 2 conditions that we would like to amend and if the amendments are agreed then we would agree the condition.

9. We would like to amend the condition relating to body-worn video so that only 2 members of door staff have to wear the BWV. One inside and one on the door. The amended condition would read as follows:

'Whilst SIA security personnel are employed at the premises, at least 2 members of SIA security personnel will be deployed with digitally recorded body-worn video (BWV). 1 SIA security personnel with BWV will be positioned on the front door, and the other will be positioned inside the premises. The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impacts on the 4 licensing objectives. Data recording shall be made available immediately to an authorised officer of Thames Valley Police, or an authorised licensing officer from the local authority, together with facilities for viewing upon request subject to the provisions of the Data Protection Act.'

10. As discussed, we would also like to amend the ID Scanning System condition. We would like to amend it into a format that we have at other premises. We do not have a condition that requires all customers to be ID scanned into the premises. The rationale behind this, as we explained at our meeting, is that if you and I (as an example) turned up at the premises without ID, the DPS or senior manager on duty is perfectly capable of making a judgement that we can be allowed entry to the premises without having to show ID. We are happy that any exceptions to the condition can only be authorised by the DPS or senior manager on duty, and a written record of the exception kept at the premises. The amended condition we would propose is as follows:

'An ID scanning system will be employed at the premises, and will be utilised for all customers except those customers approved by the DPS or senior manager on duty for admittance to the premises without being recorded on the ID scanning system. A written record of any exception will be made and retained at the premises for inspection.'

I hope the above is clear. I also hope, as Jimmy and I explained at the meeting, this is not a case where the operators want to get into any form of argument with Thames Valley Police. The operators are proud of their record of working with local police forces, but would also like to have parity with other venues in the area, in particular Atik.

Kind regards,

Andrew Woods

[REDACTED]

[REDACTED]

Agreed conditions with Trading Standards

1. Challenge 25 Policy to be operated at the premises without discretion and the appropriate signage of said challenge policy to be displayed within the premises. All staff authorised to sell alcohol should be trained in the Challenge policy with appropriate training documented to reflect this
2. A refusal book/log/electronic log should be kept at the premises to record all incidents of possible underage/proxy alcohol sales and updated as and when required, and made available for inspection on request by either a Responsible Authority such as Licensing or Trading Standards or the Police