

Committee: **Licensing Sub Committee**
Date: **Thursday 23 February 2012**
Time: **10.00 am**
Venue **Bodicote House, Bodicote, Banbury, OX15 4AA**

Membership

Councillor Michael Gibbard Councillor Timothy Hallchurch MBE
Councillor G A Reynolds

AGENDA

1. Constitution of the Sub Committee

The Membership of the Sub-Committee for this meeting will be Councillors Gibbard, Hallchurch and Reynolds.

Please contact Louise Aston (01295 221601) to tender apologies.

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

Note: Any Member with a prejudicial interest will not be able to participate in the hearing, and should therefore notify the Head of Law and Governance in advance so that arrangements may be made for an alternate Member to attend.

3. Premise Licence Appeal Hearings – Review of Premises Licence
(Pages 1 - 60)

Report of Head of Public Protection and Development Management

Summary

The purpose of this report is to provide an outline of an application for the review of a Premises Licence in relation to Chapel, 11 Horsefair, Banbury and detail the representations received from relevant authorities that has resulted in a hearing to determine the application.

Recommendations

There is no recommendation. In considering the application received and what is appropriate for the promotion of the licensing objectives, the options open to the Sub-Committee are, in broad terms:

1. modify the conditions of the Premises Licence;
2. exclude a licensable activity from the scope of the Premises Licence;
3. remove the Designated Premises Supervisor from the Premises Licence;
4. suspend the Premises Licence for a period not exceeding three months;
5. revoke the Licence;
6. any combination of the above;
7. none of the above.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221601 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

Personal Interest: Members must declare the interest but may stay in the room, debate and vote on the issue.

Prejudicial Interest: Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax

must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Louise Aston, Law and Governance
louise.aston@cherwellandsouthnorthants.gov.uk, 01295 221601

Sue Smith
Chief Executive

Published on Wednesday 15 February 2012

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Licensing Sub-Committee

Premise Licence Appeal Hearings – Review of Premises Licence

23 February 2012

Report of the Head of Public Protection and Development Management

PURPOSE OF REPORT

The purpose of this report is to provide an outline of an application for the review of a Premises Licence in relation to Chapel, 11 Horsefair, Banbury and detail the representations received from relevant authorities that has resulted in a hearing to determine the application.

This report is public

Recommendations

There is no recommendation. In considering the application received and what is appropriate for the promotion of the licensing objectives, the options open to the Sub-Committee are, in broad terms:

1. modify the conditions of the Premises Licence;
2. exclude a licensable activity from the scope of the Premises Licence;
3. remove the Designated Premises Supervisor from the Premises Licence;
4. suspend the Premises Licence for a period not exceeding three months;
5. revoke the Licence;
6. any combination of the above;
7. none of the above.

Executive Summary

Introduction

- 1.1 On 06 January 2012, the Licensing Authority received an application for the review of the premises licence held in respect of The Chapel, 11 Horsefair, Banbury.
- 1.2 The Licensing Act 2003 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.
 - The protection of children from harm.
- 1.4 The application was made by Laura Morris, Licensing Officer on behalf Thames Valley Police who are the Responsible Authority with responsibility for the Crime & Disorder objective under the Licensing Act 2003.
- 1.5 The application regards concerns that the Premises Licence Holders are not promoting the Prevention of Crime and Disorder
- 1.6 A copy of the review application which gives details of the grounds for review and supporting documentation is to be found at **Appendix 1** of this report.
- 1.7 In accordance with the regulations of the Licensing Act 2003, the Licensing Authority displayed the Notice of Review for a period of 28 days starting from the day after the date on which the application was served. The notice was displayed at the premises in question and at Cherwell District Council offices.
- 1.8 The consultation period for the review ended on 03 February 2012.
- 1.9 During the consultation period a response was received from Oxfordshire Fire and Rescue Service stating that they had no adverse comments to make. A copy of the response is attached as **Appendix 2** to this report
- 1.10 On 10 January 2012, email notification was received from Mr John Birch informing us that he will be advising Friday's Daventry. A copy of this email is attached as **Appendix 3** to this report.
- 1.11 On 10 January 2012 Laura Morris of the Thames Valley Police Licensing department discussed with Natasha Barnes, Licensing & vehicle Parks Manager the fact that the premises licence had previously been the subject of a review application. Although the premise was trading under a different name and under a previous Management structure, for completeness Laura Morris submitted by email an updated page 5 to the review application. A copy of this email and the amended page 5 is attached as **Appendix 4** to this report.
- 1.12 The new page 5 was forwarded to the Premises Licence Holder and all of the relevant responsible authorities and John Birch confirmed by email his acceptance of the service of amendment. A copy of this email is attached as **Appendix 5** to this report.

Background Information

- 2.1 The current Premises Licence holder (PHL) is Fridays Banbury Ltd of 12 High Street, Daventry, Northamptonshire, NN11 4HT.
- 2.2 The current Designated Premises Supervisor (DPS) in respect of this premises licence is Ryan Thomas Williams-Mold.

- 2.3 A copy of the current Premises Licence that is in force which gives details of the licensable activities permitted and the conditions attached to it is attached as **Appendix 6** to this report.
- 2.4 A location map of the premises is attached as **Appendix 7** to this report.
- 2.5 The premises licence first came into force on 24 November 2005 and was originally held by Reginald Howe and David James Davies. The licence was granted further to an application under Grandfather Rights to convert and vary the various existing Justices and Public Entertainment Licences held in respect of the premises.
- 2.6 During the consultation period for the conversion and variation, Thames Valley Police made a representation stating that they did not object to the granting of the licence subject to the addition of 8 conditions from the Pool of Conditions to promote the Crime and Disorder Licensing Objective.
- 2.7 These conditions required that the licence holder become actively involved in a PubWatch Scheme, instigate a proof of age scheme and install CCTV with further various conditions relating to the use of the CCTV and management of CCTV data.
- 2.8 Reginald Howe confirmed his agreement of the conditions and the Premises Licence was duly granted.
- 2.9 On 17 November 2005, a Variation application was submitted by Bower & Bailey Solicitors on behalf of their clients. The variation application submitted requested for the following condition to be removed;
- No person shall be admitted or re-admitted to the premises after 01:00 on a Thursday, Friday or Saturday or after midnight on a Sunday so as to permit admission and re-admission up to 30 minutes before the premises closes to the public and no person shall be admitted or re-admitted after such time.***
- 2.10 Both Thames Valley Police and Environmental Protection made representations against the granting of the variation on the grounds that the licensing objectives of prevention of crime and disorder and the prevention of public nuisance respectively could not be achieved.
- 2.11 Further to discussions all parties agreed to have a “last admission” time of 02:00am with the application of further condition to promote the licensing objectives. These conditions included the development of queue management and dispersal policies, use of door supervision, staff training and notices displaying any entry restrictions.
- 2.12 The variation to the Premises Licence was duly granted subject to the agreed amendments and conditions.
- 2.13 On 02 February 2006, a Variation application was submitted by Reginald Howe and David James Davies. The variation application submitted requested that the plans be amended to reflect the movement of the Bar further to a refit of the premises.

- 2.14 No representations were received during the consultation period and the variation to the Premises Licence was duly granted.
- 2.15 On 18 April 2006, an application was received to vary the person named as the DPS from David James Davies to Reginald Howe.
- 2.16 No representations were received during the consultation period and the variation to the Premises Licence was duly granted.
- 2.17 On 19 January 2006 a letter was received from the PLH to notify the Licensing Authority that the premises would no longer be known as "52 Degrees North" and would now be called "Confessions"
- 2.18 On 09 May 2006, an application was received to transfer Premises Licence from Reginald Howe and David James Davies into the sole name of Reginald Howe.
- 2.19 No representations were received during the consultation period and the transfer of the Premises Licence was duly granted.
- 2.20 On the 09 June 2007, the Licensing authority received an application for the review of the Premises Licence from Oliver Wright, Licensing Officer on behalf of Thames Valley Police.
- 2.21 The grounds for the application for review were;

Confessions has been operating to the detriment of, and has been failing to uphold, the following licensing objectives:

- ***The prevention of crime and disorder***
- ***The protection of children from harm***

- 2.22 During the consultation period the Licensing Authority received a Notification of Interest from Arrow Pubs Ltd who stated they had a legal interest in the premises as a freeholder or leaseholder. The Notification was authorised for 1 year in accordance with the Licensing Act 2003.
- 2.23 The Licensing Sub-Committee met on 1 August 2007 to determine the application for review. All parties were given an opportunity to present evidence and the Sub-Committee determined to:

Decision

- ***Suspend licence for a period of six weeks***
- ***On resumption amended conditions***

Conditions

- 1) ***Replace condition 14 with an absolute ban on drinks promotions***
- 2) ***All persons entering the premises who do not appear to be 21 years of age shall be required to produce age identification before they shall be admitted to the premises.***

Reasons

The sub-committee has limited its consideration of this review to the relevant evidence that has been produced in the review documents and the bundles that have been presented this morning. The evidence shows considerable problems associated with persons who resort to

this property and these problems appear in many cases to be despite involvement of the management of the premises.

The sub-committee would expect an operation such as this to have a proper management policy in existence but this does not appear to have been so. Indeed some of the examples of practices introduced recently are practices that are automatically included in policies elsewhere. However, even with the new practices the recent test purchase shows a failure to properly identify an under-age person by both door staff and bar staff. The Premises Licence Holder needs to seriously consider how these premises are to be managed in the future.

The sub-committee did consider whether the Designated Premises Supervisor should be replaced but felt that this was an insufficient sanction to the evidence presented. However, relieving the Premises Licence Holder of the legal requirements imposed on a Designated Premises Supervisor may be a suitable option for Premises Licence Holder to consider for the future management of the premises.

The sub-committee felt that a measure of suspension was the only sanction that was appropriate to the circumstances presented at the hearing. In fixing the period of suspension the sub-committee took into account the potential financial hardship that would be encountered by the Premises Licence Holder and balanced this against the need for an appropriate sanction. The changes to the conditions reflect, in the first case, the offer made by the Premises Licence Holder and, in the second, a stronger version of the practice recently adopted at the premises. The sub-committee did not feel that a minor amendment of the licensing hours would make any real change.

- 2.24 On 19 September 2007, an application was received to transfer Premises Licence from Reginald Howe into the sole name of Xhetan Bushi. A simultaneous application was also received to vary the person named as the DPS from Reginald Howe to Xhetan Bushi. The applications also confirmed that the premises would no longer be known as "Confessions" and would now be known as "Arena".
- 2.25 No representations were received during the consultation periods for either of the applications and both the transfer and the variation to the Premises Licence was duly granted.
- 2.26 On 13 November 2008, an application was received to transfer Premises Licence from Xhetan Bushi into the sole name of Dritan Heta. The application also confirmed that the premises would no longer be known as "Arena" and would now be known as "The Cross Venue".
- 2.27 No representations were received during the consultation period and the transfer of the Premises Licence was duly granted.
- 2.28 During the consultation period, on 18 November 2008, an application was received to vary the person named as the DPS from Xhetan Bushi to Dritan Heta.

- 2.29 No representations were received during the consultation period and the variation to the Premises Licence was duly granted.
- 2.30 Also on 18 November 2008 a Variation application was submitted by Dritan Heta. The variation application submitted requested the addition of Live Music and Boxing and wrestling licensable activities, to extend the hours at Bank Holidays and to remove the condition relating to drinks promotions.
- 2.31 Both Thames Valley Police and Environmental Protection made representations against the granting of the variation on the grounds that the licensing objectives of prevention of crime and disorder and the prevention of public nuisance respectively could not be achieved.
- 2.32 Further to discussions all parties agreed to the application of further conditions to promote the licensing objectives. These conditions included:
- the development of a policy in relation to drinks promotions and refusal policy;
 - the removal of a permission to hold underage parties on a Friday evening;
 - a latest admission time of 1 hr prior to the cessation of licensable activities;
 - a minimum requirement for door supervision levels at particular days and times;
 - no “unlimited drinks” promotions;
 - ensure that a personal licence holder is on duty at the premises at all times;
 - further CCTV conditions; and
 - a restriction on the hours for boxing and wrestling entertainment to 18:00 – 22:00hrs, limited to 3 events per month, with 10 days prior notification to the police.
- 2.33 The variation to the Premises Licence was duly granted subject to the agreed amendments and conditions.
- 2.34 On 19 March 2009 the Licensing Authority received a Notification of Interest from Arrow Pubs Ltd who stated they had a legal interest in the premises as a freeholder or leaseholder. The Notification was authorised for 1 year in accordance with the Licensing Act 2003.
- 2.35 On 12 June 2009, an application was received to transfer Premises Licence from Dritan Heta into the name of Arrow Pubs Ltd.
- 2.36 No representations were received during the consultation period and the transfer of the Premises Licence was duly granted.
- 2.37 On 04 September 2009, an application was received to transfer Premises Licence from Arrow Pubs Ltd into the name of Fridays Banbury Ltd. A simultaneous application was also received to vary the person named as the DPS from Dritan Heta to Ryan Thomas Williams-Mold. The applications also confirmed that the premises would no longer be known as “The Cross Venue” and would instead be known simply by its address, 11 Horsefair, for licensing purposes.

- 2.38 No representations were received during the consultation periods for either of the applications and both the transfer and the variation to the Premises Licence was duly granted.
- 2.39 On 18 September 2009 a Variation application was submitted by Fridays Banbury Ltd. The variation application submitted requested a change of the capacity limit condition, removal and replacement of conditions on the premises licence and extension to the permitted hours for sale of alcohol.
- 2.40 Thames Valley Police made a representation against the granting of the variation on the grounds that the licensing objective of prevention of crime and disorder could not be achieved.
- 2.41 Further to discussions all parties agreed to the application of further conditions to promote the licensing objectives. These conditions included:
- that the DPS would be contactable at all times;
 - further CCTV requirements to cover all external areas;
 - an amendment to the minimum requirement for door supervision levels at particular days and times; and
 - a requirement for a Youth Policy in respect of under 18 events.
- 2.42 Further to a meeting between Thames Valley Police and Ryan Thomas Williams-Mold on 11 November 2010 and subsequent email correspondence, Fridays Banbury Ltd agreed to submit a minor variation to volunteer further conditions agreed with Thames Valley police to be added to the Premises Licence.
- 2.43 The application for Minor Variation to the Premise licence was received on 11 January 2011. The minor variation application submitted requested conditions relating to
- the use of polycarbonate glassware;
 - the use of intoximeters for under 18s events;
 - extra bins in public areas;
 - regular toilet and fire exit checks;
 - completion of door book recording all incidents relating to the venue;
 - continuation of new door staffing policy as agreed with Thames Valley Police; and
 - use of 2 glass collectors on Saturday nights and other busy nights.
- 2.44 The minor variation to the Premises Licence was duly granted subject to the agreed amendments and conditions.
- 2.45 On 10 June 2011 a Variation application was submitted by Fridays Banbury Ltd. The variation application submitted requested to extend opening hours for all licensable activities until 04:00 am on Thursdays, Fridays and Bank Holiday Sundays, to run youth events until midnight and to add the licensable activities of performance of dance and late night refreshment.
- 2.46 No representations were received during the consultation period and the variation to the Premises Licence was duly granted.

Key Issues for Consideration/Reasons for Decision and Options

3.1 The Licensing Act 2003 states that all licensing matters must promote the four Licensing Objectives, they are:

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

3.2 Guidance issued under Section 182 of the Licensing Act 2003 states:

Each objective is of equal importance. It is important to note that there are no other licensing objectives, so that these four objectives are paramount considerations at all times. But 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:

- *the necessary protection of local residents, whose lives can be blighted by disturbance and anti-social behaviour associated with the behaviour of some people visiting licensed premises of entertainment;*
- *the introduction of better and more proportionate regulation to give business greater freedom and flexibility to meet customers' expectations;*
- *greater choice for consumers, including tourists, about where, when and how they spend their leisure time;*
- *the encouragement of more family friendly premises where younger children can be free to go with the family;*
- *the further development within communities of our rich culture of live music, dancing and theatre, both in rural areas and in our towns and cities.*

3.3 The relevant sections of the Guidance and Licensing Authority Policy issued under the Licensing Act 2003, which are applicable to the representations for this case are as follows:

GUIDANCE ISSUED UNDER SECTION 182 OF THE LICENSING ACT 2003, OCTOBER 2010:

Sections	11.1 – 11.11	The Review Process
Sections	11.16 – 11.22	Powers of a Licensing Authority on the determination of a review
Sections	11.23 – 11.28	Reviews arising in connection with Crime
Sections	2.1 – 2.18	Crime & Disorder
Sections	10.7 – 10.18	Proposed Conditions, Consistency with Steps Described in Operating Schedule, Imposed Conditions, Proportionality, Duplication with other statutory provisions
Sections	10.19 – 10.21	Hours of Trading
Annex D		Core Principles
Annex D	Part 1.	Conditions relating to the prevention of crime & disorder

**CHERWELL DISTRICT COUNCIL STATEMENT OF LICENSING POLICY,
JANUARY 2010:**

Page 1	Policy GN 1	Section 1.1.1	Objectives
Pages 3 - 4	N/A	Sections 2.5.1 – 2.5.13	Fundamental Principles
Page 8	N/A	Sections 2.10.1 – 2.10.2	Non-Licensing Issues
Page 19 - 20	Policies LA 5	Sections 7.3.12	Addressing Local Concerns
Page 21	Policy LA 6	Section 7.3.13	General Management and Control
Pages 30 – 31	Policy DPS 1	Sections 7.6.1 – 7.6.5	Designated Premises Supervisor
Page 40	Policies RE1 – RE4	Sections 10.1.1 – 10.1.3	Reviews

Members have been issued with copies of the Guidance, the Statement of Licensing Policy and the Council’s pool of conditions and are asked to bring them with them to the meeting.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** Modify the conditions of the Premises Licence;

- Option Two** Exclude a licensable activity from the scope of the
Premises Licence;

- Option Three** Remove the Designated Premises Supervisor from the
Premises Licence;

- Option Four** Suspend the Premises Licence for a period not exceeding
three months;

- Option Five** Revoke the Licence;

- Option Six** Any combination of the above;

- Option Seven** None of the above.

The Licensing Act 2003 at Section 52, Paragraph 11 states:

*“A determination under this section does not have effect-
(a) until the end of the period given for appealing against the decision, or
(b) if the decision is appealed against, until the appeal is disposed of.”*

Schedule 5 of the Act, Section 9 Paragraph 2 states

“An appeal under this Part must be commenced by notice of appeal given by the appellant to the justices' chief executive for the magistrates' court within the period of 21 days....”

Therefore any decisions taken at the Review Hearing by the Licensing Sub-Committee will not take effect until the period within which an appeal can be brought has passed, and then following which until the determination of any such appeal.

Consultations

Full consultation in accordance with the requirements of the Licensing Act 2003 was carried out for a period of 28 days from the date of application for review, ending at midnight on 03 February 2012.

Implications

Financial:	There are no financial implications of this report Comments checked by Leanne Lock, Trainee Accountant, 01295 227098
Legal:	The decision must comply with relevant legislation and Council Policy. All parties have a right of Appeal to the Magistrates Court against the decision Comments checked by Paul Manning, Solicitor Advocate, 01295 221691
Risk Management:	There is a risk that if policy and legislation has not been correctly followed, any resulting appeal could be successful. Comments checked by Claire Taylor, Corporate Performance Manager, 01295 221563

Wards Affected

Bicester Town Ward

Document Information

Appendix No	Title
1	Application from Thames Valley Police for the review of a premises licence in respect of the Chapel, 11 Horsefair, Banbury
2	Response from Oxfordshire Fire and Rescue Service
3	Email from John Birch, Licensing Consultant confirming that he is advising the PLH.
4	Email from Laura Morris of Thames Valley Police re-submitting Page 5 of the application.

5	Email from John Birch, Licensing Consultant confirming his agreement with the service of re-submitted page 5.
6	Current Premises Licence in respect of the Chapel.
7	Location Map of the premises.
Background Papers	
Members have been issued with copies of the Guidance, the Statement of Licensing Policy and the Council's pool of conditions and are asked to bring them to the meeting.	
Report Author	Natasha Barnes, Licensing & Vehicle Parks Manager
Contact Information	01295 753738 natasha.barnes@cherwell-dc.gov.uk

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06-01 Received

03-02 Consultative
Encls

Application for the review of a premises licence or club premises certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Hearing
by 02-03.

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 Thames Valley Police

(Insert name of applicant)

apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description Chapel 11 Horsefair Banbury	
Post town Oxon	Post code (if known) OX16 0AA

Name of premises licence holder or club holding club premises certificate (if known) Fridays Banbury Ltd
--

Number of premises licence or club premises certificate (if known) PRM 348
--

Part 2 - Applicant details

I am

Please tick yes

- 1) an interested party (please complete (A) or (B) below)
 - a) a person living in the vicinity of the premises
 - b) a body representing persons living in the vicinity of the premises
 - c) a person involved in business in the vicinity of the premises
 - d) a body representing persons involved in business in the vicinity of the premises
- 2) a responsible authority (please complete (C) below)

3) a member of the club to which this application relates (please complete (A) below)

(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Please tick

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

Post Code

Daytime contact telephone number

**E-mail address
(optional)**

(B) DETAILS OF OTHER APPLICANT

Name and address

Telephone number (if any)

E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address Laura Morris Thames Valley Police Licensing Officer HQ South Oxford Rd Kidlington Oxon OX5 2NX
Telephone number (if any) 01865 846150
E-mail address (optional) laura.morris@thamesvalley.pnn.police.uk

This application to review relates to the following licensing objective(s)

Please tick one or more boxes

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

Please state the ground(s) for review (please read guidance note 1)

Thames Valley Police are calling for a review of this licence due to the premise not upholding the crime and disorder objective of the 2003 Licensing Act.

There are concerns about the amount and the nature of the assaults and disorder that has occurred in the premise since the premise has been open under the current DPS and management team.

There have been many meetings since the reopening giving advice to the DPS yet the concerns still persist. There has been many occasions where by advice has been given following our concerns and although these suggestions are generally implemented the problems still persist.

Please provide as much information as possible to support the application
(please read guidance note 2)

Mr Mold took over as DPS on the 22/09/09.

Since then there have been 87 recorded incidents at the premise. 34 of these incidents have been a form of assault and 37 of these incidents have been a form of disorder. This is a very concerning statistic.

The premise has had many meetings with the Local Neighbourhood team as well as the licensing department. These meetings have resulted in voluntary agreements to add conditions to the licence one of these being that the premise will adhere to becoming 100% polycarbonate. Although this was agreed in a meeting on the 11th December 2010 an incident occurred on the 16/10/11 where by a bottle was used in the assault. This makes me question whether the agreements are being fully adhered to.

The majority of incidents occur from 1am onwards as seen in the chart below.

0.00	10
1.00	24
2.00	24
3.00	12
4.00	2
prior	13
other	2

Although there has been a great improvement in the conduct of the doorstaff since a code of conduct was put into place on the 15th November 2010 there are still issues with arguing parties being ejected together causing fighting and assaults just outside the premise that could be prevented if the premise was to eject persons and inform police in the appropriate manor.

We also feel that better lighting in the premise will help to improve the CCTV that is provided when there is an assault. This will also help doorstaff / staff to identify those persons that may cause issues. This should result in early intervention and prevent these incidents becoming assaults as persons can be removed before any incident escalates.

Attached Annexes

Annex 1 Incident List

Annex 2 Full list of incidents chart

Annex 3 Condensed incidents chart

Annex 4 Breakdown of incidents and hours these occurred

Annex 5 Meeting held 19th July 2010

Annex 6 Meeting held 6th November 2010

Annex 7 Door Staff Policy submitted 15th November 2010

Please tick yes

Have you made an application for review relating to this premises before

If yes please state the date of that application

Day Month Year

--	--	--	--	--	--	--	--

If you have made representations before relating to this premises please state what they were and when you made them

Please tick yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- 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 3 – Signatures (please read guidance note 3)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date

3/1/12

Capacity Thames Valley Police Licensing Officer

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)

Post town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)

Notes for Guidance

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.

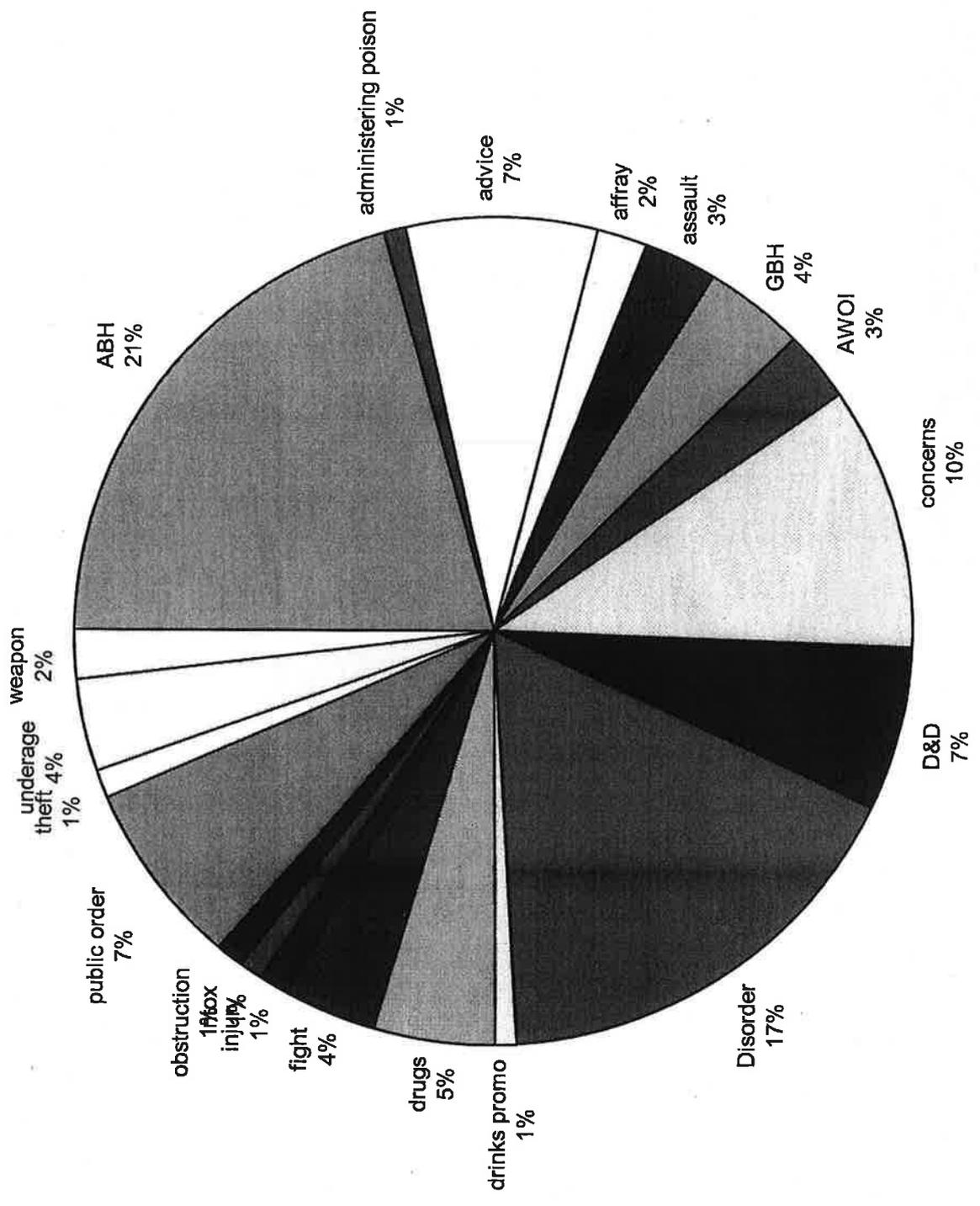
Date	Time	URN	Form	Type	Details
22/09/09				dps change	ryan mold dps change
30/10/09	2.24	116	C&C	drunk and disorderly	09x1 D&D male restrained on floor o/s sig called in by CCTV. Male ejected as drunk then spat at d/s
20/12/09	1.06	ja3456490/09	cedar	as above	
03/01/10	1.27	102	C&C	Fight	fight o/s sig aio moved on.
	1.27	95	C&C	Assault - ABH	male talking to female and was struck by bottle bruised uk offd
		ja3498892/10	Cedar	as above	no cctv of incident as in area of no cctv
14/02/10	02:00	JA3524999/10	Cedar	Assault - ABH	sus assaulted aggd in toilet of sig was at urinal when hit in head then kicked on floor
15/02/10	20.38	1357	C&C	Underage drinking	under 18 party no alcohol in sig but have a group of youth very drunk mum came to deal
17/02/10	21.34	1569	C&C	Underage drinking	female returned home drunk 16YO saying male gave her water but it was alcohol
28/02/10	03:28	JA3534319/10	Cedar	Assault Without Injury	bottle thrown at aggd after allegation of trying to touch female no complaint made
22/03/10			Intel	Drugs - Dealing	d/s at sig are aware that male is dealing at weekends from sig but he brings in money
04/04/10	01:20	JA3558010/10	Cedar	Assault - ABH	female trying to brake up fight got bottled small cuts to eye & bruising
02/05/10	2.54	224	C&C	Assault - ABH	No complaints made male with cut to eye refused to talk to police
		ja3577864/10	Cedar	as above	male appears to be headbutted all involved highly intox refused medical treatment
30/05/10	2.33	187	C&C	Drunk & Disorderly	09x1 D&D
		ja3597081/10	Cedar	as above	drunk male lying on his back drunk male then tried to swing at officer when trying to help
30/05/10	4.19	275	C&C	Assault - ABH	fight in sig about 1.5 hrs ago punched in eye. 2 x ABH
		ja3597048/10	Cedar	as above	aggd was in sig with friends when girl pushed friend then when told no room was punched in
		ja3597027/10	Cedar	as above	face friend intervened and was also punched in face
31/05/10	22.38	1486	C&C	Disorder	female ejected due to disorder in sig 09x1 BOP
19/06/10	0.25	46	C&C	Drunk & Disorderly	09x1 male D&D
		ja3611329/10	Cedar	as above	male with trousers around his ankles abusive to police
26/06/10	22.37	1927	C&C	Drunk & Disorderly	09x2 captor deployed D&D
27/06/10	1.37	247	C&C	Assault - GBH	2 persons assaulted abh and gbh cedar
		ja3617109/10	Cedar	Assault - ABH	unprovoked attack aggd punched in face knocked off stool and the further assaulted on floor
		ja3617106/10	Cedar	as above	male tried to protect first aggd and was punched in face
08/07/10			letter	advice	invite to meeting on the 19th July
19/07/10			letter	advice	meeting held after disorder at premise conditions to be put into place
25/07/10	00:00	JA3639319/10	Cedar	Assault - ABH	female had hair pulled and injury to arm and shoulder happen @bar and on dance floor
26/07/10	22:30	JA3638872/10	Cedar	Assault - ABH	female attacked by 3 females linked to PO below
		ja3638716/10	Cedar	as above	Public order
		ja3638714/10	Cedar	as above	Public order
		ja3638711/10	Cedar	as above	Public order
26/07/10	22.30		Gen40	Public Order	3 girls arrested for disorder refused entry as drunk to under 18 night became abusive
07/08/10	2.29	220	C&C	Assault - ABH	male with head injury happen i/s sig 09x1

12/08/10	22.17	ja3646722/10 1525	Cedar C&C	as above Drugs	after verbal altercation sus has struck victim over the head with bottle male detained for possession 09x1
03/09/10	1.05	ja3650659/10	Cedar	as above	male confessed it was ketamin
11/09/10	0.25	JA3664880/10 45	cedar C&C	Public Order Assault - ABH	Arrested fro D&D then resisted arrest was verbally racist towards officer male assaulted at sig
19/09/10	1.06	JA3670128/10 102	cedar C&C	as above Disorder	as above male was breaking up dispute and was punched in face then kicked in throat male smashed glass no complaints have left sig AIO
23/09/10			email	concerns	CCTV concerns as ABH that was on the premise cctv was deleted
24/09/10	23.55	JA3680652/10	cedar	Assault - ABH	offd threw bottle at aggd hair was pulled and ended up on floor being kicked
29/10/10	1.15	JA3702061/10	cedar	Assault - ABH	offd touched aggd bottom so aggd threw drink at him then he punched her d/s ejected
06/11/10	0.41	68	C&C	Assault - GBH	male bottled in toilets of sig d/s eject aggd through rear had to go to another premise and ring the bell to get help second male was taken out the main exit police were o/s the front of the premise but were not told what had happened
07/11/10	2.54	252	C&C	Fight	fight at sig
10/11/10			email	concerns x3	officer concerns about incident on the 6th nov and how it was dealt with and concerns about what could have happened if male had not made it to another premise to report injuries
10/11/10			email	concerns	officer concerns about doorstaff and management of premise
11/11/10			letter	advice	letter after meeting conditions to be attached to licence after incidents
13/11/10	1.18	88	C&C	disorder	2 males being restrained refusing to leave
15/11/10			email	advice	door staff policy submitted to police after discussions on the 11th Nov
27/11/10	2.01	146	C&C	fight	fight o/s sig 09x1 D&D AIO now
27/11/10	11.44	575	C&C	assault abh	caller involved in above has broken nose and black eyes. Cedar
11/12/10	2.46	253	C&C	disorder	males causing problems on door have now left AIO
12/12/10	2.55	251	C&C	disorder	males squaring up another unit needed AIO no complaints
19/12/10	1.44	121	C&C	affray	scuffle o/s sig 09x2 affray males had argument no complaints sect 27 issued
24/12/10	2.19	150	C&C	assault ABH	male made off no complaint was headbutted
26/12/10	00:01	ja3738303/10	cedar	as above	as above
31/12/10	2.52	131	Cedar C&C	Assault Without Injury disorder	whilst at bar sus pulled aggd hair and pushed her head towards the floor d/s then intervened males squaring up o/s sig dispersed and sent home
01/01/11	03:00	JA3742316/11	Cedar	Assault Without Injury	female hit in face as she tried to break up a fight
01/01/11	2.51	578	C&C	public order	d/s detaining male 09x1 PO cedar
07/01/11	22:30	ja3742193/11	Cedar	as above	sus ejected then heard to swear at doorstaff and then lunged at another one believe that drink was spiked
09/01/11	1.41	102	Cedar C&C	Administering Poison underage	caller reporting that 16 YO in sig
22/01/11	2.47	183	C&C	disorder	complaint against d/s they ejected him because he was gay. d/s stated he was ejected as he was too drunk and behaving badly i/s
		ja3755045/11	cedar	as above	

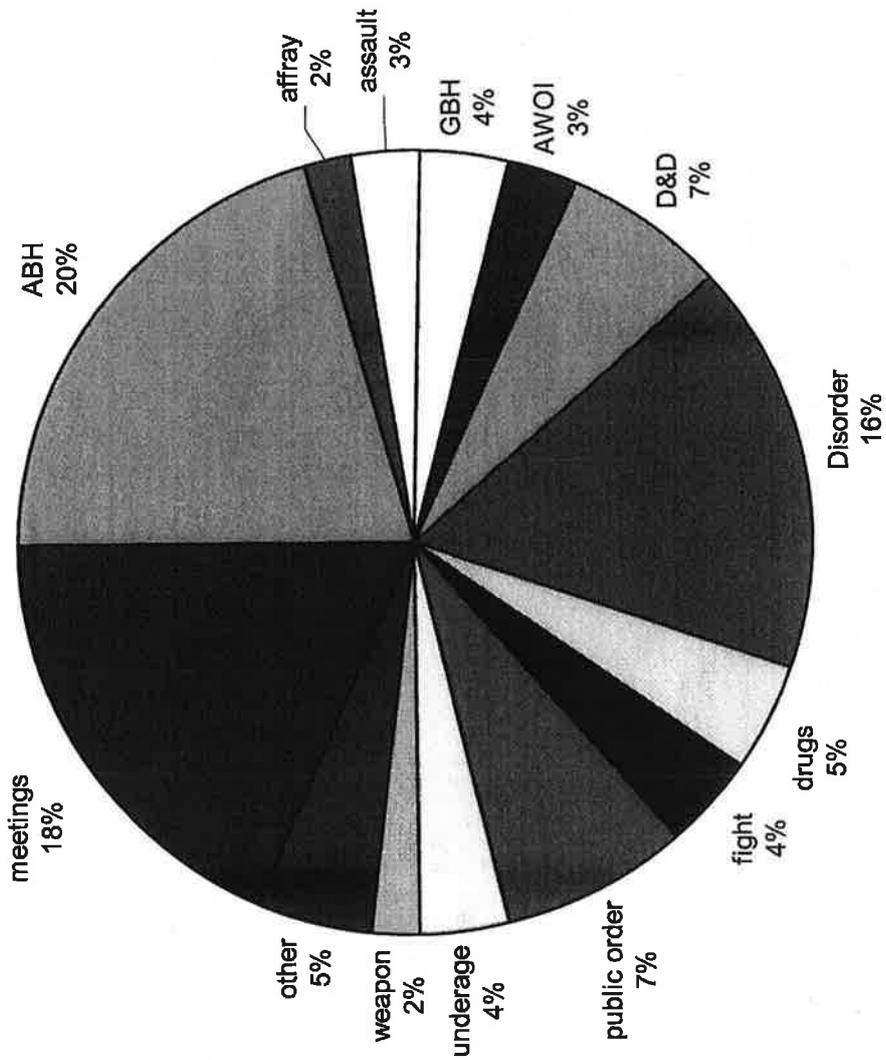
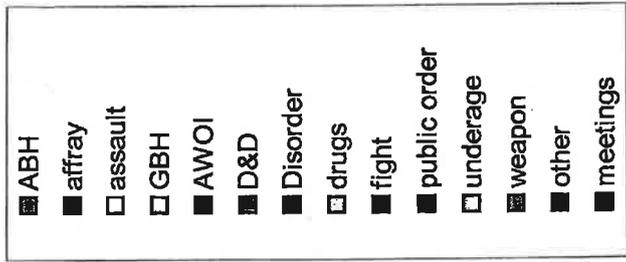
23/01/11	4.20	299	C&C	disorder	2 groups arguing verbal ATT
26/02/11	2.44	196	C&C	disorder	bit of disorder as person leaving sig AIO persons cleared
17/03/11	22.48	1591	C&C	D&D	very drunk female given words of advice and on way home
19/03/11	0.37	52	C&C	disorder	person refusing to leave d/a requesting assistance
02/04/11	2.06	159	C&C	assault ABH	dom incident 09x2 ABH
		ja3801220/11	cedar	as above	aggd was grabbed her by the hair and dragged along
		ja3801666/11	cedar	as above	
02/04/11	3.12	227	C&C	assault	male has female on floor 09x1 common assault female passed out
		ja3801302/11	cedar	as above	member of staff had been assaulted does not wish to support police
15/04/11	1.34	90	C&C	disorder	female has hit d/s no offences
16/04/11	23.08	1681	C&C	disorder	male making threats to d/s
23/04/11	1.23	150	C&C	drugs	d/s detained male for drugs
		ja3815444/11	cedar	as above	searched and found in possession of bag of white powder
25/04/11	3.57	201	C&C	public order	male taken to HGH 09x1 PO
		ja3816650/11	cedar	as above	male head butted another male
02/05/11	3.07	171	C&C	Public Order	d/s need assist 09x1 PO rest of crowd dispersed
07/05/11	1.49	152	C&C	weapon	male with weapon being detained by d/s cedar
		ja3823994/11	cedar	as above	
07/05/11	3.35	256	C&C	disorder	males seem drunk verbal ATT
22/05/11	3.42	328	C&C	disorder	pushing & shoving 1 threatened d/s other tried to damage sign Aio have left
01/06/11			email	advice	contact with security company about conduct of security
11/06/11	1.30	125	C&C	assault ABH	09x1 ABH
		ja3846277/11	cedar	as above	under age person was ejected and offd was waiting o/s for him and was punched
17/06/11	2.49	118	C&C	public order	4 males d/s intervening 09x2 PO cedar
		ja3850005/11	cedar	as above	
		ja3850003/11	cedar	as above	
18/06/11		JA3850671/11	Cedar	Assault - ABH	d/s witnessed male headbutting another male unknown injuries URN 52
	0.35	52	C&C	as above	
02/07/11	01:35	JA3859927/11	Cedar	weapon	male seen by d/s to hide knife in shoe detained
02/07/11	0.44	84	C&C	assault ABH	2 males assaulted another male with bottle ABH
		ja3859921/11	cedar		
02/07/11	n/a		gen40	disorder	4 arrests 2 i/s sig ABH and offensive weapon, as sig closed for other 2 PO captor deployed
03/07/11			email	concerns	concerns about different groups from fr and wide come to sig and then fighting
07/07/11			email	advice	advice given ref DJ and style of music DJ will be changed in 2 weeks
12/07/11	1.00	ja3909796/11	cedar	underage	2 males had altered driving licences to make them older. Licences confiscated
17/07/11	2.30	ja3871226/11	cedar	theft	femlae involved in fight aggd was removed by management 15 mins later manager

30/07/11	2.26	ja3878152/11	cedar	obstruction		handed her handbag back to her but phone was missing
30/07/11	2.26	ja3878150/11	cedar	assault x2		male pulled officer away from girlfriend who was being arrested obstruction not assault
30/07/11	2.26	ja3878147/11	cedar	as above		offd punched aggd in face after assault on sister
31/07/11	3.29	384	c&c	Public Order		altercation i/s sig sus punched aggd in face
05/08/11	1.39		gen 40			4 persons o/s sig causing trouble sect 5 issued
						disturbance took place involving d/s and persons ejected d/s let in 2 intox females after
12/08/11	3.33	194	C&C	Public Order		officers said not to manager had overuled d/s and officers
						male feels he was assaulted by doorstaff not reasonable force is intoxicated and told
						to call back in morning to report
28/08/11	1.00	ja3898258/11	cedar	ABH		bruising to leg and description of offd provided
02/09/11	3.07	147	C&C	affray		disorder at sig fighting with door staff
09/09/11	0.42	39	C&C	disorder		2 males have left scene AIO on way home
09/09/11	1.26	81	C&C	disorder		male got in the way when others were being ejected and got hit on nose
10/09/11	1.52	175	Gen40	GBH		altercation with 2 males sus has hit aggd over head twice with glass bottle causing it to
		ja3903924/11	C&C	also		break 2 cuts to the head
25/09/11	3.30	ja3912843/11	cedar	ABH		incident at sig aggd being looked at by amb aggd would not confirm what had happened
						and not wish to make a complaint male was found in toilets of sig
04/10/11			email	concerns and advice		sgt spoke to sig about incident attitude of manager after officers attended ref a weapon
08/10/11	1.00		gen 40	intox		male ejected after being violent no assault and could barely stand let alone be violent
						had clearly been served when he was in no fit state drunk and incapable 09x1
09/10/11			email	concerns		concerns over male who had not been ID at sig was arrested for D&D was 17
10/10/11			email	concerns		not happy adhering to submission of red forms for PW for fear of reprisal
16/10/11	0.05	JA3925689/11	cedar	ABH		aggd in sig friend was assaulted by offd then aggd assaulted by bottle in the face by offd
28/10/11			email	concerns and advice		issues with promotional staff management spoken to about this
10/11/11	23.40		Gen40	D&D		male ejected after crim dam to toilet seat no complaint from management was causing
						Disturbance o/s sig issued sect 27 and continued to argue with officers so 09x1 D&D
13/11/11	1.00		gen 40	ABH		female punched in mouth in smoking area offd was removed by doorstaff and waited o/s for
						officers as victim left sig offd punched her again
19/11/11	2.26	180	C&C	drugs		licensing check AIO conducting drug search 09x1
19/11/11	1.37	138	C&C	injury		male with injury has fallen and hit his head AMB called
20/11/11	2.10		gen 40	GBH		officers at the front of sig saw d/s eject group onto street 2 females continued disagreement
		JA3947298/11				on street officers spoke to d/s about what had happened and they stated a fight had occurred
						on dance floor 3 males then started to fight GBH d/s not effective
20/11/11			email	concerns		email about above disorder and poor management of premise
25/11/11	2.38	105	C&C	drugs		d/s detained male with cocaine
27/11/11	1.28	149	C&C	D&D		09x1 D&D officers detaining 2 males

27/11/11	2.21	207	C&C	disorder	d/s requesting assist AIO males have been moved on
29/11/11			email	drinks promotions	email from council about issues with drinks promo at sig
27/12/11	3.30	176	C&C	Fight	FIP male being detained by d/s having spoken to males no offences gone home in taxi



- ABH
- administering poison
- advice
- affray
- assault
- GBH
- AWOI
- concerns
- D&D
- Disorder
- drinks promo
- drugs
- fight
- injury
- intox
- obstruction
- public order



ABH	22
administering poison	1
advice	8
affray	2
assault	3
GBH	4
AWOI	3
concerns	11
D&D	7
Disorder	18
drinks promo	1
drugs	5
fight	4
injury	1
intox	1
obstruction	1
public order	8
theft	1
underage	4
weapon	2

ABH	22
affray	2
assault	3
GBH	4
AWOI	3
D&D	7
Disorder	18
drugs	5
fight	4
public order	8
underage	4
weapon	2
other	5
meetings	20

0.00	10
1.00	24
2.00	24
3.00	12
4.00	2
prior	13
other	2



Licensing Office
Thames Valley Police
Oxford Police Station
St. Aldates
OXFORD
OX1 1SZ

Tel: 01865 266 109
Fax: 01865 266 104
Laura.morris@thamesvalley.pnn.police.uk

Attn Ryan mold
The chapel
11 horsefair
Banbury
OX16 0AA

21/07/10

Dear Mr Mold

RE: Meeting held at Chapel Nightclub on the 19th July 2010

At the above meeting the following was agreed to prevent further disorder.

- The premise is to go 80 % polycarbonate this is to be put into place by the next meeting in 3 months time.
- Doorstaff to be informed about the lack of information in the incident book. This should be filled out more comprehensively to show due diligence.
- There has been an increase in Drunk and disorderly reports attached to the premise. It was stated at the meeting that this could be people who are being refused entry and then not moving on. This must be recorded in your incident book with times dates and names if possible in order to show due diligence.

The next meeting to be held is on the 5th October at your premise at 15.30.

If you wish to discuss this matter further please feel free to contact me.

Yours sincerely

Laura Morris
Licensing Officer
Thames Valley Police



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Oxford Police Station
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OXFORD
OX1 1SZ

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Chapel
Banbury

Dear Ryan and Matt

Ref Meeting held 11th November 2010 at Banbury police station

As a result of an incident on the 6th November that occurred at the premise the following has been agreed.

- Minor Variation is to be submitted to the licensing authority by the 11th Dec 2010.

This variation is to include:

- 100% polycarbonate
- Incident book
- Door staff policy in accordance with TVP (to be submitted for agreement within 7 days) this will enable you to implement it with your door team at a meeting to be held within 2 weeks.
- Intoximeter to be used on all youth nights.
- Saturdays to have 5 doorstaff. Fridays to have 4 door staff. Special events to have 5 doorstaff.

This meeting was held to discuss the seriousness of the incident that occurred and to discuss the ineffective way in which it was managed on the night. This letter has been issued as a final warning to the premise and any further incidents of this nature will result in the premises facing a review of its licence.

Any concerns please feel free to contact me.

Yours sincerely

Laura Morris
Licensing Officer
Thames Valley Police

Morris Laura**From:** Fridays Daventry**Sent:** 15 November 2010 18:24

Morris Laura; Percival Bryan

Subject: The Chapel Door Policy, please note incident book and doorman levels are included.The Chapel Door Policy

We intend to promote the 4 licensing objectives,
Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance & Protection of Children from Harm

CODE OF CONDUCT WHILST ON DUTY

Maintain the agreed standards of personal appearance and deportment appropriate to the event or establishment and not to act in a manner that is likely to bring discredit to the company.

When necessary all customers will be asked to queue behind our barriers.

On entry customers will be monitored & addressed. This is to determine that the 4 licensing objectives are being promoted by the premises.

Greet all visitors to the venue in a friendly and courteous manner.

Give assistance to any person on the premises who is injured or distressed.

Act fairly and not unlawfully, do not discriminate against any person on the grounds of colour, race, religion, sex or disability (and be prepared to justify your actions).

Never solicit or accept any bribes or other considerations from any person, nor fail to account for any money or property received during the course of the assignment.

Remove.
can be impaired by
legal substances

Do not drink alcohol or be under the influence of alcohol or any illegal substance when reporting for duty or whilst on an assignment.

Never abuse your position of authority and immediately report any incident involvement with the police that may affect your continued ability to work on assignment as a door supervisor.

Use reasonable and necessary force when dealing with any violent or quarrelsome member of the public or customer. Never carry or use a weapon.

Do not use mobile telephones whilst on duty. Ask permission of your head door supervisor if you have an emergency.

Always sign in upon commencement and out at the end of your duties.

Always display your SIA badge whilst on duty unless written permission from the local SIA enforcement officer and local police has been given.

Familiarise yourself with the evacuation procedure, fire escapes and emergency meeting points within all venues.

Whilst on duty, ensure no person under the legal age of 18 years is purchasing alcohol within the venue.

Control the number of persons admitted to the premises so to prevent overcrowding in strict adherence to the fire limit. *Limits set by premises risk assessment*

Door supervisors must be forthcoming and provide assistance to the police with any enquiries.

On occasions when we expect a higher level of customers we will increase our door numbers accordingly to promote the four licensing objectives.

At peak times we intend to have a minimum of 4 door staff Friday nights and 5 door staff Saturday nights. If customer numbers drop off though-out quieter weekends and the number of door staff isn't relevant to customers here we'll reduce our minimum amount of door staff accordingly)

JOB AIMS & OBJECTIVES

To ensure that you understand and abide by the clients requirements.

To ensure that entry numbers are controlled. Be aware of your venues specific fire procedures. Use tally counters where and when supplied.

To wear a uniform specific to the venue you attend. To ensure fluorescent armbands containing your SIA licence) are worn at all times along with fluorescent jackets if instructed.

To monitor customer behaviour and ensure that all customers comply with the venue rules and the guidelines of the licensing act. To only use the required level of force to enforce the rules and to report any breach of behaviour in the incident book provided.

To ensure that all customers comply with the clients admissions and policies in terms of ID, age and behaviour.

To read and fully comply with the code of conduct.

To inform your head doorman and area manager if your licence has been revoked. You may be prosecuted if you ignore this rule.

Toilet checks & fire exits checks will be completed every 30 minutes regularly and recorded as well as irregular checks.

MAIN DUTIES & RESPONSIBILITIES

To read your projected rota each week and to confirm the shifts you are available for. To inform the head door supervisor immediately if you cannot cover a shift.

To ensure that you have received specific venue induction training at any venues you are unfamiliar with.

To ensure that incidents are reported and recorded whenever they occur in a public area. It is crucial that you report any incident or accident which you witness in the supplied

BOMB THREAT PROCEDURE

Same as fire drill but evacuate to different area.

incident log.

To ensure that you sign in at the beginning of your shift and sign out at the end of your shift. Supply your SIA licence where indicated.

To ensure that customers are greeted when entering or leaving the venue in a warm and friendly manner, and to offer assistance and comfort to any customers who appear to be in distress.

To supply first aid where and when required. Always clarify who the venues "first aiders" are before your shift commences. Give advice regarding the venues facilities when requested.

To cooperate and give full access to any representatives of the SIA, the emergency services, licensing department and or environmental health department. Never refuse access in any circumstances.

To monitor and report to the head door supervisor any relevant customer behaviour, addressing when necessary to maintain a safe, pleasant and non-threatening environment.

To advise and enforce where necessary unit policies i.e. non-smoking areas and restricted access areas.

To provide witness statements to the police following an incident regardless of whether personally involved or not. This will include incidents occurring in the near vicinity to your place of work.

To ensure that visual checks are carried out in public areas to prevent the usage, distribution or storage of illegal drugs. Report immediately any suspected activities to your head door supervisor.

To ensure that no more force than is necessary is used when ejecting a member of the public.

To ensure that you do not discriminate on the grounds of race, gender, disability, sexuality etc. Please make sure that all decisions you make are unbiased and based on rational and professional guidelines.

INCIDENT MANAGEMENT PROTOCOL & EJECTION

Each incident is to be risk assessed and appropriate action taken promptly

Individuals or groups of individuals in conflict with each other should be assessed to establish the aggressor when possible.

Consideration needs to be given in each case regarding the following options; a) eject individual/s b) detain individual/s and await the Police. If unsure please consult head Door supervisor/licensee.

Always adhere to the venues radio communication policy when ejecting or intending to eject a member of the public.

In the event of a fight/assault door staff will separate and restrain both parties and determine what further course of action is needed prior to ejection i.e. ambulance, police called/notified, the incident will be logged in our incident book and a red form filled in when appropriate.

To avoid allegations of assault during the ejection of unruly or aggressive customers, where possible use exits which are monitored by CCTV. Where possible an agreed designated ejection route must be used. If this is not possible, you must be able to fully justify the reason for using an exit which is not monitored. This should be included in my required incident reports.

Subject: Chapel Banbury
Date: Fri, 12 Nov 2010 09:42:25 +0000
From: Laura.Morris@thamesvalley.pnn.police.uk
To: [redacted]
Cc: [redacted]; n.police.uk; Licensing@Cherwell-DC.gov.uk

Good Morning

As a result of the meeting held 11th nov 2010. Please find attached conditions to be attached to your licence as discussed.

Regards

Laura Morris

Licensing Officer
Thames Valley Police
St Aldates
Oxford
OX1 1SZ

Tel: 01865 266 109
Mob: 07989 497 913

Email: laura.morris@thamesvalley.pnn.police.uk

*Take pride and make a difference for Oxfordshire by :-
Seeing things through the eyes of others
Do what we say we are going to do
Treating everyone with dignity and respect.*

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Alexandria Gilbert

From: Hughes, Jacky - Community Safety - Fire and Rescue [Jacky.Hughes@Oxfordshire.gov.uk]
Sent: 16 January 2012 10:50
To: Alexandria Gilbert
Subject: Licensing Response The Chapel Banbury
Attachments: 605075001 TheChapel LIC.doc

Please find attached for your records licensing response.

Regards
Jacky

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Oxfordshire County Council
Fire and Rescue Service
West Cherwell Area Office
Cope Road
Banbury
Oxon OX16 2EY

The Chapel
11 Horse Fair
Banbury
OX16 0AA

Telephone: 01295 759030
Fax: 01295 275451

Malcolm Jones
Fire Risk Manager - West Cherwell

My Reference
605/075/001/DL/JH

Your Reference

Date
16th January 2012

This matter is being dealt with by Dave Luke

Direct Line 01295 759031

Email: david.luke@oxfordshire.gov.uk

Dear Sir

Licensing Act 2003
No adverse comments from Fire Authority

Name of Applicant	The Chapel
Premises / Location	11 Horse Fair Banbury Oxon OX16 0AA
Type of Licence	Premises

Based upon the information you have provided and my conversation on 16th January 2012 with the Licencing Department in connection with your application for a premises licence for the above named premises, and on the understanding that a full risk assessment (see paragraph below) will be/has been undertaken and any necessary actions carried out to resolve any identified shortcomings, **it is confirmed that the Oxfordshire Fire and Rescue Service have no adverse comments to make.**

In the meantime you are reminded that it is your responsibility to ensure an adequate degree of fire safety in your premises to ensure appropriate and reasonable levels of public safety.

Your attention is drawn to the legal requirement contained in the Regulatory Reform (Fire Safety) Order 2005 (see note overleaf) for the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed.

Should you wish to discuss this matter, please do not hesitate to contact the Officer indicated.

Yours faithfully

Community Fire Safety Officer

cc: Licensing Department Cherwell District Council Bodicote House Bodicote Nr Banbury Oxon OX15 4AA



INVESTOR IN PEOPLE



The Regulatory Reform (Fire Safety) Order 2005 (FSO)

The FSO places the responsibility for ensuring the safety of people using the premises firmly upon the employer or the person having control of the premises; the "responsible person". The main duty of the "Responsible Person" is to carry out a risk assessment, and to assist them a series of guides have been produced. These give detailed information on risk assessments and other issues and can be down loaded free of charge via www.businesslink.gov.uk

You are most strongly advised to obtain the guide for your particular type of premises and to use its guidance to complete your risk assessment.

An overview of the changes that have been brought about by the introduction of the FSO

The Regulatory Reform (Fire Safety) Order 2005 (FSO) became law on 1 October 2006. The main effect of the changes is a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Fire certificates were abolished and no longer have legal status.

The FSO applies in England and Wales. It covers 'general fire precautions' and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The FSO requires fire precautions to be put in place "where necessary" and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the FSO rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises, the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises all must take every reasonable step to work with each other.

If you are the responsible person you have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises.

Your fire risk assessment will help you to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that you need to take to protect people against the fire risks that remain.

Further guidance concerning licensed premises may be found in the "Guidance issued under section 182 of the Licensing Act 2003" issued by the Department for Culture, Media and Sport.

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Natasha Barnes

From: John Birch
Sent: 10 January 2012 13:53
To: Licensing
Subject: Fw: The Chapel, Banbury

Good afternoon

I am advising Fridays Banbury Ltd concerning an application for review of the premises licence by Thames Valley Police. Please might I receive a copy of the application together with supporting documents?

Thank you.

John B

John Birch F B I I
Licensing Consultant

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Natasha Barnes

From: Morris Laura [Laura.Morris@thamesvalley.pnn.police.uk]
Sent: 10 January 2012 11:37
To: Natasha Barnes
Cc: Fridays Daventry
Attachments: review-app.doc

Page 5 updated

Laura Morris | Oxfordshire Licensing Officer | Telephone : **01865 846 150** | Internal:
700 6150
Address: **Licensing, Thames Valley Police, HQ South, Oxford Rd, Kidlington, OX5
2NX**

The new Crime Prevention Toolkits are now available on the intranet at:
<http://knowzone/kz-prev-homepage.htm>

Thames Valley Police Currently use the Microsoft Office 2002 suite of applications. Please be aware of this if you intend to include an attachment with your email. This communication contains information which is confidential and may also be privileged. Any views or opinions expressed are those of the originator and not necessarily those of Thames Valley Police. It is for the exclusive use of the addressee(s). If you are not the intended recipient(s) please note that any form of distribution, copying or use of this communication or the information in it is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to: informationsecurity@thamesvalley.pnn.police.uk and to the sender. Please then delete the e-mail and destroy any copies of it. Thank you.

Please tick yes

Have you made an application for review relating to this premises before

If yes please state the date of that application

Day Month Year

0	5	0	6	2	0	0	7
---	---	---	---	---	---	---	---

If you have made representations before relating to this premises please state what they were and when you made them

On the 5th June 2007 the premise Confessions 11 Horsefair, Banbury was called for review on the grounds of crime and disorder (assaults and drugs) and protection of children from harm (several incidents where by those involved were underage and had been drinking in the premise). The management of the premise failed to manage the premise to an acceptable standard and failed to adhere to conditions on the licence involving drinks promotions.

On the 27th November 2008 the premise Cross Venue 11 Horsefair, Banbury applied for a variation to the licence where by the Police made a representation by way of conditions.

Natasha Barnes

From: John Birch |
Sent: 12 January 2012 13:17
To: Morris Laura
Cc: Licensing
Subject: Re:

Laura
thank you and also for the frank discussion that was most helpful.
Just to confirm I am content with the service issue.
Regards
John

John Birch F B I I
Licensing Consultant

----- Original Message -----

From: Morris Laura
To: john.birch3@btinternet.com
Sent: Thursday, January 12, 2012 12:56 PM

Laura Morris | Oxfordshire Licensing Officer | Telephone : **01865 846 150** | Internal:
700 6150
Address: **Licensing, Thames Valley Police, HQ South, Oxford Rd, Kidlington,
OX5 2NX**

The new Crime Prevention Toolkits are now available on the intranet at:
<http://knowzone/kz-prev-homepage.htm>

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PREMISES LICENCE

Issued under the Licensing Act 2003

Part A

Premises Licence Number

PRM 0348

Part 1 - Premises Detail

Postal Address of Premises, or if none, ordnance map reference or description

The Chapel
 11 Horsefair
 BANBURY
 Oxfordshire
 OX16 0AA

Telephone: 01295 265906

Licensable activities authorised by the licence

Provision of Regulated Entertainment

- Boxing or wrestling entertainments
- Recorded Music
- Live Music
- Performances of dance

Provision of Entertainment Facilities for

- Making Music
- Dancing

Provision of late night refreshment

Sale (By Retail) of alcohol

The times the Licence authorises the carrying out of licensable activities

LICENSABLE ACTIVITY	DAY	START	FINISH
Sale (By Retail) of Alcohol	Monday	11:00	01:00
	Tuesday	11:00	01:00
	Wednesday	11:00	01:00
	Thursday	11:00	04:00
	Friday	11:00	04:00
	Saturday	11:00	04:00
	Sunday	11:00	04:00
	Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:00		
Every Sunday of each Bank Holiday Weekend from 11:00 until 04:00 the following morning.			

LICENSABLE ACTIVITY	INDOORS	✓	DAY	START	FINISH
	OUTDOORS				
	BOTH				
Provision of Regulated Entertainment <ul style="list-style-type: none"> Boxing or wrestling entertainments 			Monday	18:00	22:00
			Tuesday	18:00	22:00
			Wednesday	18:00	22:00
			Thursday	18:00	22:00
			Friday	18:00	22:00
			Saturday	18:00	22:00
			Sunday	18:00	22:00
			Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 03:00		
			The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later that 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

LICENSABLE ACTIVITY	INDOORS	✓	DAY	START	FINISH
	OUTDOORS				
	BOTH				
Provision of Regulated Entertainment <ul style="list-style-type: none"> Live Music Recorded Music Performance of Dance Provision of Entertainment Facilities for <ul style="list-style-type: none"> Making Music Dancing 			Monday	11:00	01:00
			Tuesday	11:00	01:00
			Wednesday	11:00	01:00
			Thursday	11:00	04:00
			Friday	11:00	04:00
			Saturday	11:00	04:00
			Sunday	11:00	04:00
			Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:00		
			The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later that 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

LICENSABLE ACTIVITY	INDOORS		DAY	START	FINISH
	OUTDOORS				
	BOTH	✓			
Provision of late night refreshment			Monday	11:00	01:00
			Tuesday	11:00	01:00
			Wednesday	11:00	01:00
			Thursday	11:00	04:00
			Friday	11:00	04:00
			Saturday	11:00	04:00
			Sunday	11:00	04:00
			Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:00		
			The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later that 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

Opening Hours of the Premises

DAY	START	FINISH
Monday	11:00	01:30
Tuesday	11:00	01:30
Wednesday	11:00	01:30
Thursday	11:00	04:30
Friday	11:00	04:30
Saturday	11:00	04:30
Sunday	11:00	04:30
Bank Holidays, Christmas Eve, New Years Eve and Easter Holiday from 11:00 to 04:30		
The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to the approval of both authorities. Such events will run no later that 00:00 hours and are subject to the conditions contained in the youth policy at Annex 2.		

Where the licence authorises alcohol whether these supplies are on and/ or off supplies

Sale (By Retail) of Alcohol - On Premise

Part 2**Name (registered) address, telephone number and email (where relevant) of the holder of premises licence**

Fridays Banbury Ltd

Registered number of holder, for example company number, charity number (where applicable)

6969055

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mr Ryan Thomas Williams-Mold

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Licence No: PSL0575
Authority: Cherwell District Council



N A Barnes
Licensing & Vehicle Parks Manager

24 November 2005

Annex 1 - Mandatory conditions

Sale of alcohol

1. No supply of alcohol may be made under this licence-
 - a) at a time when there is no designated premises supervisor in respect of it, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
6. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

7. The responsible person shall ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
 - (b) customers are made aware of the availability of these measures.
8. Alcohol shall not be sold or supplied except during permitted hours.
9. The above restrictions do not prohibit:-
- (a) the consumption of the alcohol on the premises by person taking meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals;
 - (b) consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing in the licensed premises;
 - (c) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
 - (d) the sale of alcohol to a trader or club for the purposes of the trade or club;
 - (e) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;
 - (f) the taking of alcohol from the premise by a person residing there;
 - (g) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied; or
 - (h) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

Door Supervision

10. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
- (a) unauthorised access or occupation (eg through door supervision), or
 - (b) outbreaks of disorder, or
 - (c) damage

Provision of Regulated Entertainment and Provision of Entertainment Facilities as detailed above

11. The licence-holder shall comply with the requirements of the Cherwell District Council (Public Entertainment) Regulations 1997 **Category A** in so far as these are applicable consistently with the provisions of the Licensing Act 2003 and any statutory regulations made under that Act.

Admittance to the Premises

12.

CD6	No person shall be newly admitted to the premises less than one hour before cessation of the last licensable activity.
-----	--

Maximum Numbers of Persons Present

13. The maximum number of persons present on the premises at any one occasion shall be limited to:-

Ground Floor – 250

First Floor – 100

Total capacity to include the outside area - 410

Number of Doorstaff Required

14. A minimum of 2 registered door supervisor/attendants, all individually registered with the Security Industry Authority, shall be present when licensable activity occurs. Door staff shall be employed to supervise the premises until 30 minutes after the premises have closed or until they have been completely vacated by all patrons.

CCTV Monitoring

15. The premises when in use shall be monitored by a CCTV system. The images shall be recorded onto tapes, which shall be kept for one month from their recording date. One camera shall be so positioned to record details of all persons admitted to the premises. The Licensee shall, on demand, where required to do so by the Licensing Authority, give up such recorded tapes to the Licensing Authority which shall be able to retain the tapes until such time as it no longer requires them.

Nuisance

16. (a) The Licensee shall ensure that all persons resorting to the licensed premises for the first time are provided with a written code of the behaviour, which is expected of persons using the premises. Such written information will include reference to the likelihood of persons being banned from the licensed premises if they do not conduct themselves in an appropriate manner and of the fact that any ban will be vigorously enforced by the staff controlling admission to the premises.
- (b) The Licensee shall ensure that reasonable action is taken to identify persons who cause disturbance within the premises, or those who may cause a nuisance or annoyance to residents or passers-by upon arriving at or leaving the premises. Such persons must be formally warned about their conduct and advised in writing if and when they are banned temporarily, or permanently, from attending the licensed premises and are asked not to do so. The staff who supervise the admission to the premises shall be kept advised by management of the identities of persons whose access is temporarily or permanently restricted in order that such staff may exercise the controls referred to in condition 2.1.
- (c) Noise from amplified music, or voices, shall not be such as to cause a nuisance to occupants within residential properties (with the windows open in the normal manner for ventilation) within the vicinity of the licensed premises.
- (d) The Licensing Authority may stipulate that live or recorded music be played at levels which it has previously notified to the Licensee either for one particular occasion or a series of occasions.
- (e) All doors and windows to be kept closed during entertainment events.

Management Policy and Protocols

17. (a) Queue Management

- (i) The Licensee shall operate a queue management policy which is acceptable to the Licensing Authority. The Licensing Authority may require, subject to the views of the Police and/or Highway Authority, barriers to be provided as part of any queue management policy, or any other devices which may facilitate the necessary controls agreed with the Licensing Authority.
- (ii) Without prejudice to any other matters referred to in the policy, there should be provision for the identification of potential under-age persons by the production of suitably reliable forms of identification.
- (iii) The policy shall be produced for approval to the Licensing Authority.

(b) Participation in Pubwatch

- (i) The licensee, or a person employed in a management capacity at the premises shall attend the local meetings of "Pubwatch" on each occasion they are convened in order to participate in the arrangements which are decided in relation to persons who shall not be allowed into premises with on-licences . The decisions relating to those who are banned from entering premises under the Pubwatch arrangements shall be vigorously enforced by the licensee.
- (ii) In the event the Licensee is unable to participate in any meeting of Pubwatch a management level deputy shall attend in their stead.
- (iii) The participation in the Pubwatch scheme shall require the provision by the licensee of a radio or radios to be used at the premises in connection with the passage of information to similar establishments in connection with the exchange of information under the Pubwatch scheme. The availability of, and operational capability to use the radios, shall be demonstrated to the Licensing Authority.

(c) Protocol for Intervention Management

The Licensing Authority shall be provided with a written protocol by the Licensee which sets out how the venue will be suitably controlled so as to ensure that all appropriate staff are aware of the need to prevent the excessive consumption of alcohol, and that a system is in place which can provide for the Police to be called to intervene if necessary in any developing problems within the premises, which are likely to have effect on public order.

18. No bottles or glasses containing alcohol are to be taken from the premises.

No Drinks Promotions

19.

CD35	Alcoholic drinks shall not be supplied in such a way which will enable or which is intended to enable persons to consume unlimited quantities of alcoholic drinks on payment of a single payment or payment arrangement which is not related to the amount or number of alcoholic drinks supplied.
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20. The Licensing Authority may specify any further conditions which are not otherwise specified herein, and which are deemed necessary to facilitate the control and functioning of the premises.

Annex 2 - Conditions consistent with the operating Schedule

The Chapel Operating Schedule

There are several key areas, which need to be looked at by the management team to ensure safety of clients and staff whilst the business is operating. Due to the nature of the business the importance of making sure these areas are covered adequately is paramount.

The main points, which are to be followed, are:

Seek to discourage binge drinking, drunken disorderly and antisocial behavioural patterns. We are aware that excessive drinks promotions will encourage our patrons to drink more heavily and this should be discouraged. We actively price our drinks so to compete openly with the other clubs in the area without promoting binge drinking. Any appropriate promotions will be carefully planned to make sure that no persons should be at risk and the promotion complies with guidelines laid down by the Licensee's Association.

Within the scope of drunken disorderly and antisocial behaviour, the staff and management are fully aware of the issues which come with serving intoxicated individuals, the door staff are aware that any offenders which have had bans from the establishments in the area should be handled with extreme care. The police and door staff should deal with any problems, which arise from these persons, and the pub watch initiative should be advised of any updates of the licensees, which could affect other licensees in the area.

A big factor, which will affect the club, is that any criminal conduct should be discouraged wholeheartedly in particular the use of illegal substances and the carting of weapons. This is going to be ongoing and long term goal of the management team. To try to counteract this unfortunate trend a search procedure may be conducted as a condition of entry to premises, recording full details of the circumstances surrounding any seizure of drugs, weapons or other articles that may be required for evidential purposes, if required. All offences pertaining to this behaviour will be reported to the police.

Other door policies, which we are to have in place, are that:

- Entry will be refused to anyone who is drunk, violent or using threatening behaviour.
- Entry may be refused to any person who has been convicted of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
- Ensure that ongoing risk assessments are carried out to minimise risk to staff and customers on their premises.
- Accept the legal responsibility to ensure effective procedures are in place to prevent underage purchase, sale and consumption of intoxicants to underage persons or customers who are drunk. This is to be counteracted by placing an over 21 policy and having an open ID policy on the bar that if an individual looks under 21 that ID must be produced to serve them any alcohol.
- The venue will have CCTV system, which will cover all areas of the bar, toilets, seating areas, stairs and outside area.
- Providing a suitable receptacle for the safe retention of illegal substances and informing police so appropriate disposal can be arranged.
- Retaining any property that may be of an evidential nature and informing the police of its existence.
- Becoming a member body 'Pub Watch' recognised by Thames Valley Police, whose principle aims include reduction of crime, disorder and antisocial behaviour connected with licensable activities

- Providing suitable receptacles for the safe and secure disposal of glass and other sharp objects. Premises that sell bottled alcoholic drinks should consider the use of secure bottle bins. Smaller secure bottle bins should be located near the main entry/exit doors. Door staff should show due diligence in preventing bottles and glasses being taken from or onto the premises.
- Maintaining a daily incident register and signing on/off sheet for all staff that are registered by the Security Industry Authority employed at venues.
- Operating an appropriate communication system aims at cascading and exchanging information between licensed venues that is acceptable to Thames Valley Police and at a standard that complies with the service provider's instruction and training.
- The toilets will be monitored by door staff, glass collectors and management. This will reduce criminal activity within the premises. All checks will be recorded. The cloakroom will be monitored by staff when open.
- Regular collection of glasses, bottles and ashtrays will prevent them being used inappropriately.
- We intend to allow persons under 18 on the premises; we have a policy put in place to control these events, solely for under 18's.

The management are aware of the safety of their clients, staff and members of the general public are paramount importance and that an ongoing relationship between the venue, the police, the council and pub watch to continually improve our policies to ensure safety issues are covered.

General – all four licensing objectives

- Existing arrangements will apply.
- Providing registered door supervisor
- A Personal Licence holder will be contactable at all times and staff made aware of this person at the start of every shift.
- Staff training on licensing issues
- Installing a CCTV system
- Front door staff to wear high-visibility attire

The prevention of crime and disorder

- Existing arrangements will apply.
- Drugs policies and notices
- Membership of a local pubwatch scheme
- Age restrictions
- Bottle ban
- Any drinks promotions would be worked out with Safer Drinking e.g. persons who are drunk and disorderly will be asked to leave and refused to be served if drunk.
- All of our glassware is now polycarbonate
- We'll continue with our new door staff policy numbers and levels as previously agreed by TVP
- An intoximeter will be used on all under 18's events
- We'll be using two glass collectors on Saturday nights and other nights when we are expecting a higher number of customers
- We'll add extra bins to our public areas to speed up clearance of bottles
- Our toilet/fire exit checks will continue to be very 30 minutes regularly and also irregular checks within the 30 minutes
- Completing of door staff book recording all incidents related to the venue

- CD12 The Licence Holder or Designated Premises Supervisor shall become actively involved in the Pubwatch scheme and a representative shall attend Pubwatch meetings.
A CCTV system shall be installed or the existing system maintained which is fit for the purpose. The system will incorporate a camera covering each of the entrance doors and the entire external area. This will be capable of providing an image which is regarded as 'identification standard.'
- CD37 Where practicable, persons entering premises should be asked to remove headwear, to obtain a clear head and shoulders image of every person entering the premises on the CCTV system.
- CD38 The CCTV system shall incorporate a recording facility which shall be retained and stored in a suitable and secure manner for a minimum of one calendar month. A system shall be in place to maintain the integrity of the recorded image and a complete audit trail maintained. The system will comply with the Data Protection Act 1998 and all signs as required will be clearly displayed. The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. For premises using a video recording systems, to maintain the quality of the recorded image the cassette tape shall be used on no more than 12 occasions.
- CD39 The venue will have a CCTV system that complies with the current and relevant Thames Valley Police guidelines for standard minimum CCTV requirements (issue 1 July 2004) , which will cover all areas of the bar, toilets, seating areas, stairs and outside area.
- CD40 The CCTV system must be notified to the Office of the Information Commissioner, www.informationcommissioner.gov.uk
- CD41 The positions of all CCTV cameras shall be clearly shown on the deposited plans and any alteration to the system should only be carried out after consultation with Thames Valley Police and the Licensing Authority.
- CD9 All staff shall be suitably trained in the operating procedures for refusing service to any person who is drunk or is under age or appears to be under age.
- CD32 Prominent, clear notices shall be displayed outside every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions. A minimum of two door staff, each individually trained by the Security Industry Authority are to be supplied on evenings when licensable activity occurs. This would normally consist of one male and one female to comply with the premises drugs/searching policy. At a capacity of 200, the premises will provide an additional one member of door staff per every 100 customers. At least 10 days notice in writing shall be given to the licensing authority of any proposal to use the premises for any boxing/wrestling. These shall also be limited to 3 events per calendar

- month.
- CD33 When operating drinks promotions on any day of the week a written policy shall be implemented. The policy shall detail the extra measures in place to deal with departing patrons both throughout and at the end of the promotion. It shall include the policy for refusing to serve persons who are drunk. The policy shall be agreed in writing by the licensing authority and Thames Valley Police

Youth Policy agreed with Thames Valley Police

The venue may hold 15 youth events per calendar year, giving the Police and Licensing Authority 14 days notice and subject to approval of both authorities.

The venue will ensure that:

- Those attending youth nights are 13-17 years old.
- Only soft drinks are on sale in any area which is used for youth events.
- No alcohol branding is displayed.
- All cigarette and gaming machines that are in the youth area are switched off and turned round for the duration of the event.
- There must be at least two door staff attending this event, at least one of which must be female and all of which must be SIA registered.
- All youths entering the premises must be searched prior to entry. The searches are primarily undertaken to prevent weapons, alcohol, cigarettes and illegal substances being brought into the venue. Any person that refuses to be searched will not be permitted to attend the event.
- The front of the premises must be swept of all glass prior to the event beginning.
- The event will run no later than 00:00 hours.
- A member of door staff must be present at the pick up point until all have dispersed.
- A telephone must be made readily available for youths to call their parents should such a situation arise.
- These events will be ticketed events and parental contacts and registration details will be taken before the tickets are issued.
- If we have any private functions i.e. wedding receptions, all children will be supervised by adults as well as door staff and trained bar staff. On occasions we may not be able to submit a notice because of the timing of these events, but will give notice as quickly as possible

Public Safety

- Existing arrangements will apply.
- Provision of emergency lighting
- Accommodation limits
- First aid provisions
- Number of attendants

The prevention of public nuisance

- Existing arrangements will apply.
- Secondary glazing/soundproofing
- Keeping music to a reasonable level
- Litter clearance
- Not using external areas after a certain time
- Keeping doors and windows closed whilst the licence is used
- Notice to leave quietly
- Persons who are drunk and disorderly will be refused entry

PN28 All queuing outside the premises shall be managed in such a way that prevents noisy or rowdy behaviour and therefore minimises disturbance or nuisance to neighbours.

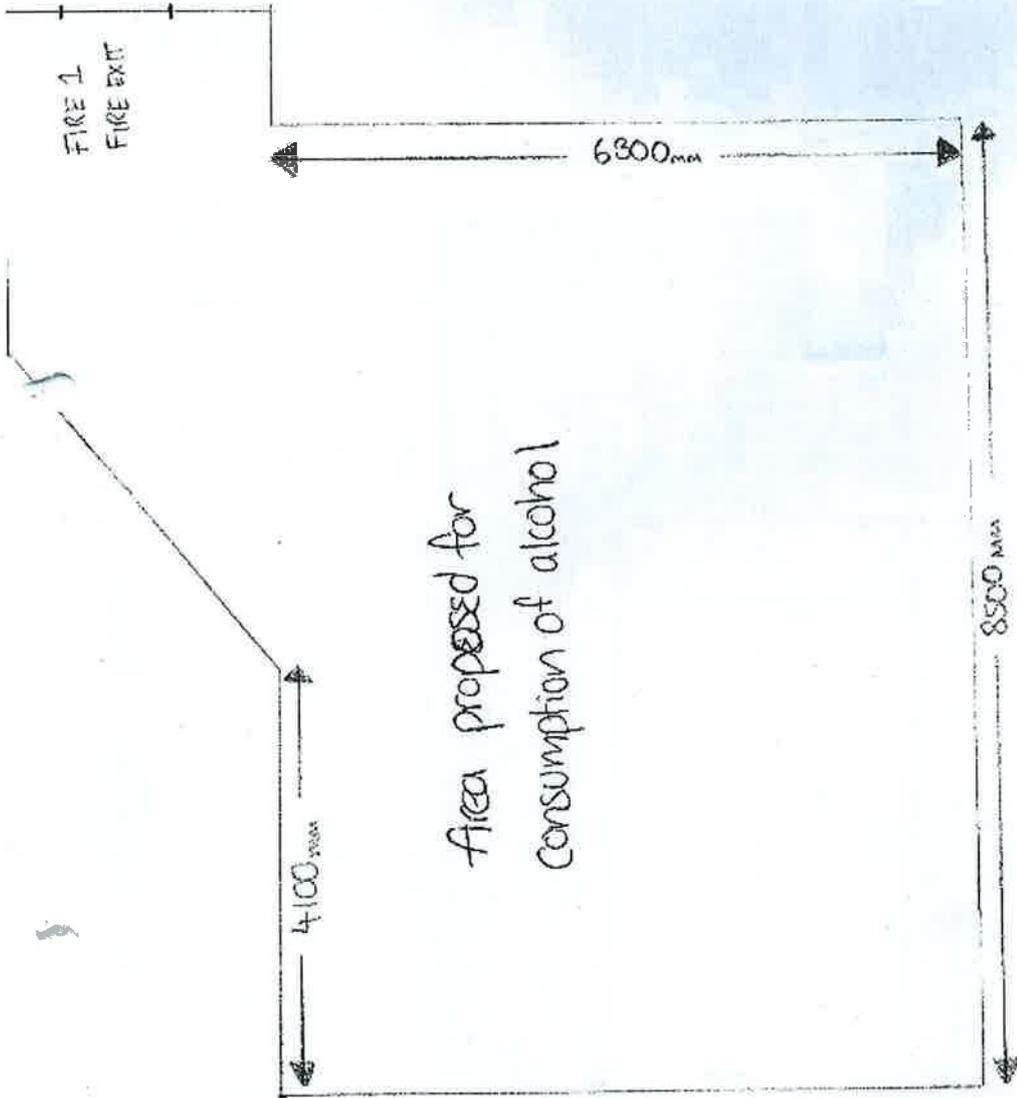
PN29 The premises shall have a written dispersal procedure designed to make the maximum contribution immediately before premises close, and directly thereafter, by exercising proactive measures, to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours, both residential and business, and to make the minimum impact upon the neighbourhood in relation to potential nuisance, antisocial behaviour, crime and disorder.

The protection of children from harm

- Existing arrangements will apply
- Children are not allowed in the premises

Annex 3 - Conditions attached after a hearing by the licensing authority

- All persons entering the premises who do not appear to be 21 years of age shall be required to produce age identification before they shall be admitted to the premises.



Area proposed for
consumption of alcohol

THE CHAPEL
OUTSIDE AREA
PLAN(B)

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