

Committee: **Licensing Sub Committee**

Date: **Friday 1 December 2017**

Time: **10.00 am**

Venue **Bodicote House, Bodicote, Banbury, OX15 4AA**

Membership

Councillor Douglas Webb
Councillor Surinder Dhesi

Councillor G A Reynolds

AGENDA

- 1. Appointment of Chairman of the Sub-Committee**
- 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 disclosable pecuniary 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. Premises Licence Hearing (Pages 1 - 50)

Report of Public Protection Manager

Purpose of report

To consider an application for a Licensing Act 2003 Premises Licence for Frequently Asked Question, 38 Market Square, Bicester, OX26 6AL.

Recommendations

- 1.1 There is no recommendation, but in considering the representations received and what is appropriate for the promotion of the licensing objectives, the steps the Sub-Committee can take are outlined in paragraph 6.2.

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@cherwellandsouthnorthants.gov.uk or 01295 227956 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.

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 Aaron Hetherington, Democratic and Elections
aaron.hetherington@cherwellandsouthnorthants.gov.uk, 01295 227956

Yvonne Rees
Chief Executive

Published on Thursday 23 November 2017

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Cherwell District Council

Licensing Sub-Committee

1 December 2017

Premises Licence Application Hearing

Report of Public Protection Manager

This report is public

Purpose of report

To consider an application for a Licensing Act 2003 Premises Licence for Frequently Asked Questions, 38 Market Square, Bicester, OX26 6AL.

1.0 Recommendations

- 1.1 There is no recommendation, but in considering the representations received and what is appropriate for the promotion of the licensing objectives, the steps the Sub-Committee can take are outlined in paragraph 6.2.

2.0 Introduction

- 2.1 To consider an application for a new premises licence submitted for Frequently Asked Questions, 38 Market Square, Bicester, OX26 6AL.

3.0 Report Details

- 3.1 Frequently Asked Questions will be situated at 38 Market Square, Bicester. It is situated on the roadside. It is a building on one floor and the applicants intend to use the premises as a cocktail bar and craft beer house, specialising in high end products and service. It benefits from the correct planning use class, A3. Appendix 1 shows the geographical location of the premises.
- 3.2 An application for a Licensing Act 2003 premises licence was submitted to Cherwell District Council on 13 October 2017. The original application was for sale of alcohol for consumption on the premises, recorded music, indoors and outdoors and late night refreshment on a Sunday to Tuesday 11am until 1am, Wednesday and Thursday 11am until 2am and Friday and Saturday from 11am until 3am. with a seasonal variation until 3am on Sundays preceding Bank Holiday Mondays, Christmas Eve, Boxing Day and New Year's Eve. They have also requested live music, indoors only on a Wednesday – Sunday from 11am until midnight.

- 3.3 The application with volunteered conditions and plan is attached as appendix 2. Marc Sylvester has a Personal Licence granted by Cherwell District Council and will be the Designated Premises Supervisor.
- 3.4 On 31 October 2017 Alex Bloomfield from Thames Valley Police and Neil Whitton from Environmental Protection, Cherwell District Council met with the business owner and applicant, Mr Marc Sylvester to discuss the application. This resulted in a number of conditions being added to the licence. The outlined conditions can be found in Appendix 3

4.0 Conclusion and Reasons for Recommendations

- 4.1 There is no recommendation.

5.0 Consultation

- 5.1 When an application for a premises licence is submitted the applicant must display a blue notice at or near the relevant premises and advertise the application in a local publication no later than 10 days after submitting the application. The consultation period runs for 28 days from the day after the application is received. This gives interested parties and responsible authorities the opportunity to make representations in relation to the application.
- 5.2 The responses from responsible authorities were as follows:
- Police – liaised directly with the applicant
 - Fire Service – No Objection
 - Child Protection – No response
 - Trading Standards – No Objection
 - Public Health Board – No response
 - Environmental Protection – liaised directly with the applicant
 - Health Protection – No Objection
 - Planning – No response
- 5.3 There have also been six representations received from local residents all objecting to the application; this includes a petition signed by 40 residents of Saxon Court. These can be found in appendix 4
- 5.4 The applicant and all interested parties submitting representations have been invited to attend this hearing.

6.0 Alternative Options and Reasons for Rejection

- 6.1 At the end of the consultation period the licensing authority must hold a hearing if relevant representations are received. It must take such steps as it considers appropriate for the promotion of the licensing objectives, which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

6.2 The steps the Sub-Committee can take are to:

- issue the licence as applied for;
- issue the licence with amended hours or licensable activities
- reject the application if it is considered necessary in order to promote the licensing objectives

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising directly from this report.

Comments checked by:

Kelly Wheeler, Principal Accountant for Operations and Delivery, 01327 322230,
kelly.wheeler@cherwellandsouthnorthants.gov.uk

7.2 Legal Implications

The decision must comply with the Licensing Act 2003, the statutory guidance issued pursuant to section 182 of the Licensing Act and the council's Statement of Licensing Policy.

The applicant or 'other persons' who have submitted 'relevant representations' may appeal a decision of the Sub-Committee to the magistrates' court.

Comments checked by Sophie Phillips, Solicitor, 01295 753701,
Sophie.phillips@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

Bicester East

Links to Corporate Plan and Policy Framework

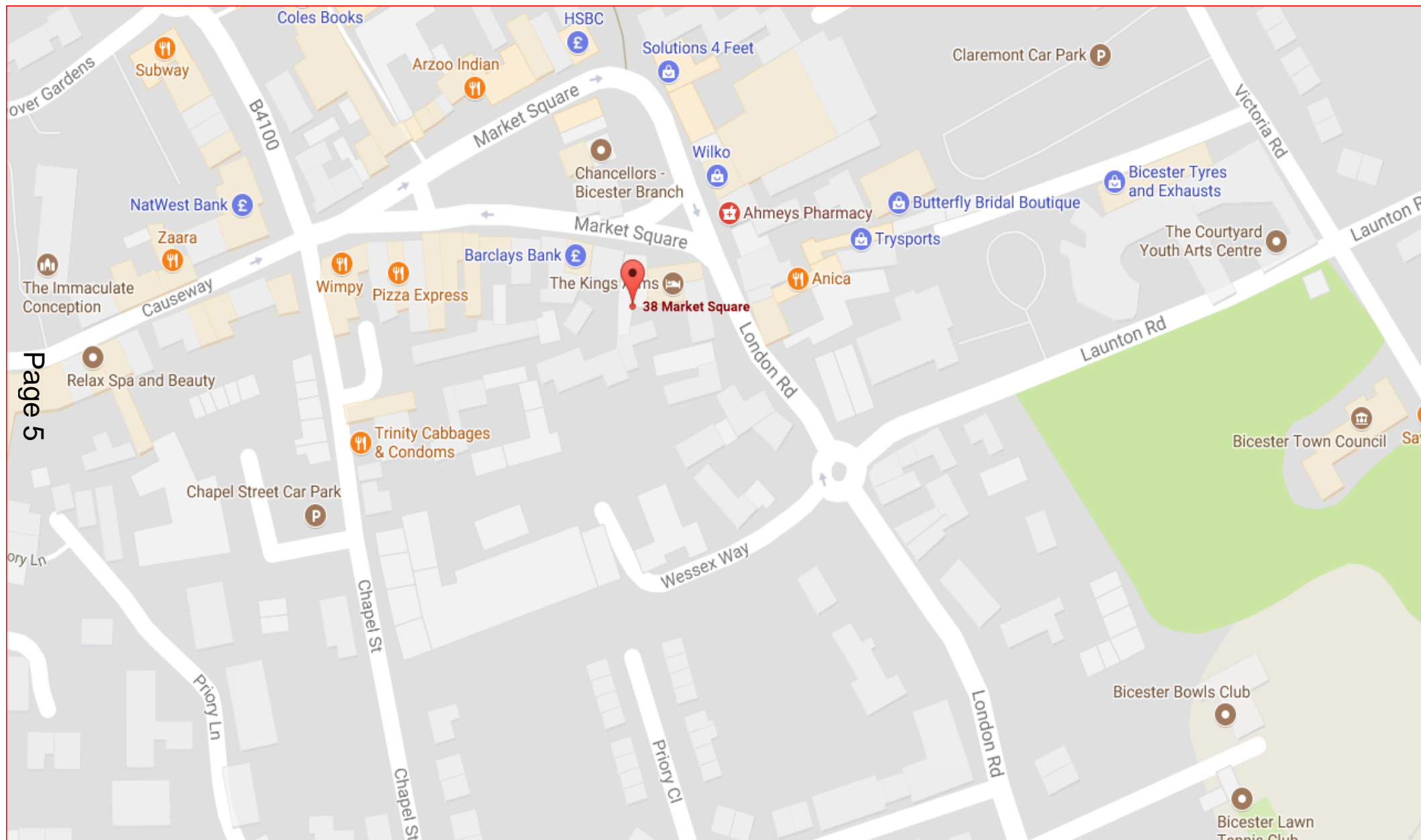
Not applicable

Lead Councillor

Councillor Kieron Mallon

Document Information

Appendix No	Title
Appendix 1	Location Plan
Appendix 2	Full Application
Appendix 3	Copy of agreement of conditions between applicant, TVP and Environmental Protection
Appendix 4	Redacted Objections
Report Author	Charlotte Johnson, Licensing Enforcement Officer
Contact Information	01295 753744 licensing@cherwell-dc.gov.uk





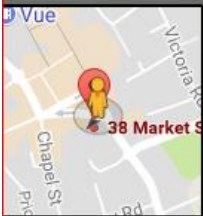
THOMAS MERRIFIELD
SALES LETTINGS

BENEDICTS
TO LET

38

37 Estate
& Letting Agents

Michael Crouch & Co
INDEPENDENT ESTATE AGENTS



Google

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

FAQ - Bicester

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Marc

* Family name

Sylvester

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☐ Yes ☒ No

Is your business registered outside the UK?

☐ Yes ☒ No

Note: completing the Applicant Business section is optional in this form.

Business name

[REDACTED]

If your business is registered, use its registered name.

VAT number

-

[REDACTED]

Put "none" if you are not registered for VAT.

Legal status

Sole Trader

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

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

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- ☒ Yes ☐ No

First name

Marc

Family name

Sylvester

Is the applicant 18 years of age or older?

- ☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes ☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
* Nationality	<input type="text"/> British

Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 01 / 02 / 2018
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

The premises will operate under the name Frequently Asked Questions and will be a Cocktail Bar and Craft Beer house,

Continued from previous page...

specializing in high end products and service, it will also have a food offering which may be artisan Pizzas but that has not entirely been decided at this point.

The premises is a four story terraced building with a garden to the rear situated within the Market Square of Bicester, We will only use the ground floor, garden and a small portion of the first floor for licensable activities.

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

Start

End

Page 13
End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY	
Start	<input type="text"/>
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End	<input type="text"/>
WEDNESDAY	
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THURSDAY	
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FRIDAY	
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SATURDAY	
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SUNDAY	
Start	<input type="text" value="11:00"/>
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End	<input type="text"/>

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

the live music at FAQ will most likely come in the form of acoustic acts with some amplification. It is unlikely that there will be any full live bands at FAQ but we'd like to at least keep that option open.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

Page 14

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For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

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Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="03:00"/>
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SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for playing recorded music
For example (but not exclusively) where the activity will occur on additional days during the summer months.

Music until 03:00 on Sundays preceding a Bank Holiday Monday

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Music until 03:00 on Christmas Eve, Boxing Day & New Years Eve

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- ☐ Yes
- ☒ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- ☐ Yes
- ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- ☒ Yes
- ☐ No

Standard Days And Timings

MONDAY

Start

11:00

Start

End

01:00

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

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Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

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THURSDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="02:00"/>
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FRIDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="03:00"/>
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SATURDAY

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SUNDAY

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Will the provision of late night refreshment take place indoors or outdoors or both?

- ☐ Indoors
- ☐ Outdoors
- ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Late night refreshment until 03:00 on Sundays preceding a Bank Holiday Monday

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Late night refreshment served until 03:00 on Christmas Eve, Boxing Day, New Years Eve

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start 11:00

End 01:00

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start 11:00

End 01:00

Start

End

WEDNESDAY

Start 11:00

End 02:00

Start

End

THURSDAY

Start 11:00

End 02:00

Start

End

FRIDAY

Start 11:00

End 03:00

Start

End

SATURDAY

Start 11:00

End 03:00

Start

End

SUNDAY

Start 11:00

End 01:00

Start

End

Continued from previous page...

Will the sale of alcohol be for consumption:

- ☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Until 03:00 on Sundays preceding a Bank Holiday Monday

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Until 03:00 on Christmas Eve, Boxing Day, New Years Eve

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

Name

First name

Marc

Family name

Sylvester

Date of birth

/ /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

PSL0683

Continued from previous page...

Issuing licensing authority
(if known)

CDC

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

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End

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FRIDAY		
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SATURDAY		
Start	<input type="text" value="11:00"/>	End <input type="text" value="03:00"/>
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SUNDAY		
Start	<input type="text" value="11:00"/>	End <input type="text" value="01:00"/>
Start	<input type="text"/>	End <input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Open until 03:00 on Sundays preceding a Bank Holiday Monday

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Open until 03:00 on Christmas Eve, Boxing Day, New Years Eve

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

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

List here steps you will take to promote all four licensing objectives together.

Licensee will be an active member of the Pubwatch Steering Group.

There will be a digital cctv system with 31 days of footage held.

b) The prevention of crime and disorder

SIA licensed doorstaff present from no later than 21:00 on Fridays, Saturdays and other key nights like Bank Holiday Sundays, Christmas Eve and New Years Eve

Signage in the toilets informing customers of our zero tolerance policy on drug taking - regular toilet checks

Continued from previous page...

Secure areas for staff to keep possessions

Eternal lighting

c) Public safety

Signage prohibiting glassware from being taken from the venue.

Well trained, Vigilant Staff and Door-staff preventing over intoxication, to stop problems occurring later.

d) The prevention of public nuisance

We will have signs asking customers to be quiet and considerate when leaving the premises.

Noise levels will be monitored

Garden will be closed at 2am

e) The protection of children from harm

All Staff will be trained to use the 'Challenge 25' policy when deciding weather to ID customers, and will be told to only accept valid photo drivers licenses and passports

We wont allow anyone under the age of 18 on the premises unaccompanied by an adult and will not allow anyone under the age of 18 on the premises after 7pm.

Staff will be trained to look out proxy sales (customers of age buying drinks for minors)

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

Continued from previous page...

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/cherwell/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

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

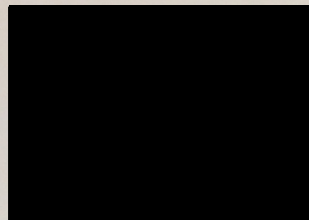
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT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

Consent of individual to being specified as premises supervisor

Marc David Sylvester

[full name of prospective premises supervisor]

of



[home address of prospective premises supervisor]

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

[type of application]

by

Marc David Sylvester

[name of applicant]

relating to a premises licence

n/a

[number of existing licence, if any]

for

Frequently Asked Questions

38 Market Square

Bicester

Oxfordshire

OX26 6AH

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

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

Marc David Sylvester

[name of applicant]

concerning the supply of alcohol at

Frequently Asked Questions

38 Market Square

Bicester

Oxfordshire

OX26 6AH

[name and address of premises to which application relates]

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

Personal licence number

PSL0683

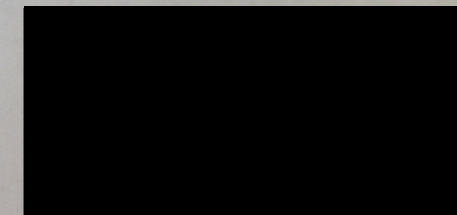
[insert personal licence number, if any]

Personal licence issuing authority

Cherwell District Council

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

Signed

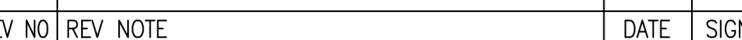
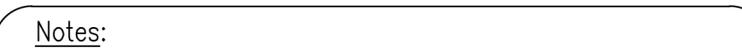
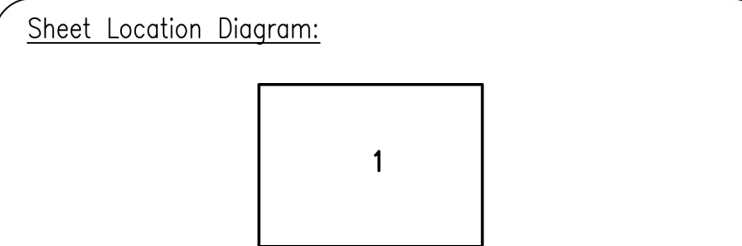
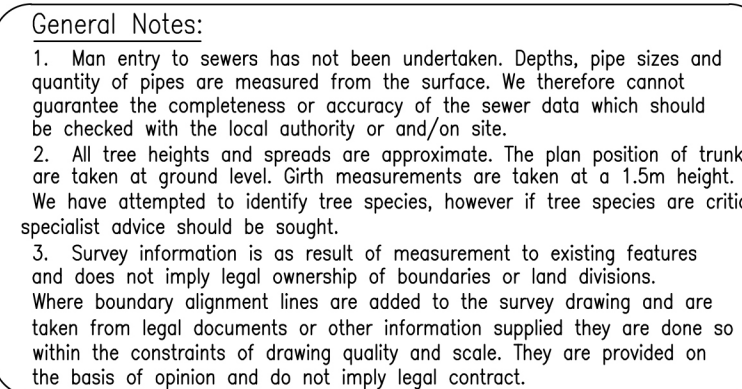
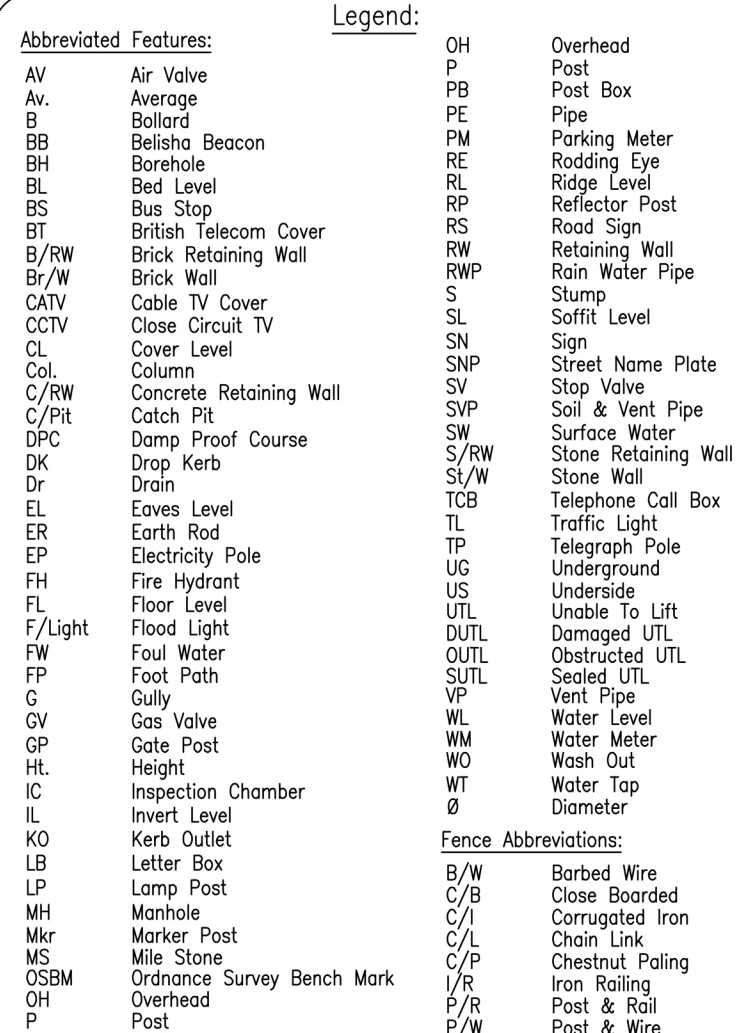
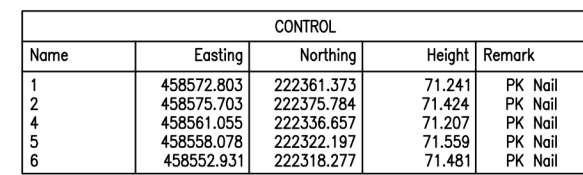


Name (please print)

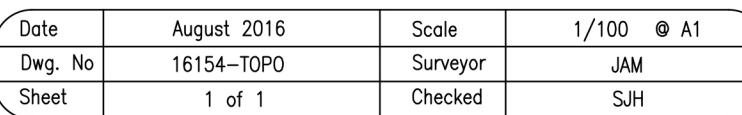
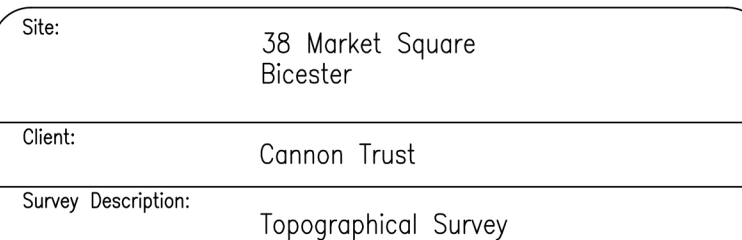
MARC SYLVESTER

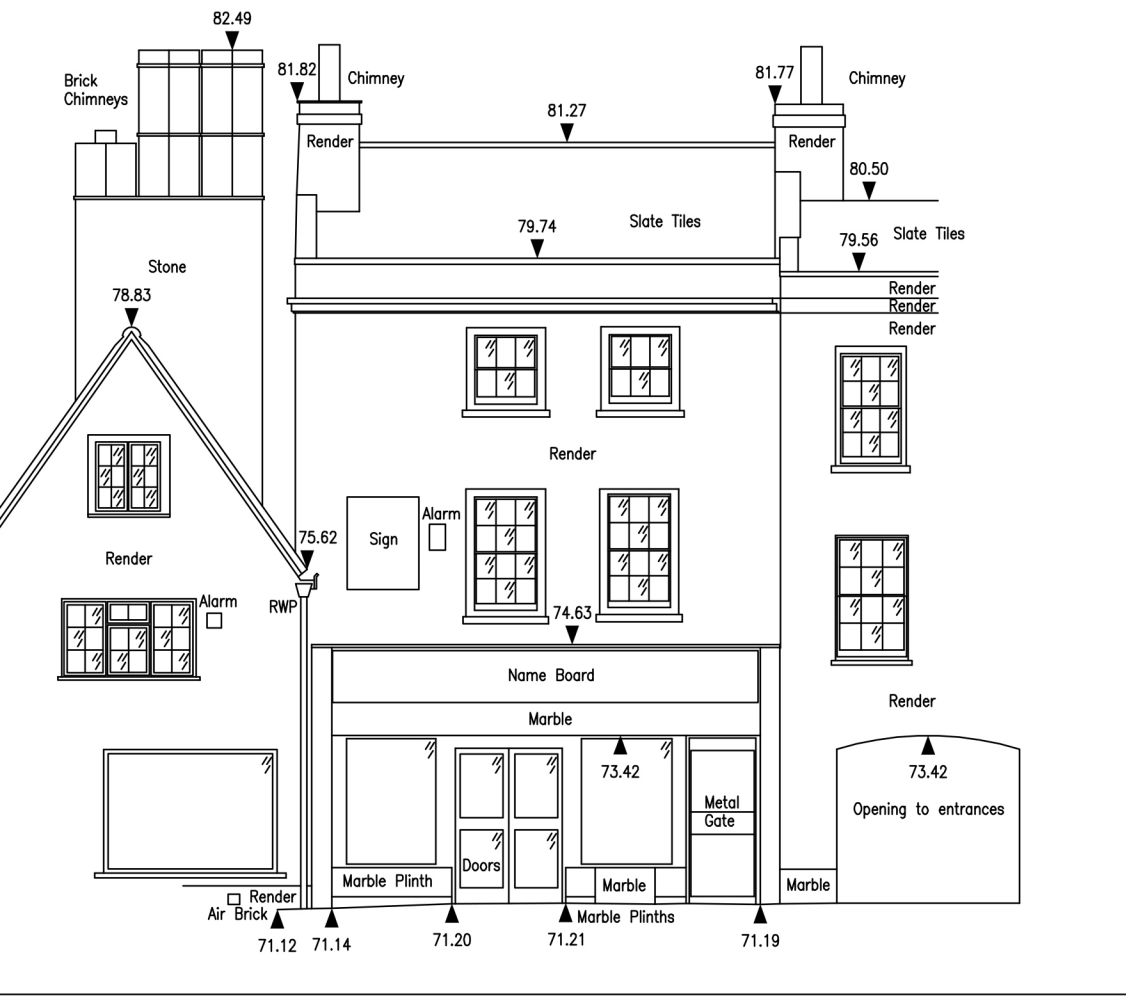
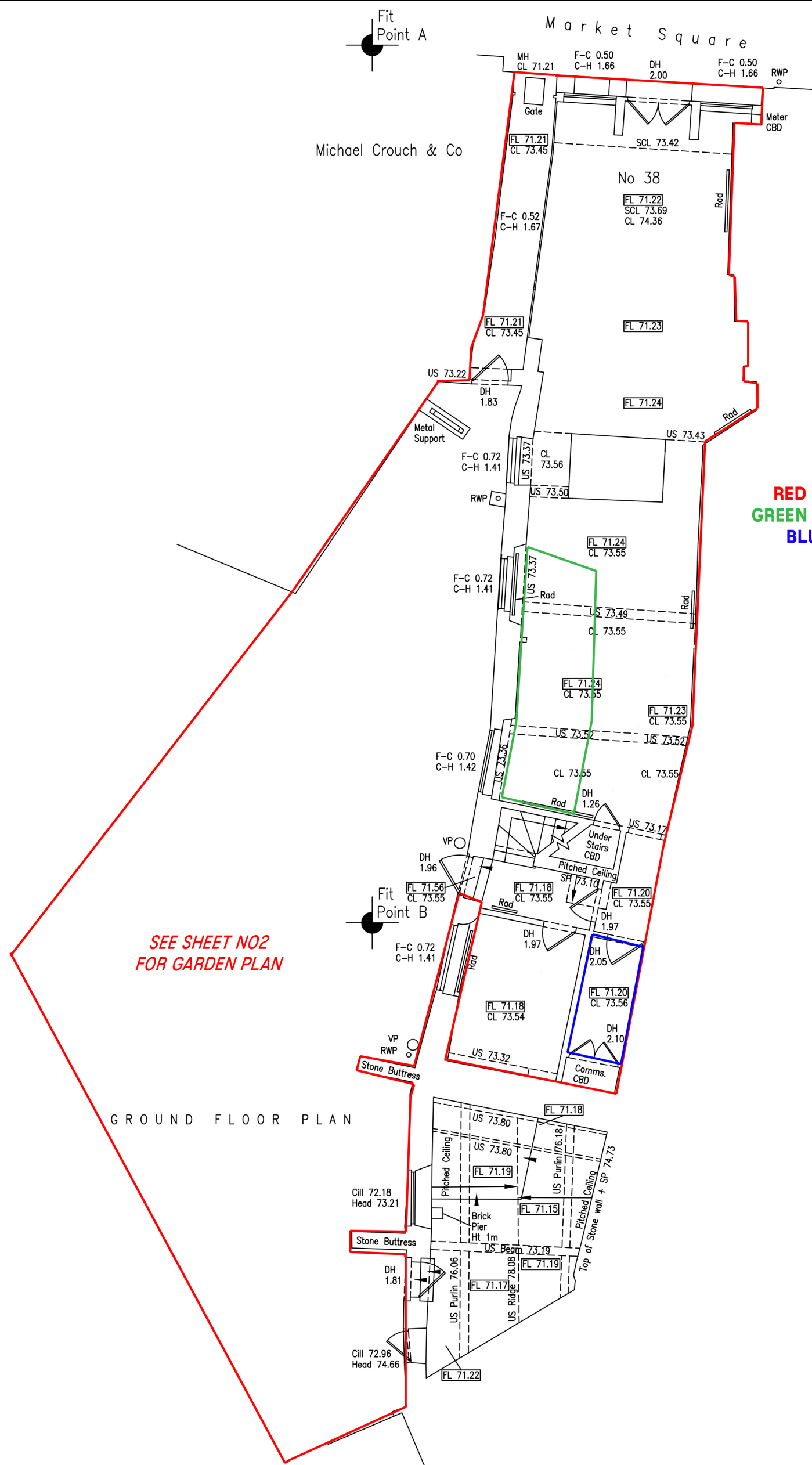
Date

12/OCTOBER/2017



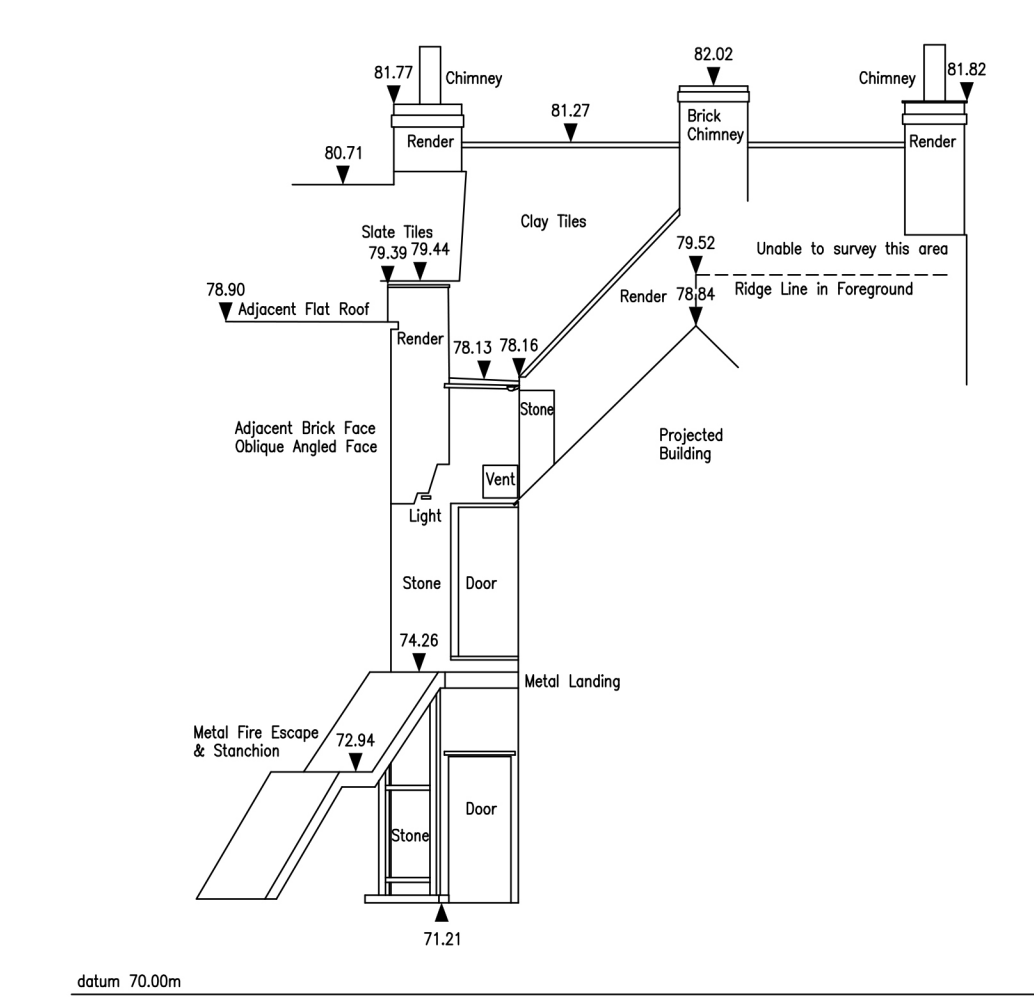
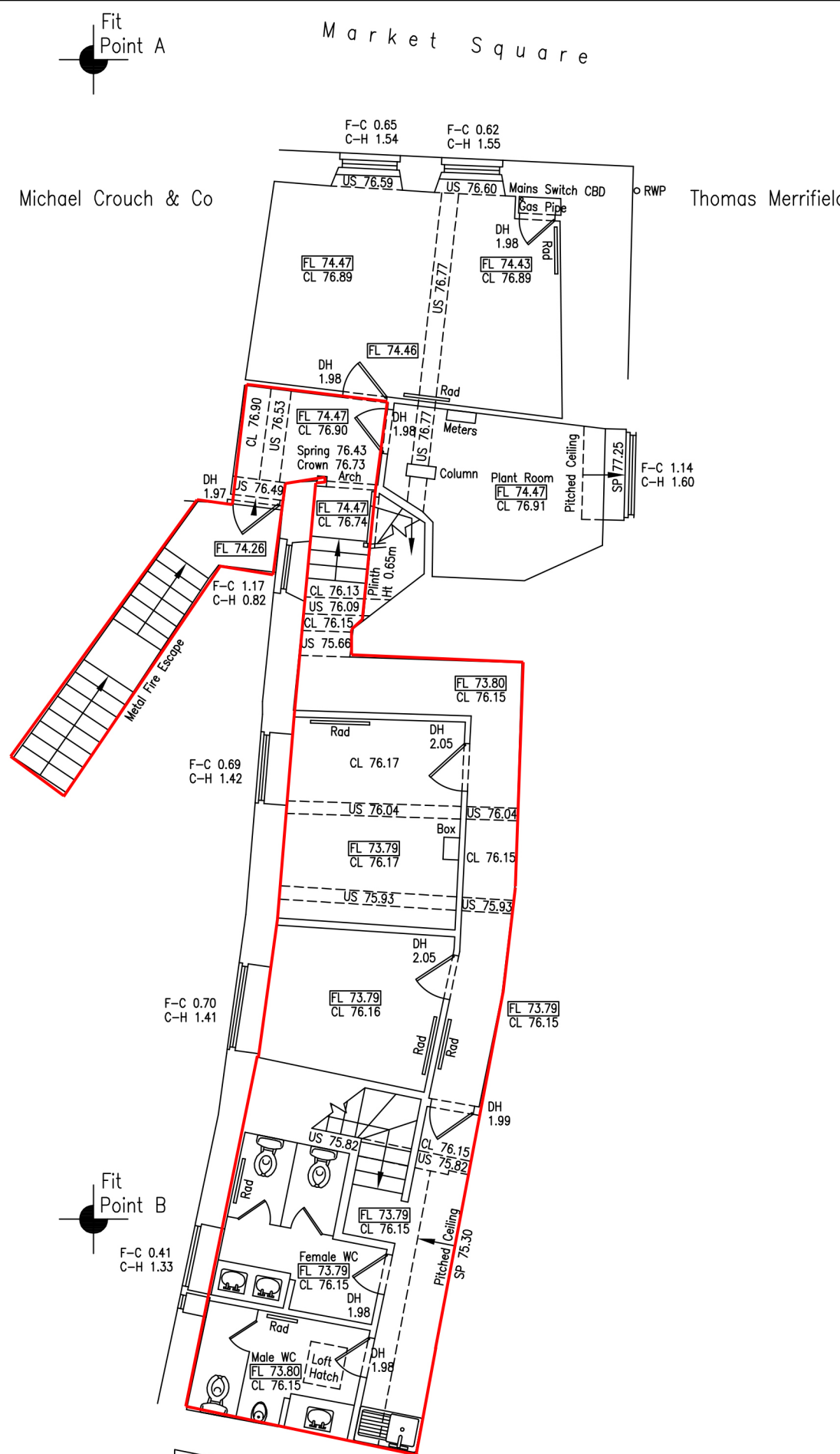
6 Franklin's Close, Ecton, Northants, NN6 0Q
Tel: 01604 491543 Fax: 01604 79036
Email: info@globalsurveys.co.uk





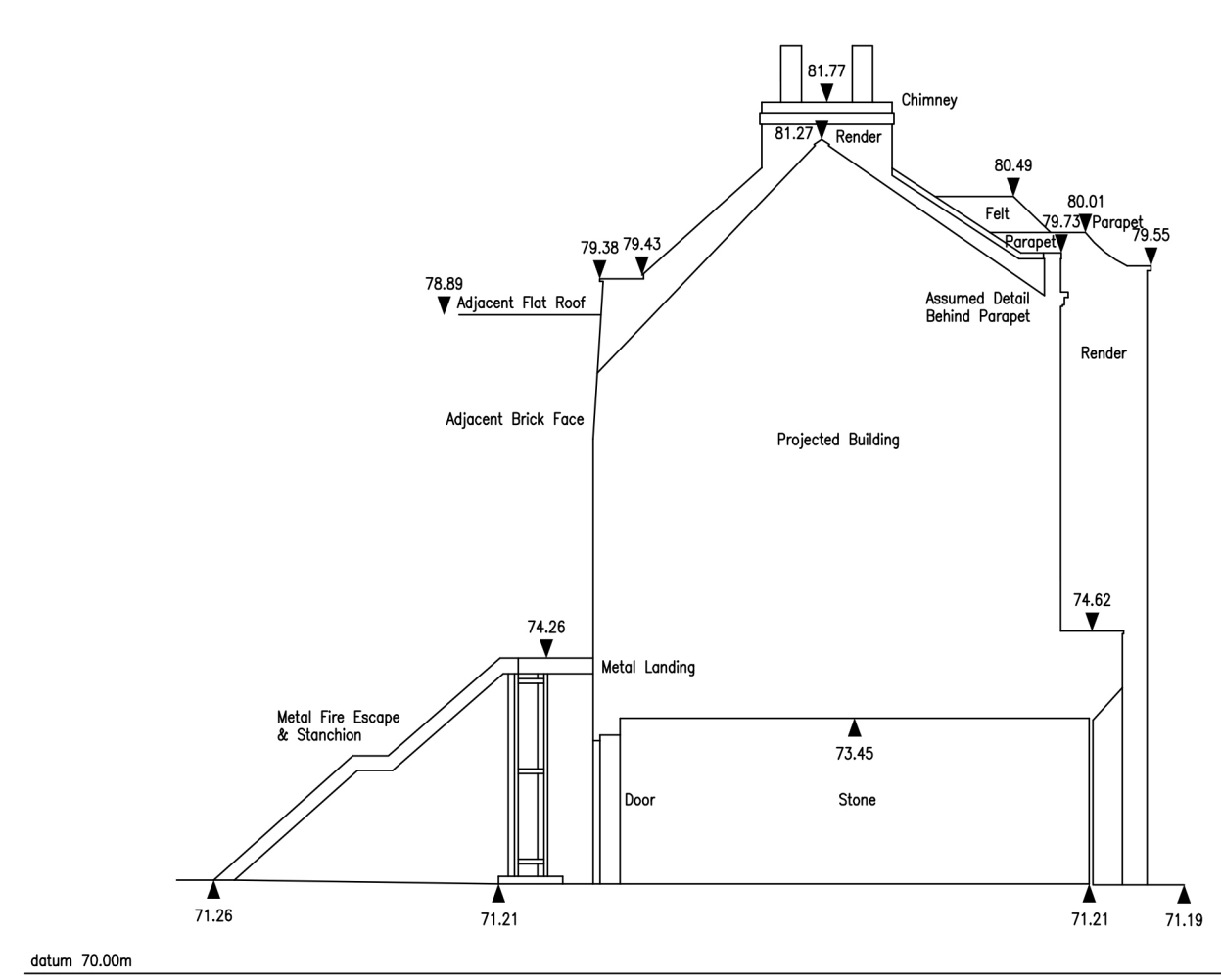
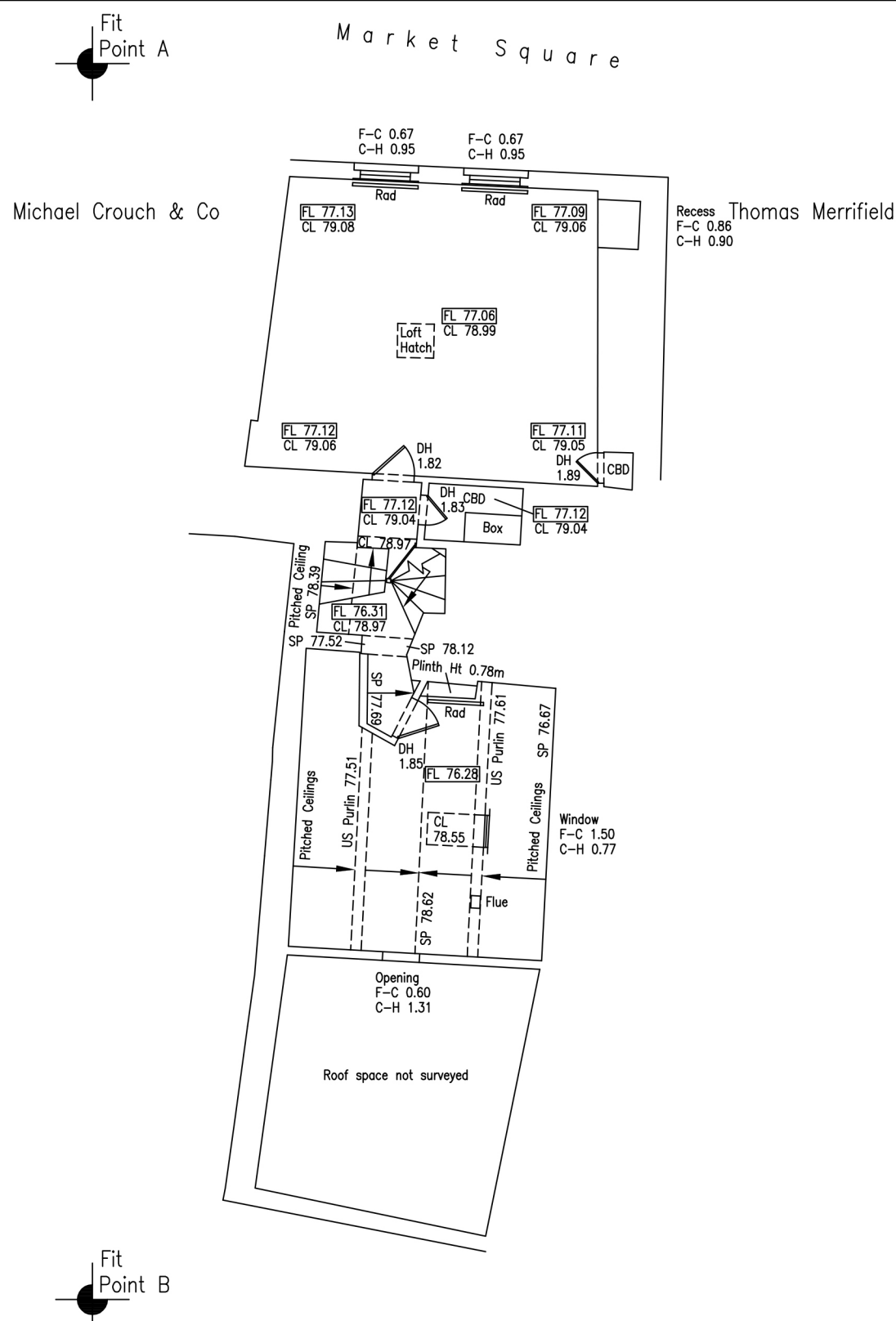
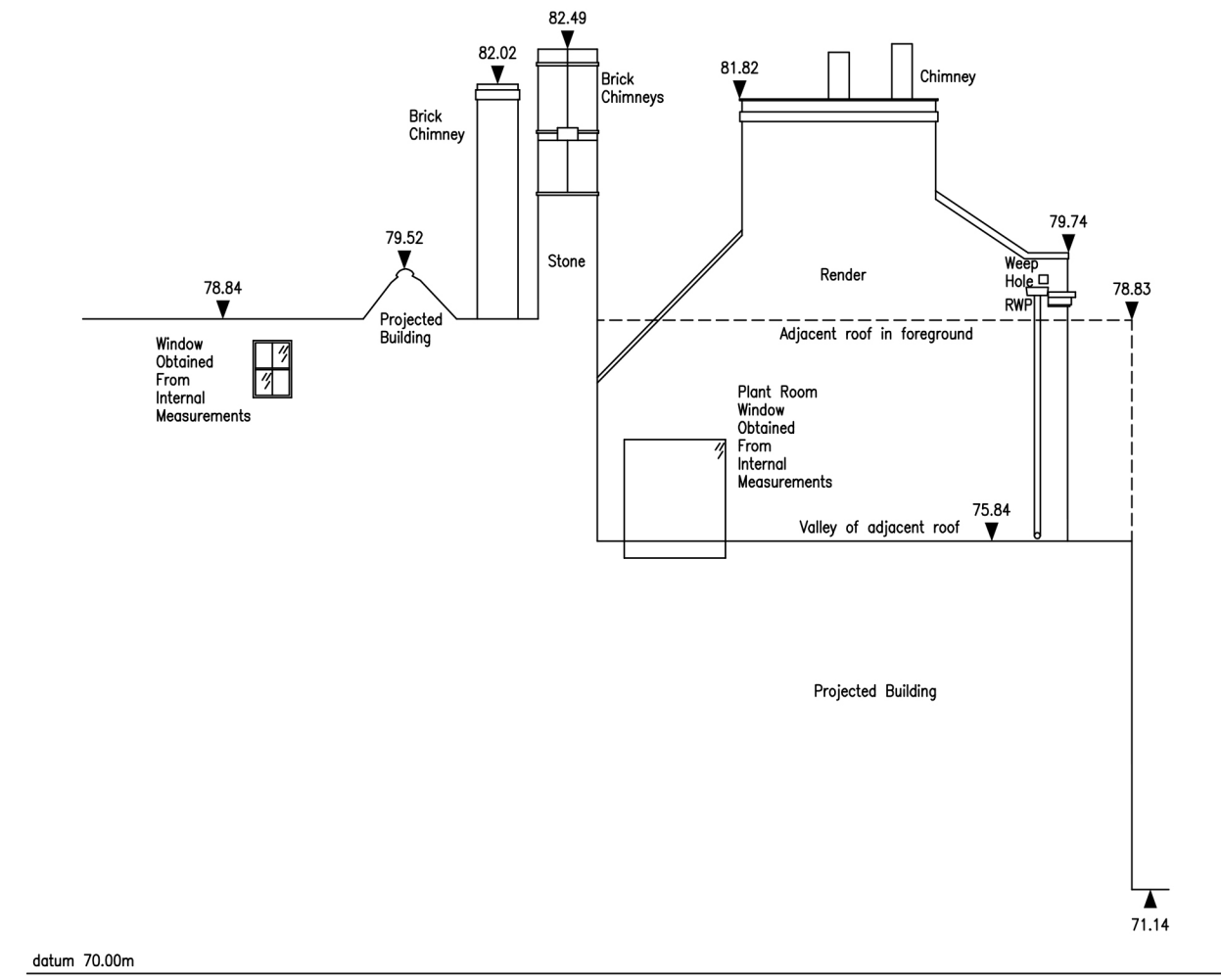
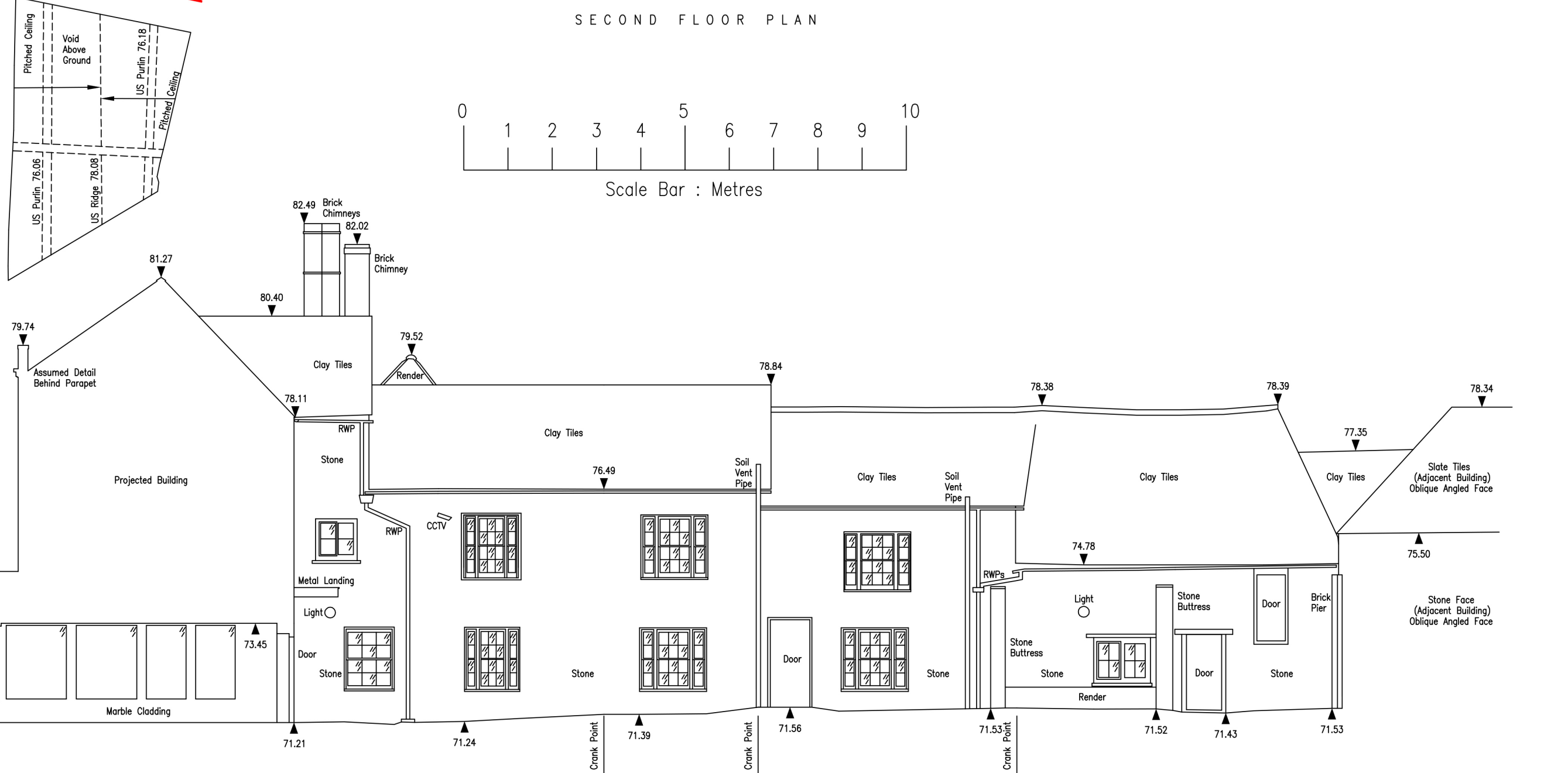
FIRST FLOOR PLAN

ELEVATION 2



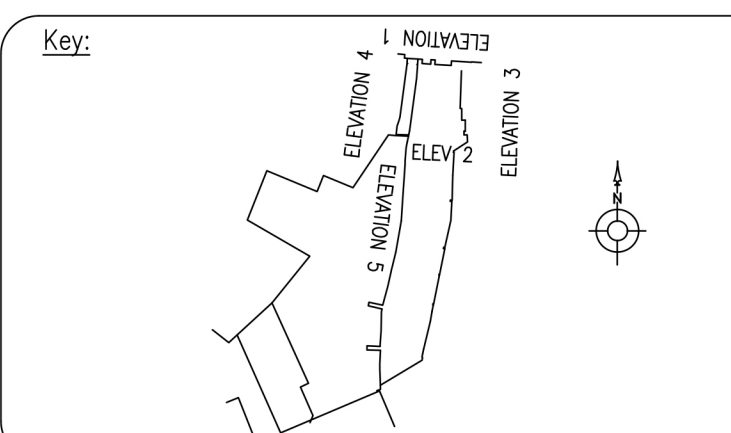
SECOND FLOOR PLAN

ELEVATION 3



Abbreviated Features:	Legend:	Symbols:
AB Air Brick	LI Light	Radiator
B Bollard	O/F Overflow Pipe	Light
C/B Close Boarded	P Post	Emergency Light
C-H Cill to Head	P/C Post & Chain	Strip Light
C/L Chain Link	PE Pipe	Wall Mounted Light
CL Ceiling Level	P/R Post & Rail	Mains Point
CBD Cupboard	P/W Post & Wire	Blank Plate
CR Crown Point Level	RD Roller Door	Light Switch
DH Door Height	RE Reading Eye	Alarm Bell
Dr Drain	RWP Rainwater Pipe	Isolator Switch
FE Fire Exit	SD Sliding Doors	Pendant Switch
F-C Floor to Cill	SCL Suspended Ceiling Level	Alarm Bell
FL Floor Level	SP Spring Point Level	Fire Alarm Push
FW Foul Water	SW Soil & Vent Pipe	Smoke Detector
GH Gully	SW Surface Water	Alarm Panel
I/C Inspection Chamber	US Underside	Thermostat
IL Invert Level	UTL Unable to Lift	Modern
I/R Iron Railings	VP Vent Pipe	Electric Box
	VI Vent	Heater
		Water Stop Tap
		Overhead Features

Plan Coordinate Control:-
Plan Coordinates relate to National Grid OSGB36(02) using GPS
Level Datum:-
All Levels relate to OSGB36(02) using GPS



Notes:

REV NOREV NOTE DATE SIGNED



GLOBAL SURVEYS

6 Franklin's Close, Ecton, Northampton, NN6 0QG
Tel: 01604 491543 Fax: 01604 790361
Email: info@globalsurveys.co.uk

Site: 38 Market Square Bicester

Client: Cannon Trust

Survey Title: Measured Building Survey Floor Plans & Elevations

Date	August 2016	Scale	1/100 @ A1
Dwg No.	16154-MBS	Surveyor	JAM
Sheet	1 of 1	Checked	SLH

Charlotte Johnson

To: Neil Whitton
Subject: RE: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

Regards

Charlotte Johnson | Licensing Enforcement Officer
Cherwell District Council and South Northamptonshire Council | Direct tel: 01295 753744 / 01327 322278
Switchboard: 01295 227001 / 01327 322322

<mailto:charlotte.johnson@cherwellandsouthnorthants.gov.uk> | or <mailto:Licensing@cherwell-dc.gov.uk>

Visit us online at www.southnorthants.gov.uk and www.cherwell.gov.uk

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From: Neil Whitton
Sent: 07 November 2017 14:11
To: Licensing (CDC)
Subject: FW: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

FYI

Kind Regards

Neil Whitton
Environmental Protection Officer
Cherwell District Council and South Northamptonshire Council
Tel - 01295 221623
Email - Neil.Whitton@cherwellandsouthnorthants.gov.uk

<http://www.cherwell.gov.uk/> and www.southnorthants.gov.uk

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Follow us on Twitter [@SNorthantsC](https://twitter.com/SNorthantsC) or [@Cherwellcouncil](https://twitter.com/Cherwellcouncil)

From: Neil Whitton
Sent: 07 November 2017 09:18
To: 'Marc Sylvester'
Subject: RE: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

Hi Mark,

I think that sounds like a good compromise. Can you send the plan as an attachment as it doesn't open all that well like that. I will then re-write the conditions and copy in Licensing. Then all you have to do is reply to as all that you agree to these and job done.

Kind Regards

Neil Whitton
Environmental Protection Officer

Cherwell District Council and South Northamptonshire Council

Tel - 01295 221623

Email - Neil.Whitton@cherwellandsouthnorthants.gov.uk

<http://www.cherwell.gov.uk/> and www.southnorthants.gov.uk

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Follow us on Twitter [@ENorthantsC](https://twitter.com/ENorthantsC) or [@Cherwellcouncil](https://twitter.com/Cherwellcouncil)

From: Marc Sylvester [mailto: [REDACTED]]

Sent: 06 November 2017 11:41

To: Neil Whitton

Subject: Re: 17/PRM1188/LAPRE1 - FAQ - 38 Market Square, Bicester

Hi Neil,

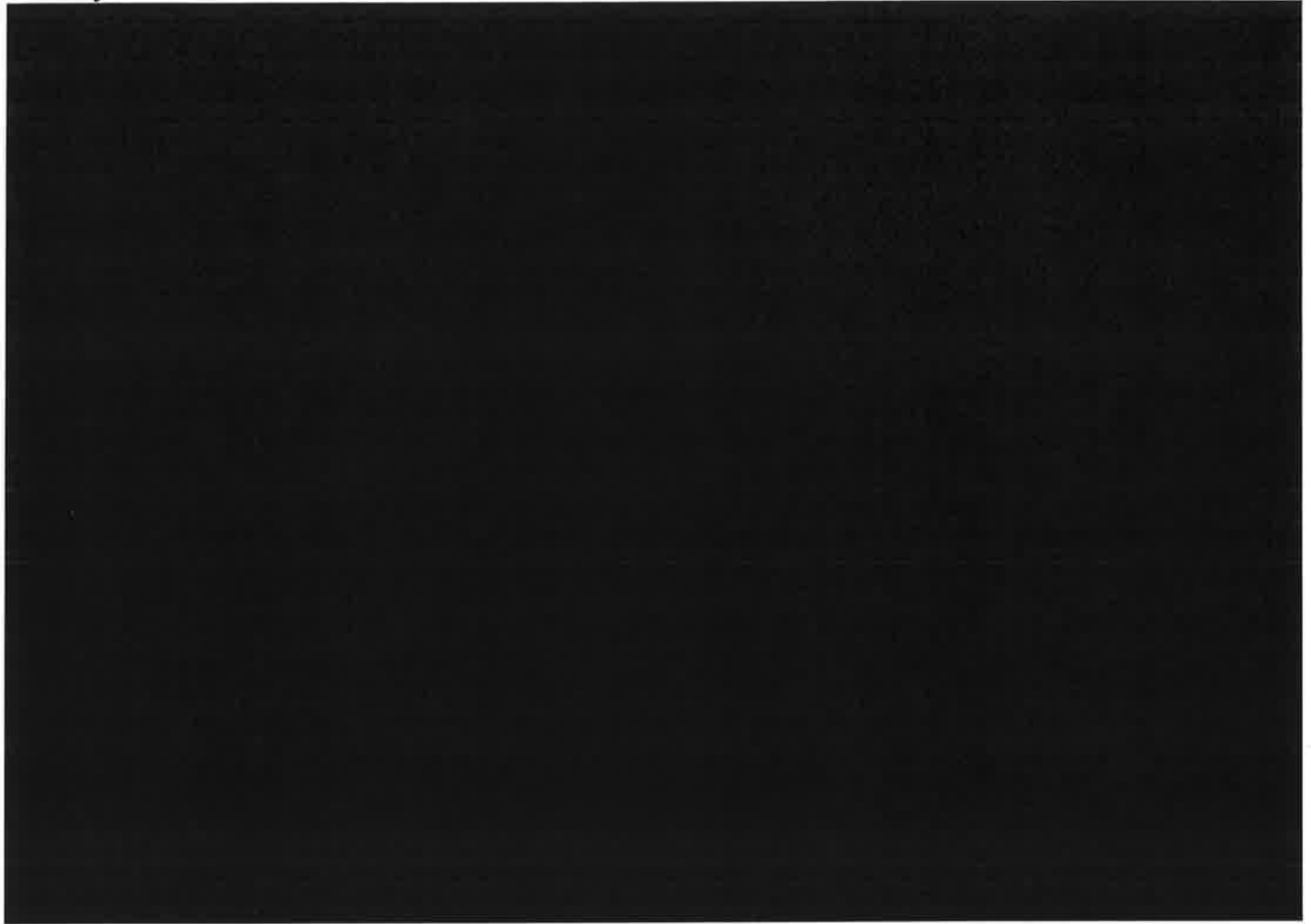
Thats for the email, with regard to the letters i passed around, i had a positive response from both neighbouring letting agents and the kings head pub with whom i spoke too when i delivered the letters. I also had a nice call from barclays who called me shortly after to wish me luck and to tell me about the works to their roof.

As far as the conditions are concerned although i'd like to keep the outside open later i also understand the need to protect surrounding areas from noise and nuisance so i'm happy to accept 11, i would however ask to change the wording or stipulation around the reduced area to something like -

"from 11 onward the garden area shall be reduced to a smaller area (see plans) and there will be not external music. In this area there shall be no seating and customers will be advised that it is only to be used for smoking"

I hope that this all makes sense, please feel free to call or email if not

regards



On 3 Nov 2017, at 13:10, Neil Whitton <Neil.Whitton@cherwellandsouthnorthants.gov.uk> wrote:

Dear Marc,

Thanks for meeting with us earlier in week, it is certainly a lot easier to understand things first hand rather than from a map/plan.

As you know my main concern is the garden area and the potential for noise to the residential properties surrounding it, especially the property that has openable windows into the courtyard. Have you had any response to the letters that you said you were going to deliver?

Having discussed this with my line manager I would like to suggest the following conditions:

- The outside area shall be closed at 11pm.
- An acoustic fence shall be erected across the outside area to reduce the noise impact on the neighbouring property and the plans agreed with the council prior to its construction and then built and maintained to that agreed specification
- There will be smoking area provided for a maximum of 5 people at any one time with no seating after 11pm. The location of this area shall be agreed with the council prior to opening and if a shelter is built then then it should be designed to offer maximum noise protection to

the neighbouring properties and the plans agreed with the council prior to its construction and then built and maintained to that agreed specification.

- External music levels shall be agreed with the council and the control for this locked with only access available to the licence holder and DPS.
- A noise log shall be kept on site and available for viewing on request by officers of the council or police. This log shall contain details of all noise complaints received and also of noise assessments made by the DPS or a nominated member of staff when live music or other events that could have the potential to cause a nuisance are taking place.
- All windows and doors(except for access/egress) shall be kept shut when live music or other events that could have the potential to cause a nuisance are taking place.

With regards to the proposed fence I would recommend that you check with the planning department if you will need permission for this. I hope that you agree to these conditions, if you do please reply by email or if you would like discuss them further please drop me a line.

Kind Regards

Neil Whitton
Environmental Protection Officer
Cherwell District Council and South Northamptonshire Council
Tel - 01295 221623
Email - Neil.Whitton@cherwellandsouthnorthants.gov.uk

<http://www.cherwell.gov.uk/> and www.southnorthants.gov.uk

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Unless expressly stated otherwise, the contents of this e-mail represent only the views of the sender and does not impose any legal obligation upon the Council or commit the Council to any course of action.

Charlotte Johnson

From: Bloomfield Alex <Alex.Bloomfield@thamesvalley.pnn.police.uk>
Sent: 08 November 2017 14:28
To: 'Marc Sylvester'; Licensing (CDC)
Subject: RE: 38 Market Square Bicester

Categories: Charlotte

To the Licensing Authority –Cherwell District Council

Regarding the premises licence application for 38 Market Square Bicester, Thames Valley Police have agreed with Mr Sylvester a number of conditions to be attached to the grant to promote the licensing objective. A list of these conditions, and the consent of the applicant can be found below.

On that basis Thames Valley Police have no further representation to make.

Many Thanks

Alex

C0714 Alex Bloomfield | Force Licensing Officer | Telephone : 01865 541851 Internal: 3006579
| Mobile: [REDACTED] | Address: Licensing, Thames Valley Police, HQ South, Oxford Rd, Kidlington, OX5 2NX

For information, guidance and the Licensing Toolkit, visit: <http://knowzone/kz-lic-homepage.htm>

From: Marc Sylvester [mailto:[REDACTED]]
Sent: 08 November 2017 11:35
To: Bloomfield Alex <Alex.Bloomfield@thamesvalley.pnn.police.uk>
Subject: Re: 38 Market Square Bicester

Hi Alex,

Yes, i'm very happy to proceed with the following conditions, thank you.

all the best

Marc

On 7 Nov 2017, at 19:06, Bloomfield Alex <Alex.Bloomfield@thamesvalley.pnn.police.uk> wrote:

Hi Marc

I don't think there are any significant sticking points really from our side, we just want to make sure the bases are covered in the licence. Based on Laura's handover and what potentially we have agreed I don't think any further amendments need to be made with regards to crime and disorder.

Would it be fair to say you are ok with the conditions as redrafted, namely:

TVP1	<p>A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:</p> <p>The name of the person responsible for the premises on each given day. The name of the person authorising the sale of alcohol each day. All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused) The name, SIA number, start and finish time of anyone employed in a security role for that day Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused) Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out. Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.</p> <p>The Designated Premises Supervisor, or duly nominated manager on their behalf, shall check the Premises Daily Register on a monthly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer throughout the trading hours of the premises</p>
TVP2	<p>The premises shall implement written policies and procedural statements and/or management action plans. Such documents shall include, but not be limited to, the following:</p> <p>CCTV Conditions of Entry Crowd Dispersal Safeguarding Children & Vulnerable Adults Noise Queue/external areas of the public highway Management Responsible Service of Alcohol Security Measures Underage Sales & False Identification Zero Tolerance Drugs</p> <p>The above policies and procedural statements shall be "live" documents maintained as seen fit by the premises, subject to consultation with the relevant authorised officer of the Local Authority, and Thames Valley Police.</p> <p>In light of subsequent issues/concerns from one of the above authorities, the premises licence holder will make amendments to the relevant policies as directed by that authority.</p> <p>A hard copy of the most recent policies will kept on site, readily accessible by any member of staff for their own</p>

	reference, or to be produced by staff upon request by any of the responsible authorities during premises visits to check for compliance.
TVP3	<p>As part of the Security policy referred to in condition TVP 2, this policy will contain a risk assessment detailing the numbers of SIA licensed security required (if at all) at the premises on any day, be it trade or for one off special events.</p> <p>On days where the risk assessment identifies a need for SIA security, the minimum number shall be no fewer than 2, to avoid vulnerable and ineffectual lone working SIA. Door staff shall remain on duty until such time as the premises is closed and both the venue and the immediate vicinity of the premises is cleared of its patrons.</p>
TVP4	The Premises Licence holder shall ensure that all staff employed at the premises and SIA security receive training on the relevant policies / procedures referred to at Condition TVP 2 to their role. Each member of staff/Door staff will sign a control sheet to confirm they have received and fully understand the content of such policies and procedures and that they will carry out their duties in accordance with them.
TVP5	<p>A CCTV system will be installed or the existing system maintained. The CCTV shall incorporate the following basic requirements:</p> <p>Be switched on and fully operational when the licensable activities are being carried out.</p> <p>Record for a minimum rolling period of 31 days</p> <p>Have a camera covering any entrance which will provide a facial shot of identification quality.</p> <p>Have cameras covering external areas both out the front of the premises and within the rear external area.</p> <p>Have cameras covering all pertinent internal areas of the premises</p> <p>Have a means of copying any footage to another medium as evidence if requested by the Police</p> <p>Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police.</p>
TVP6	The Premises Licence holder shall operate the "Radio-Link" system of communication during the hours the premises is open to the public, and shall ensure that it is maintained and monitored by the duty manager or head doorman.
TVP7	All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport or photographic driving licence.
TVP8	The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity

If that is the case would reply to this email stating your satisfaction. I can then forward on the whole chain to Cherwell confirming our satisfaction.

Thanks

Alex

C0714 Alex Bloomfield | Force Licensing Officer | Telephone : 01865 541851 Internal: 3006579
| Mobile: [REDACTED] | Address: Licensing, Thames Valley Police, HQ South, Oxford Rd, Kidlington,
OX5 2NX

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Charlotte Johnson

From: Licensing (CDC)
Sent: 09 November 2017 15:30
To: Charlotte Johnson
Subject: FW: 38 Market Square Bicester OX26 6AL New Premises Licence Application - Representation

Categories: Red Category

From: andrew Bird [<mailto:>]
Sent: 09 November 2017 15:28
To: Licensing (CDC)
Subject: 38 Market Square Bicester OX26 6AL New Premises Licence Application - Representation

Dear sirs.

38 Market Square Bicester OX26 6AL New Premises Licence Application - Representation

I would like to object to the above application for the following reasons:

The premises will be trading for alcohol and recorded music Monday to Tuesday 11:00 to 01:00; Wednesday and Thursday 11:00 to 02:00; Friday and Saturday 11:00 to 03:00 and Sunday 11:00 to 01:00.

I feel there is not enough thought put into this venue in respect of the residents and the safety of customers judging from the conditions which have been provided. The applicant has a duty to show how the licensing objectives will be promoted and I do not think they have done so. I feel that the following has not been taken into account.

Crime and Disorder

- There is no dispersal procedure or queue management policy within the conditions of the application.
- There is no evidence of staff training records to be carried out or kept.
- In light of glass related incidents at other venues in the area then perhaps a restriction on glassware being used after 23:00hrs.

Prevention of Nuisance

There are no restrictions on noise which needs to be considered with neighbouring properties.

The premises will be a late venue and music both live and recorded have been requested.

I would suggest the following conditions attached:

- No speakers or amplified music in the garden
- Sound lobby on the front and rear of the property.
- Sound proofing installed and evidence of it being maintained.
- A noise limiter installed and levels set and agreed by the EHO with a log of any complaints and how it has been dealt with.
- No access to the garden after 23:00hrs. In line with other venues in the area.
- No licensable activities or consumption of alcohol will take place externally after 23:00.
- Signs in the garden and premises asking patrons to leave quietly and respect the residents.
- Signs in the garden asking patrons to keep noise to a minimum.

I would also ask if there has been any consultation with local residents or businesses?

Please let me know if you have accepted my representation.

Yours faithfully

Andrew Bird

[REDACTED]

4.11.2017.

To whom it may concern,

My wife and I have been informed that an application has been made for the setting up of a nightclub in 38 Market Square in Bicester Oxfordshire. As we live just a few yards from the rear end of 38 Market square and are perhaps the nearest dwelling, I am surprised that we have no official notice from Cherwell p.c.

My wife and I are both in our late seventies and we don't sleep very well, so any extra noise late at night will not be any good for our health.

Please do not allow this nightclub to be set up and spoil the nice quiet neighbour hood we live in.

Yours [REDACTED]



[REDACTED]
[REDACTED]
The Licensing Authority
Cherwell District Council
Bodicote House
Bodicote
Banbury Oxon OX15 4AA

6th November 2017



Dear Sirs,

I am writing to you to complain about the possibility of some sort of night-club to be built in the near neighborhood of Saxon Court retirement home. Elderly people in their last years require a calm quiet atmosphere in which to live. A night club would be the very opposite; inebriated car passengers would be noisy and most car doors will be slammed. Also our grounds would possibly be used for parking as it is so near to the proposed building.

I suggest that a group of your councillors should drive to Bicester to look at the proposed unsuitable site before voting on the issue. Simply looking at a map is very misleading.

Yours sincerely

Ann Bellman (Miss)

THE LICENSING AUTHORITY
CHERWELL DISTRICT COUNCIL,
BODICOTE HOUSE,
BODICOTE,
BANBURY,
OX15 4AA.

8TH NOVEMBER 2017.

38 MARKET SQUARE, PROPOSED DEVELOPMENT

DEAR SIRS,

I AM AN OWNER OF AN APARTMENT AT [REDACTED]
[REDACTED] THIS IS A RESIDENTIAL
COMPLEX OF 50+ APARTMENTS, ALL PRIVATELY OWNED BY
RETIRED PENSIONERS, WHO MOVED HERE FOR THEIR
RETIREMENT HOPEFULLY IN PEACE AND QUIET!

WE ARE VERY ANXIOUS ABOUT WHAT IMPACT THIS
PROPOSED ESTABLISHMENT WILL HAVE ON THE AREA
WITH LATE NIGHT MUSIC AND POSSIBLE DISRUPTION
WHEN THE CUSTOMERS LEAVE THE VENUE, AS WE
KNOW THAT THIS HAPPENS IN OTHER AREAS.

ALSO I AM SURPRISED THAT NOBODY AT SAXON COURT
WAS NOTIFIED OF THIS PROPOSED DEVELOPMENT,
WE FEEL THAT ALL RESIDENTS SHOULD HAVE HAD
A LETTER ABOUT THIS, TO GIVE US ALL A CHANCE
TO EXPRESS OUR ANXIETIES.

YOURS FAITHFULLY,

[REDACTED]

P.A. FLOYD (MRS)

[REDACTED]



- The Licensing Authority
Banbury,



re - 14/PRM1188/LAPRE1

38 Market Square, Bricester OX26 6AL

Will you please note that I strongly object to the above premises being opened to sell alcohol & provide entertainment.

During the day most people are working, lots of children are around & there are many elderly people doing there shopping etc. There are lots of care Homes in the area & the residents what a peaceful time at night not to be kept awake by loud music & drunken behaviour,

I object on all the grounds that
you mention.

Prevention of crime & disorder.

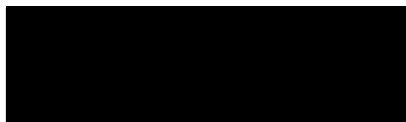
Prevention of Public nuisance

Public safety.

Protection of children from harm.

Please do not bring this nuisance
into our Market Square.

Regards



A handwritten flourish or signature, consisting of two long, sweeping, parallel lines.

The Licensing Authority
Cherwell District Council
Bodicote House
BODICOTE
Banbury Oxon OX15 4AA

F.A.O. Faisal Hussain

6th November 2017

Reference No. 17/PRM1188/LAPRE1 – 38 Market Square, Bicester.

Dear Sir

Please find attached signatures of the residents of Saxon Court who are objecting to the above licence being granted and the reasons are detailed on the attached.

Yours faithfully



B.L. Tagg

Chairman Residents Association



Re 17/PRM1188/LAPRE1 38 Market Square, BICESTER

We write to object to the granting of a premises licence to sell alcohol and provide entertainment at the above premises.

The Reasons are

- 1] Prevention of Public Nuisance
- 2] Prevent Crime and Disorder
- 3] Disruptive noise late evening and night.



NAME

FLAT NO.

SIGNED

STEPHANIE TAGG

BRIAN TAGG

SILVIA KARK

JOAN RUTSON

Barbara MARSH

ANNE BURGESS

L.C. CUDD

May B Gm

CLARE WHITEHEAD

NORA ROWE

P. Clark

H. Stevens

P. Stevens

El James



NAME

FLAT NO.

SIGNED

J.O. Hardaker

Mrs J. Diner

Alga C McKenzie

Jean Yates

Phyllis Harris

Jean M. Pepe

Frederick J. Pepe

Ellen M. Waller

E.R. Howard

PAM FLOYD

LOREL EDWARDS

BETTY SPURR

BRIAN SCOTT-SMITH

LYDIA SCOTT-SMITH

Nelga + Philip Pike

Pauline Hiddington

J WOODHEAD

NAME

FLAT NO.

SIGNATURE

L 124

GILLIAN WOOLHEAD

JUNE HOOK

Rita Bewley

CHADLIE

JANET RAY

MISS DAPHNE BELMANN

PAULA LAMBERT

SHEILA COX



F.A.O. Faisal Hussain
The Licensing Authority
Cherwell District Council
Bodicote House
BODICOTE
Banbury, oxon OX15 4AA

5/1//2017

Re 17/PRM1188/LAPRE1 38 Market Square, Bicester.

Dear Sir

I write to object in the strongest possible way to this premises licence to sell alcohol and provide entertainment at the above address.

I am Chairman of the Saxon Court Residents Association and as such represent the occupants of the 54 flats in this retirement complex.

As a retired Thames Valley Police Officer I am only too aware of the disruption, Public nuisance and possible crime and disorder these type of premises bring to a central location close to residential properties.

I object in the strongest possible way to this application.

Yours faithfully

[Redacted Signature]

MR. B. TAGG

Chairman of Saxon Court Residents Association

[Redacted Address]

