

To: Councillors Woodward (Chair), Edwards  
and Rowland.

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7 May 2025

Your contact is: **Andrew Wood - Committee Services**

## **NOTICE OF MEETING - LICENSING APPLICATIONS SUB-COMMITTEE 15 MAY 2025**

A meeting of the Licensing Applications Sub-Committee will be held on Thursday, 15 May 2025 at 9.30 am in the Council Chamber, Civic Offices, Bridge Street, Reading, RG1 2LU. The Agenda for the meeting is set out below.

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| <b><u>WARDS</u></b>    |                       |

### **1. DECLARATIONS OF INTEREST**

- (a) Councillors to declare any disclosable pecuniary interests they may have in relation to the items for consideration;
- (b) Councillors to declare whether they wish to speak on the grounds they:
  - i. Have submitted a relevant representation; or
  - ii. Will be speaking on behalf of someone who has submitted a relevant representation.

### **2. APPLICATION FOR THE VARIATION OF A PREMISES LICENCE - WENDY'S, 1 STATION ROAD, READING, RG1 1LG**

**ABBEY 3 - 36**

To consider an application for the variation of a premises licence in respect of Wendy's, 1 Station Road, Reading, RG1 1LG.

**\*\*\* Access to Civic Offices** - Please note that, from 13 January 2025, the Customer Main Entrance to the Civic Offices is moving from the front of the building to the back, because of construction work for the new Central Library. If you are attending the meeting in person, please enter via the new Customer Main Entrance in Simmonds Street. (The Council is asking customers not to come down Fobney Street to access the new Customer Entrance, due to heavy construction traffic in this area, and instead to walk via the pedestrian alleyway off Bridge Street next to the “Greek Van”). See map below:



**LICENSING ACT 2003 HEARING THURSDAY 15 MAY 2025 @ 09:30HRS**  
**APPLICATION FOR THE VARIATION OF A PREMISES LICENCE**

**1. Premises:**

Wendy's  
1 Station Road  
Reading  
RG1 1LG

**2. Applicant:**

Wendy's Restaurants of U.K. Limited

**3. Background:**

There is currently a premises licence (no. LP1001242 attached as **Appendix RS-1**) in force at this premises which authorises the following:

**Provision of Late Night Refreshment:**

|                    |                         |
|--------------------|-------------------------|
| Sunday to Thursday | from 2300hrs to 0000hrs |
| Friday to Saturday | from 2300hrs to 0200hrs |

**Hours the Premises is Open to the Public:**

|                    |                         |
|--------------------|-------------------------|
| Sunday to Thursday | from 0800hrs to 0000hrs |
| Friday to Saturday | from 0800hrs to 0200hrs |

The application has been submitted by Wendy's Restaurants of U.K. Limited and is attached as **Appendix RS-2**.

**Appendix RS-3** contains a list of conditions that have been agreed between Reading Borough Council's Licensing team, Thames Valley Police and the Applicant.

**4. Proposed licensable activities and hours:**

The application is for the variation of a premises licence for the following:

**Provision of Late Night Refreshment:**

|                      |                         |
|----------------------|-------------------------|
| Sunday to Wednesday  | from 2300hrs to 0000hrs |
| Thursday to Saturday | from 2300hrs to 0400hrs |

**Hours the Premises is Open to the Public:**

|                      |                         |
|----------------------|-------------------------|
| Sunday to Wednesday  | from 0700hrs to 0000hrs |
| Thursday to Saturday | from 0700hrs to 0400hrs |

**5. Temporary Event Notices**

In considering any application the Licensing Authority should be aware of the possible use of Temporary Event Notices to authorise licensable activities. A premises can extend the hours or scope of their operation by the use of Temporary Event Notices. Up to 15 events per year can be held under this provision at a particular premises.

These events may last for up to 168 hours provided less than 500 people are accommodated and provided the total number of days used for these events does not exceed 21 per calendar year.

**6. Date of receipt of application:** 20 March 2025

**7. Date of closure of period for representations:** 17 April 2025

**8. Representations received:**

During the 28 day consultation period for the application, representations were received from:

1. Mr David Acreman – Reading Borough Council Environmental Protection Team  
Attached as **Appendix RS-4**

**9. Powers of the Authority in determining an application for the variation of a premises licence**

The Licensing authority, when determining an application for the variation of a premises licence may:

- Grant the application as applied for
- Grant the application with modifications
- Refuse the application

**10. Licensing Objectives and Reading Borough Council's Licensing Policy Statement**

In considering representations received the Licensing Authority has a duty to carry out its functions with a view to promoting the four licensing objectives, which are as follows:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

Any conditions that are placed on a premises licence should be appropriate and proportionate with a view to promoting the licensing objectives. The Licensing Authority can amend, alter, or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

In determining this application, the Licensing Authority must also have regard to the representations received, the Licensing Authority's statement of licensing policy and any relevant section of the statutory guidance to licensing authorities.

**11. The Council's Licensing Policy Statement (2023):**

1.6 The predominantly urban nature of Reading as a town means that an appropriate balance needs to be struck between the needs of local business and the needs of local residents. This licensing policy seeks to encourage all stakeholders to engage in the licensing process so that the needs of all can be taken into account and issues dealt

with in a spirit of partnership and cooperation.

### 3. Licensing and integration with other legislation

3.1 Many other pieces of legislation impact directly or indirectly on the licensing regime. The Licensing Authority must have regard to the following when it discharges its responsibilities under the Licensing Act 2003 and in relation to the promotion of the four licensing objectives:

#### Crime and Disorder Act 1998

3.2 This Act requires local authorities and other bodies to consider crime and disorder reduction. Section 17 of the Act states that it shall be the duty of each authority, to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area (including anti social and other behaviour) adversely affecting the local environment. This links specifically with the licensing objective of prevention of crime and disorder and the licensing authority will take into account all reasonable measures that actively promote this licensing objective.

### 5. Licensing Applications

#### Grant and Full Variations

5.6 During the 28-day consultation period, the authority will scrutinise the application along with all of the other Responsible Authorities to judge whether it undermines the promotion of the licensing objectives. The application will be made available to any person who requests to see it. As per Section 18 (6) of the Licensing Act 2003, it will consider the likely effect of granting any licence on the promotion of the licensing objectives. The authority will expect all applicants to have taken cognisance of the Secretary of State's Guidance; local strategies and initiatives; this policy and any other known local issues before submitting their application and that these matters are addressed within the operating schedule of the application.

5.7 Whilst many applications will be resolved without the need for a committee hearing, any matters or representations that are not resolved will trigger a hearing before the properly constituted Licensing Applications Committee for determination.

### 6. Licensing Conditions

#### General Approach

6.1 Conditions shall be appropriate and proportionate for the promotion of the licensing objectives and shall be unambiguous and clear in their stated aims. Conditions will also be tailored to the type, location and characteristics of the particular premises and the relevant licensable activities. Any condition imposed by the Authority shall also aim to avoid duplication of other legislation unless there is a requirement to impose such a condition in order to promote the licensing objectives (for example, a capacity limit for public safety reasons). This shall apply to all relevant applications (grant/variation of a premises licence or club premises certificate)

6.2 The operating schedule within an application should contain an assessment from the proposed licence holder of what they believe are appropriate and proportionate measures to enable them to carry out their proposed licensable activities. This assessment should be arrived at by taking cognisance of this policy and the Secretary of State's guidance which outlines the matters that an applicant should take into account such as issues in the locality and why their proposed measures are suitable for their proposed operation.

6.5 Any conditions imposed upon a premises licence or club premises certificate will be tailored to that type of premises and the style of operation. Consideration will also be given to the locality of the premises; issues in the locality; the issues set out in the Guidance and any policy, initiative or other matter the licensing authority wishes to take into account in order to promote the four licensing objectives.

### Late Night Refreshment (takeaways) and Conditions

#### General Approach

6.19 Late night food outlets are a major contributor to crime and disorder and antisocial behaviour within Reading. Applicants who wish to provide hot food or drink after 2300hrs and up to 0500hrs, will need to demonstrate that their proposed operation will not exacerbate issues of crime and disorder in that locality.

6.20 Applicants for late night refreshment are expected to take cognisance of the Secretary of State's Guidance and to include appropriate and proportionate measures within their operating schedule to assist in actively promoting the licensing objectives.

6.21 The licensing authority will expect all applicants who wish to provide late night refreshment to include measures for adequate staff training; measures to ensure that no public nuisance occurs from the premises as well as additional measures to assist in crime prevention such as CCTV and door supervisors.

6.22 Public nuisance can often occur from takeaways being sited in residential areas. This could be in relation to the use of delivery vehicles and the congregating of customers outside the premises. Applicants are expected to make an assessment of their proposed locality and implement measures to avoid disturbing local residents such as the use of electric bikes and the implementation of a dispersal policy.

6.23 Where it is practical, the authority will also look to ensure that all packaging used for the provision of hot food and drink shall be made of recyclable materials or be biodegradable. This will include all fixed premises and static vans.

### 7. Licensing Hours

#### General Approach

7.2 When an application receives representations, the authority may consider reducing the opening hours and times for licensable activities if it considers it appropriate for the promotion of the licensing objectives.

## 8. Children in Licensed Premises

8.6 The Authority will expect all licence holders or premises that wish to allow children on to their premises to ensure that access is restricted where appropriate. This would include, ensuring that all children are accompanied and that they do not have access to or sight of alcohol.

## 10. Administration, Exercise and Delegation of Functions

10.1 The powers of the Licensing Authority under the Licensing Act 2003 may be carried out by the Licensing Committee; by a Sub Committee or by one or more officers acting under delegated authority. The Licensing Committee will consist of between 10-15 members and the committee may establish one or more sub-committees consisting of two or three members.

10.3 A Licensing Sub-Committee shall hear all applications where relevant representations have been received and applications for the review of a premises licence that may have been submitted by Responsible Authorities or any other persons.

## **12. Amended Guidance issued under section 182 of the Licensing Act 2003 (February 2025)**

### Licensing Objectives and Aims:

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

1.3 The licensing objectives are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

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

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

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises.

### Steps to promote the licensing objectives:

8.41 In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the

expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

8.42 Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
- any risk posed to the local area by the applicants' proposed licensable activities; and
- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.

8.43 Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact assessment), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.

8.44 It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

8.45 The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:

- the Crime Mapping website;
- Neighbourhood Statistics website;
- websites or publications by local responsible authorities;
- websites or publications by local voluntary schemes and initiatives; and
- on-line mapping tools.

8.46 While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of



expert advice on local issues that should be taken into consideration when making an application. Licensing authorities may wish to encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.

8.47 Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises.

8.48 All parties are expected to work together in partnership to ensure that the licensing objectives are promoted collectively. Where there are no disputes, the steps that applicants propose to take to promote the licensing objectives, as set out in the operating schedule, will very often translate directly into conditions that will be attached to premises licences with the minimum of fuss.

8.49 For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and clear about the measures that are proposed to promote each of the licensing objectives.

#### Variations

8.50 Where a premises licence holder wishes to amend the licence, the 2003 Act in most cases permits an application to vary to be made rather than requiring an application for a new premises licence. The process to be followed will depend on the nature of the variation and its potential impact on the licensing objectives.

8.76 However, it should be noted that a section 34 application cannot be used to vary a licence so as to:

- extend a time limited licence; vary substantially the premises to which the licence relates;
- transfer the licence from one holder to another; or
- transfer the licence from one premises to another.

#### The role of responsible authorities

9.12 Each responsible authority will be an expert in their respective field, and in some cases, it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area<sup>5</sup>. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations.

Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

### Hearings

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

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

9.39 The licensing authority should give its decision within five working days of the conclusion of the hearing (or immediately in certain specified cases) and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the operating schedule. Any conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety. Any conditions added to the licence must be those imposed at the hearing or those agreed when a hearing has not been necessary.

9.40 Alternatively, the licensing authority may refuse the application on the grounds that this is appropriate for the promotion of the licensing objectives. It may also refuse to specify a designated premises supervisor and/or only allow certain requested licensable activities. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that those involved have the most current information.

### Determining actions that are appropriate for the promotion of the licensing objectives

9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is

intended to achieve.

### **13. The Licensing Act 2003**

The Licensing Act 2003 under Section 18 (6) also states that any relevant representation should be considered in the context of:

(a) the likely effect of the grant of the premises licence on the promotion of the licensing objectives.

Therefore, in the context of the grant of a licence, it is reasonable for the Licensing Authority to base its decision on an application on what the likely effects of granting a licence would have on the promotion of the licensing objectives.

### **14. Relevant Case law for consideration:**

(R) on the application of Hope and Glory Public House v Westminster City Council (2011) EWCA Civ31 illustrates that licensed premises, and the activities that take place in those premises, exist in a dynamic environment and should not be looked at entirely in isolation and confirms that this can include the impact that licensable activities have on a range of factors such as crime, the quality of life for residents and visitors to the area, and demand for licensed premises.

East Lindsey District Council v Abu Hanif (t/a Zara's Restaurant) (2016) this underpins the principles widely acknowledged within the Licensing Act 2003 that the licensing objectives are prospective, and that the prevention of crime and disorder requires a prospective consideration of what is warranted in the public interest, having regard to the twin considerations of prevention and deterrence.

R (on application of Daniel Thwaites plc) v Wirral Magistrates' Court and Others (2008) EWHC 838 (Admin) This case, referred to as 'the Thwaites case', is important because it emphasises the important role that Responsible Authorities have in providing information to decision makers to contextualise the issue before them. The case recognises that Responsible Authorities are experts in their fields, and that weight should be attached to their representations.

### **15. Appendices**

**Appendix RS-1: Current Premises Licence**

**Appendix RS-2: Premises Licence Variation Application Form**

**Appendix RS-3: Conditions Agreed between Reading Borough Council's  
Licensing Team, Thames Valley Police & the Applicant**

**Appendix RS-4: Representation by Mr David Acreman – Reading Borough  
Council Environmental Protection Team**

## LICENSING ACT 2003 PREMISES LICENCE - PART A

Reading Borough Council being the Licensing Authority under the above Act,  
**HEREBY GRANT a PREMISES LICENCE** as detailed in this licence.

|                                |                  |
|--------------------------------|------------------|
| <b>Premises Licence Number</b> | <b>LP1001242</b> |
|--------------------------------|------------------|

### **Premises Details**

|  |  |
|--|--|
| <b>Trading name of Premises and Address</b>                |  |
| Wendy's Restaurant<br>1 Station Road<br>Reading<br>RG1 1LG |  |
| <b>Telephone Number</b>                                    |  |

|   |
|---|
| <b>Where the Licence is time limited the dates the Licence is valid</b> |
| N/A   |

### **Licensable Activities**

|  |
|--|
| <b>Licensable Activities authorised by the Licence</b> |
| Late Night Refreshment - Indoor                        |

### **Authorised Hours for Licensable Activities**

|   |                            |
|---|----------------------------|
| <b>The times the licence authorises the carrying out of licensable activities</b> |                            |
| <b>Hours for the Provision of Late Night Refreshment</b>                          |                            |
| Monday  | from 2300hrs until 0000hrs |
| Tuesday   | from 2300hrs until 0000hrs |
| Wednesday   | from 2300hrs until 0000hrs |
| Thursday  | from 2300hrs until 0000hrs |
| Friday  | from 2300hrs until 0200hrs |
| Saturday  | from 2300hrs until 0200hrs |
| Sunday  | from 2300hrs until 0000hrs |

### **Opening Hours**

|   |                            |
|---|----------------------------|
| <b>Hours the Premises is Open to the Public</b> |                            |
| Monday  | from 0800hrs until 0000hrs |
| Tuesday   | from 0800hrs until 0000hrs |
| Wednesday                                       | from 0800hrs until 0000hrs |
| Thursday  | from 0800hrs until 0000hrs |
| Friday  | from 0800hrs until 0200hrs |
| Saturday  | from 0800hrs until 0200hrs |
| Sunday  | from 0800hrs until 0000hrs |

## Alcohol

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

NO SALE OF ALCOHOL - PROHIBITED

## Premises Licence Holder

Name, (registered) address of holder of premises licence

**Name:** Wendy's Restaurants of UK Limited  
**Address:** Squire Batton Boggs (Uk) Llp, Rutland House,  
148 Edmund Street, Birmingham, B3 2JR

Registered number of holder, for example company number or charity number [where applicable]

12260740

## Additional Details

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

N/A

## Designated Premises Supervisor

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

N/A

This Licence shall continue in force from **06/04/2024** unless previously suspended or revoked.

Dated: 12 April 2024

Signed on behalf of the issuing licensing authority



Emma Gee  
Acting Executive Director for Economic Growth and Neighbourhood Services

## **Mandatory Conditions**

### **Supply of Alcohol**

#### **To be applied where a premises licence authorises the supply of alcohol**

- 1 No supply of alcohol may be made under the premises licence:-
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, 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 made under the premises licence must be made or authorised by a person who holds a personal licence.

### **Film Exhibitions**

#### **To be applied only where a premises licence or club premises certificate authorises the exhibitions of films**

- 1 The admission of children to any exhibition of any film must be restricted in accordance with section 20 of Part 3 of the Licensing Act 2003.
- 2 In the case of films which have been classified by the British Board of Film Classification admission of children to films must be restricted in accordance with that classification.
- 3 In the case of films which have not been classified by the British Board of Film Classification, admission of children must be restricted in accordance with any recommendation made by the Licensing Authority.

### **Door Supervisors**

**To be applied where a premises licence or club premises certificate includes a condition that any person must be at the premises to carry out a security activity. [Except premises with a premises licence authorising only plays or films or premises used exclusively by a club].**

- 1 Each individual present at the licensed premises to carry out a security activity must be licensed by the Security Industry Authority.

- 1) The responsible person must 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—
  - (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 in a manner which carries a significant risk of undermining a licensing objective;
  - (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 in a manner which carries a significant risk of undermining a licensing objective;
  - (d) 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;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

**Supply of Tap Water (commencement date 01/10/2014)**

1. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

**Age Verification Policy (commencement 01/10/2014)**

1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
2. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
3. 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 either—
  - (a) a holographic mark, or
  - (b) an ultraviolet feature.

**Drink Measurements (commencement date 01/10/2014)**

1. The responsible person must 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;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”



### **Minimum Permitted Pricing (commencement 28th May 2014)**

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1—

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) “permitted price” is the price found by applying the formula—

$$P = D + (D \times V)$$

where—

(i) P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

4. (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

**Conditions Consistent with the Operating Schedule & Agreed with Licensing Authority April 2024**

**General**

**Close Circuit Television (CCTV)**

1. The Premises Licence holder shall provide a closed-circuit television system (CCTV) at the premises. The CCTV system installed shall be maintained in effective working order and shall be in operation during licensing hours. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises and of such quality to enable identification of the recorded person in any light. Data recordings shall be made immediately for viewing to an authorised officer from Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act and GDPR legislation. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system. Any password protection code to enable access to the recording system shall always be available to enable access to recordings for viewing or downloading images.

2. Signage advising that CCTV is in use shall be positioned in prominent positions.

**DOOR SUPERVISORS**

3. Subject to the conditions below a minimum of 2 SIA accredited security staff will be employed on Friday and Saturday from 22:00 till closing.

4. On all other occasions the provision of SIA accredited security staff will be risk assessed. A copy of the risk assessment shall be kept on the premises and made available for inspection by authorised officers from Reading Borough Council and Thames Valley police on request.

5. Where SIA accredited security staff are employed on the premises the following conditions will apply:

(b) A register shall be kept at the premises to record the details of the SIA accredited security staff and any incidents. The register shall be produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.

(c) The register shall contain the following details:

- Full SIA registration number.
- Date and time that the SIA security staff commenced duty, countersigned by the Duty Manager.
- Date and time that the SIA security staff finished work, countersigned by the Duty Manager.

- Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the SIA accredited security staff involved.
- Training records
- A record will be kept on site of all SIA checks, on the validity of all door staff licences.
- The name, home address and registration number of all SIA accredited security staff working at the premises.
- The SIA accredited security staff register must be kept at the premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for a period of 1 Year.

(d) SIA accredited security staff shall wear clothing that makes them clearly identifiable to patrons and staff of the premises, and identifiable on CCTV in all lights.

(e) All Door Supervisors employed at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record all incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives.

(f) Data recordings shall be made immediately available to an authorised officer from Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

(g) A BWV weekly log must be kept at the premises - This will record all the incidents reported by the security team and what actions the premises management have taken to promote the four licensing objectives.

## **DISPERSAL**

6. Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.

## **INCIDENT REGISTER**

7. All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purposed. The names of the person recording the incident and those members of staff who deal with any incident shall also be recorded. Where known, any offenders name shall also be recorded. This record shall be available for inspection by an authorised officer from Reading Borough Council or Thames Valley Police upon request and shall be retained for one year. The record shall be signed off by the Designated Premises Supervisor or nominated representative at the end of each trading session.

8. A weekly review of the incident register shall also be carried out by the Designated Premises Supervisor.

## **STAFF TRAINING**

9. All staff members will be required to complete late night security module upon commencing their employment. The training will outline essential guidelines, including specific instructions for late-night refreshment shifts, emphasising what not to do to maintain a secure environment.

10. Such training sessions are to be documented and refreshed every 12 months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer from Reading Borough Council or Thames Valley Police upon request.

## **TOWN SAFE RADIO**

11. The premises licence holder or nominated representative shall participate in the Reading Town Safe Radio Scheme when the premises are opened for licensable activities Monday to Sunday inclusive.

## **PLANNING PERMISSION**

12. The Premise Licence holder shall not provide any licensable activity at the premises in a manner or at times that constitutes a breach of any planning restriction.

## **OTHER INITIATIVES**

13. The Premises Licence Holder shall actively participate in initiatives set up by Thames Valley Police and Reading Borough Council to tackle for example but not limited to Anti-Social Behaviour/illegal drugs/public safety issues or similar initiatives.

## **Annex 3**

### **Conditions attached after a hearing by the Licensing Authority**

N/A

## **Annex 4**

### **Plans**

As attached plan project no.026.1042.003 received on 08/03/2024.



**Reading**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@reading.gov.uk](mailto:licensing@reading.gov.uk)  
 Telephone: 0118 937 3762

\* required information

## Section 1 of 18

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

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

Luke

\* Family name

Atkins

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ 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

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

Registration number

12260740

Business name

WENDY'S RESTAURANTS OF U.K. LIMITED

If your business is registered, use its registered name.

VAT number

348189758

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

Legal status

Private Limited Company

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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

**Premises Contact Details**

Telephone number

*Continued from previous page...*

Non-domestic rateable  
value of premises (£)

93,500

### Section 3 of 18

#### VARIATION

Do you want the proposed  
variation to have effect as  
soon as possible?

☒

Yes

☐

No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?

☐

Yes

☒

No

You do not have to pay a fee if the only  
purpose of the variation for which you are  
applying is to avoid becoming liable to the  
late night levy.

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

#### Describe Briefly The Nature Of The Proposed Variation

Describe 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.

Change to the hours for the Provision of Late-Night Refreshment. This is to cater to rising demand for late night refreshment in-store and through delivery.

Thursday from 2300hrs until 0400hrs

Friday from 2300hrs until 0400hrs

Saturday from 2300hrs until 0400hrs

### Section 4 of 18

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to  
vary is successful?

☐

Yes

☒

No

### Section 5 of 18

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to  
vary is successful?

☐

Yes

☒

No

### Section 6 of 18

|  |                |
|--|----------------|
| <i>Continued from previous page...</i>   |                |
| <b>PROVISION OF INDOOR SPORTING EVENTS</b>   |                |
| <a href="#">See guidance on regulated entertainment</a>  |                |
| <p>Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?</p> <p> <input type="radio"/> Yes           <input checked="" type="radio"/> No         </p>  |                |
| <b>Section 7 of 18</b>   |                |
| <b>PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS</b>   |                |
| <a href="#">See guidance on regulated entertainment</a>  |                |
| <p>Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?</p> <p> <input type="radio"/> Yes           <input checked="" type="radio"/> No         </p>                                      |                |
| <b>Section 8 of 18</b>   |                |
| <b>PROVISION OF LIVE MUSIC</b>   |                |
| <a href="#">See guidance on regulated entertainment</a>  |                |
| <p>Will the schedule to provide live music be subject to change if this application to vary is successful?</p> <p> <input type="radio"/> Yes           <input checked="" type="radio"/> No         </p>  |                |
| <b>Section 9 of 18</b>   |                |
| <b>PROVISION OF RECORDED MUSIC</b>   |                |
| <a href="#">See guidance on regulated entertainment</a>  |                |
| <p>Will the schedule to provide recorded music be subject to change if this application to vary is successful?</p> <p> <input type="radio"/> Yes           <input checked="" type="radio"/> No         </p>  |                |
| <b>Section 10 of 18</b>  |                |
| <b>PROVISION OF PERFORMANCES OF DANCE</b>  |                |
| <a href="#">See guidance on regulated entertainment</a>  |                |
| <p>Will the schedule to provide performances of dance be subject to change if this application to vary is successful?</p> <p> <input type="radio"/> Yes           <input checked="" type="radio"/> No         </p>   |                |
| <b>Section 11 of 18</b>  |                |
| <b>PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE</b>   |                |
| <a href="#">See guidance on regulated entertainment</a>  |                |
| <p>Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?</p> <p> <input type="radio"/> Yes           <input checked="" type="radio"/> No         </p> |                |
| <b>Section 12 of 18</b>  | <b>Page 24</b> |



Continued from previous page...

## PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☒ Yes ☐ No

### Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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 select 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.

Provision of hot food and drink under Late Night refreshment indoors only.

*Continued from previous page...*

State any seasonal variations.

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 provision of late night refreshment at different times from those listed above, list below.

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

### Section 13 of 18

#### SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☐ Yes ☒ No

### Section 14 of 18

#### 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.

Provide 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.

Not applicable

### Section 15 of 18

#### HOURS PREMISES ARE OPEN TO THE PUBLIC

##### Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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" value="07:00"/> | End | <input type="text" value="00:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

WEDNESDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="07:00"/> | End | <input type="text" value="00:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

THURSDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="07:00"/> | End | <input type="text" value="04:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

FRIDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="07:00"/> | End | <input type="text" value="04:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SATURDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="07:00"/> | End | <input type="text" value="04:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SUNDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="07:00"/> | End | <input type="text" value="00:00"/> |
| 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.

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|

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

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

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|

**Continued from previous page...**

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

☒ I have enclosed the premises licence

☐ I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

## Section 16 of 18

### 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.

We understand our duty to the local community as we extend our operating hours. Our top priority is the safety and well-being of our staff and customers. We believe that our current procedures are thorough and, as much as possible, align with the four licensing objectives.

It's worth noting that we don't serve alcoholic beverages, and our drinks and food are not served in glass containers.

We are eager to work closely with the relevant authorities to support the four licensing objectives. Furthermore, we are committed to building positive relationships with the local communities we serve.

b) The prevention of crime and disorder

Our establishment uses CCTV surveillance systems placed strategically to cover key areas of our premises. This monitoring helps prevent and detect incidents, ensuring the safety and security of our customers and staff. CCTV is placed to capture patrons head and shoulders as they enter the building, and throughout.

A minimum of two SIA accredited security staff will be on site from 10pm to 4am on Thursday, Friday and Saturday. They will always be located in the dining room near the main entrance.

c) Public safety

All staff members are required to complete a late-night security module upon commencing their employment. This course outlines essential guidelines, including specific instructions for late-night shifts, emphasizing what not to do to maintain a secure environment.

d) The prevention of public nuisance

Our push-pull restaurant doors self-close, and we try to encourage our customers to be considerate to our neighbor's and to limit noise both when ordering their food and on leaving the local area.

Notices shall be prominently displayed at each exit from the premises asking customers to be considerate to neighbor's when leaving.

**Continued from previous page...**

Patrols of the area outside the premises shall be undertaken every 1 hour during the use of the license and any litter attributable to the premises cleared.

e) The protection of children from harm

While we prioritize the safety of unaccompanied children, we'd like to note that we do not typically anticipate unaccompanied children visiting during our late-night trading hours. However, should such a situation arise, we are fully dedicated to taking all necessary steps to ensure their well-being and protection

## **Section 17 of 18**

### **NOTES ON REGULATED ENTERTAINMENT**

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 18 of 18**

**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.

The fee payable will be based on the rateable value of the property. Band A - £0 - £4300 - Fee Payable - £100 Band B - £4301 - £33,000 - Fee Payable - £190 Band C - £33,001 - £87,000 - Fee Payable - £315 Band D - £87,001 - £125,000 - Fee payable - £450 Band E - £125,001 and over - Fee payable - £635 Additional fees apply to outdoor events.

\* Fee amount (£)

450.00

**DECLARATION**

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

☒ Ticking this box indicates you have read and understood the above 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

Luke Atkins

\* Capacity

District Manager

\* Date

20

/

03

/

2025

dd

mm

yyyy

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/reading/change-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, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

OFFICE USE ONLY

|                            |                          |
|----------------------------|--------------------------|
| Applicant reference number | <input type="text"/>     |
| Fee paid                   | <input type="text"/>     |
| Payment provider reference | <input type="text"/>     |
| ELMS Payment Reference     | <input type="text"/>     |
| Payment status             | <input type="text"/>     |
| Payment authorisation code | <input type="text"/>     |
| Payment authorisation date | <input type="text"/>     |
| Date and time submitted    | <input type="text"/>     |
| Approval deadline          | <input type="text"/>     |
| Error message              | <input type="text"/>     |
| Is Digitally signed        | <input type="checkbox"/> |

## General

### Close Circuit Television (CCTV)

1. The Premises Licence holder shall provide a closed-circuit television system (CCTV) at the premises. The CCTV system installed shall be maintained in effective working order and shall be in operation during licensing hours. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises and of such quality to enable identification of the recorded person in any light. Data recordings shall be made immediately for viewing to an authorised officer from Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act and GDPR legislation. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system. Any password protection code to enable access to the recording system shall always be available to enable access to recordings for viewing or downloading images.

2. Signage advising that CCTV is in use shall be positioned in prominent positions.

### DOOR SUPERVISORS

3. Subject to the conditions below a minimum of 2 SIA accredited security staff will be employed on Thursday, Friday and Saturday from 22:00 till closing.

4. On all other occasions the provision of SIA accredited security staff will be risk assessed. A copy of the risk assessment shall be kept on the premises and made available for inspection by authorised officers from Reading Borough Council and Thames Valley police on request.

5. Where SIA accredited security staff are employed on the premises the following conditions will apply:

(b) A register shall be kept at the premises to record the details of the SIA accredited security staff and any incidents. The register shall be produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.

(c) The register shall contain the following details:

- Full SIA registration number.
- Date and time that the SIA security staff commenced duty, countersigned by the Duty Manager.
- Date and time that the SIA security staff finished work, countersigned by the Duty Manager.
- Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the SIA accredited security staff involved.
- Training records



- A record will be kept on site of all SIA checks, on the validity of all door staff licences.
- The name, home address and registration number of all SIA accredited security staff working at the premises.
- The SIA accredited security staff register must be kept at the premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for a period of 1 Year.

(d) SIA accredited security staff shall wear clothing that makes them clearly identifiable to patrons and staff of the premises, and identifiable on CCTV in all lights.

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

- a. All security and management are to be trained on the premises practices, policies and procedures on how to best use Body Worn Video (BWV).
- b. Document and record the training sessions within the security staff files.
- c. A questionnaire/test must be in place for the security staff, this will demonstrate the door supervisors' understanding, correct use of the BWV equipment. This will be documented and secure in the security files.
- d. Ensure that all the BWV devices are recording for the duration of the shift when being worn by security and staff.
- e. A BWV weekly log must be kept at the premises. This will record all the incidents reported by the security team and what actions the premises management have taken.

## **DISPERSAL**

7. Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.

## **INCIDENT REGISTER**

8. All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purposed. The names of the person recording the incident and those members of staff who deal with any incident shall also be recorded. Where known, any offenders name shall also be recorded. This record shall be available for inspection by an authorised officer

from Reading Borough Council or Thames Valley Police upon request and shall be retained for one year. The record shall be signed off by the Designated Premises Supervisor or nominated representative at the end of each trading session.

9. A weekly review of the incident register shall also be carried out by the Designated Premises Supervisor.

### **STAFF TRAINING**

10. All staff members will be required to complete late night security module upon commencing their employment. The training will outline essential guidelines, including specific instructions for late-night refreshment shifts, emphasising what not to do to maintain a secure environment.

11. Such training sessions are to be documented and refreshed every 12 months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer from Reading Borough Council or Thames Valley Police upon request.

### **TOWN SAFE RADIO**

12. The premises licence holder or nominated representative shall participate in the Reading Town Safe Radio Scheme when the premises are opened for licensable activities Monday to Sunday inclusive.

### **PLANNING PERMISSION**

13. The Premise Licence holder shall not provide any licensable activity at the premises in a manner or at times that constitutes a breach of any planning restriction.

### **OTHER INITIATIVES**

14. The Premises Licence Holder shall actively participate in initiatives set up by Thames Valley Police and Reading Borough Council to tackle for example but not limited to Anti-Social Behaviour/illegal drugs/public safety issues or similar initiatives.

**From:** [Acreman, David](#)  
**To:** [Licensing](#)  
**Subject:** as fwd TS Wendy's Restaurant variation application: ref: PR202503-1001941  
**Date:** 17 April 2025 16:27:23

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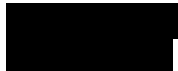
Good Afternoon,

Environmental Protection wish to object to the above application for an extension of the hours permitted for late night refreshment, in order to uphold the licensing objective of the prevention of public nuisance. Given the proximity of premises to residential properties, noise from both the extract ventilation system and customer using the premises in the early hours of the morning are likely to cause nuisance.

Kind Regards

Dave

[Dave Acreman MCIEH](#)  
Senior Environmental Health Officer  
Environmental Protection and Nuisance Team  
Regulatory Services | Directorate of Economic Growth and Neighbourhood Services  
[Reading Borough Council](#)  
[Civic Offices](#)  
[Bridge Street](#)  
[Reading](#)  
[RG1 2LU](#)



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