

To: Councillors Tarar (Vice-Chair), Dennis and Keane

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20 November 2025

Your contact is: Andrew Wood - Committee Services

## **NOTICE OF MEETING - LICENSING APPLICATIONS SUB-COMMITTEE 28 NOVEMBER 2025**

A meeting of the Licensing Applications Sub-Committee will be held on Friday, 28 November 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.

<b><u>AFFECTED WARDS</u></b>	<b><u>Page No</u></b>
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### **1. DECLARATIONS OF INTEREST**

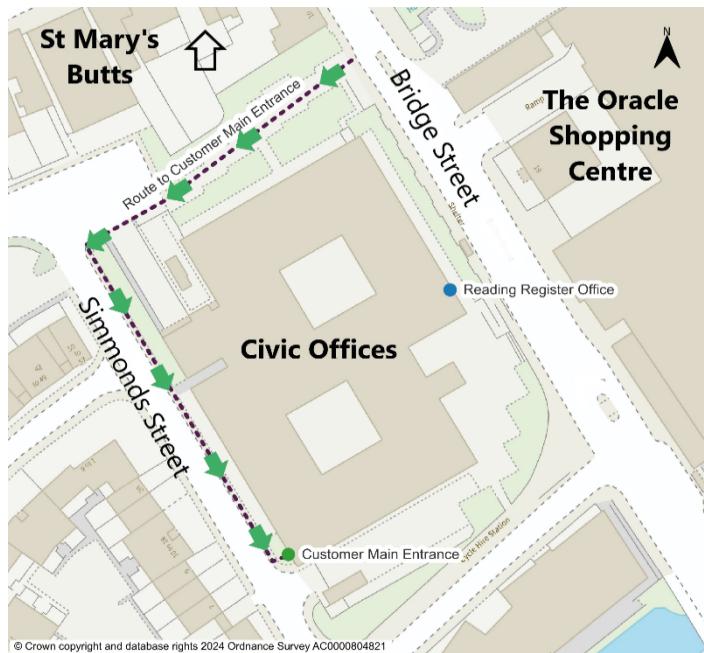
- (a) Councillors to declare any disclosable pecuniary interests they may have in relation to the items for consideration;
- (b) Councillors to declare whether they wish to speak on the grounds they:
  - i. Have submitted a relevant representation; or
  - ii. Will be speaking on behalf of someone who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

### **2. APPLICATION FOR THE VARIATION OF A PREMISES LICENCE - BBQ STATION, 55 ST MARY'S BUTTS, READING, RG1 2LG** ABBEY 3 - 82

To consider an application for the variation of a premises licence in respect of BBQ Station, 55 St Mary's Butts, Reading, RG1 2LG.

**CIVIC OFFICES EMERGENCY EVACUATION:** If an alarm sounds, leave by the nearest fire exit quickly and calmly and assemble on the corner of Bridge Street and Fobney Street. You will be advised when it is safe to re-enter the building.

**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 FRIDAY 28 NOVEMBER 2025 @ 09:00HRS** **APPLICATION FOR THE VARIATION OF A PREMISES LICENCE**

**1. Premises:**

BBQ Station  
55 St. Mary's Butts  
Reading  
RG1 2LG

**2. Applicant:**

Korean Kimchi Ltd.

**3. Background:**

There is currently a premises licence (no. LP2003264 attached as **Appendix NB-1**) in force at this premises which authorises the following:

**Sale by Retail of Alcohol (On Sales):**

Monday to Sunday        from 1130hrs to 2230hrs

**Hours for the playing of recorded music:**

Monday to Sunday        from 1130hrs to 2230hrs

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

Monday to Sunday        from 1130hrs to 2300hrs

The application has been submitted by Korean Kimchi Ltd and is attached as **Appendix NB-2**.

A schedule of conditions proposed by the applicant and Reading Borough Council can be found at **Appendix NB-3**. These conditions have been agreed between Reading Borough Council licensing and the applicant save for condition 11 in which Licensing proposes that the body worn video (BWV) recording should be continuous and the applicant does not agree this is necessary.

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

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

**Extend the Provision of Recorded Music:**

Sunday to Wednesday        from 1100hrs to 0000hrs  
Thursday        from 1100hrs to 0100hrs  
Friday and Saturday        from 1100hrs to 0230hrs

New Years Eve from 11:00 to 02:30 hours the following day.

Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

**Add the provision of live music:**

Sunday to Wednesday from 1100hrs to 0000hrs

Thursday from 1100hrs to 0100hrs

Friday and Saturday from 1100hrs to 0230hrs

New Years Eve from 11:00 to 02:30 hours the following day.

Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

**Add the provision of Late Night Refreshment:**

Sunday to Wednesday from 2300hrs to 0000hrs

Thursday from 2300hrs to 0100hrs

Friday and Saturday from 2300hrs to 0230hrs

New Years Eve from 11:00 to 02:30 hours the following day.

Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

**Extend sale by Retail of Alcohol (On Sales):**

Sunday to Wednesday from 1100hrs to 0000hrs

Thursday from 1100hrs to 0100hrs

Friday and Saturday from 1100hrs to 0230hrs

New Years Eve from 11:00 to 02:30 hours the following day.

Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

**Add the sale by Retail of Alcohol (Off Sales):**

Sunday to Wednesday from 1100hrs to 0000hrs

Thursday from 1100hrs to 0100hrs

Friday and Saturday from 1100hrs to 0230hrs

New Years Eve from 11:00 to 02:30 hours the following day.

Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

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

Monday to Wednesday	from 1100hrs to 0030hrs
Thursday	from 1100hrs to 0130hrs
Friday and Saturday	from 1100hrs to 0300hrs
Sunday	from 1100hrs to 0000hrs

New Years Eve from 23:00 to 03:00 hours the following day.

Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 03:00 hours the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

To remove all conditions attached to the licence and be replaced with those included in the application. These conditions can be seen in the application at **Appendix NB-1**.

**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:** 05 October 2025**7. Date of closure of period for representations:** 02 November 2025**8. Representations received:**

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

1. Mr Ben Williams on behalf of Reading Borough Council Licensing– attached as **Appendix NB-4**
2. Mr Declan Smyth on behalf of Thames Valley Police - attached as **Appendix NB-5**

**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 grant 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.

## 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.

#### Drinking up/Winding down time/Dispersal

7.14 Premises that provide licensable activity that may undermine the promotion of the four licensing objectives; cause disturbance to residents or in any way exacerbate issues of anti-social behaviour and crime and disorder, are expected to adopt, implement and maintain a robust dispersal policy. Licensed premises in residential areas or within the Council's Cumulative Impact Areas (if there are any in force – see 4.3) are also expected to outline measures such as a suitable wind down time where licensable activities will come to a gradual conclusion before closing time to allow for a gradual and orderly dispersal from the premises and area. It is expected that all staff will be aware of any dispersal policy and wind down times so as to ensure that customers actively leave the premises and area within permitted hours and with the minimum of disturbance to local residents.

7.15 In the case of nightclubs, dance venues and similar premises, it is expected that licence holders and designated premises supervisors instigate and operate a wind down time starting at least thirty minutes before closing time. During this time, the pace, volume and type of music played should be slowed down and reduced to background levels. The sale of alcohol should also cease and staff should be available to assist in the gradual dispersal of patrons from the premises and the immediate area. It is expected that door supervisors should also assist with the gradual dispersal of patrons from the premises and the area and direct people to public transport if appropriate.

#### 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.

### **15. Appendices**

**Appendix NB-1: Current Premises Licence.**

**Appendix NB-2: Premises Licence Variation Application Form.**

**Appendix NB-3: Schedule of Conditions under consideration**

**Appendix NB-4: Representation by Mr Ben Williams on behalf of Reading Borough Council Licensing.**

**Appendix NB-5: Representation by Mr Declan Smyth on behalf of Thames Valley Police.**

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**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.

Premises Licence Number	LP2003264
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**Premises Details**

Trading name of Premises and Address
BBQ Station
55 St Marys Butts
Reading
RG1 2LG

Telephone Number
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Where the Licence is time limited the dates the Licence is valid
N/A

**Licisable Activities**

Licisable Activities authorised by the Licence
Playing of Recorded Music - Indoor
Sale of Alcohol by Retail - On the Premises

**Authorised Hours for Licisable Activities**

The times the licence authorises the carrying out of licensable activities	
<b>Hours for the Playing of Recorded Music</b>	
Monday	from 1130hrs until 2230hrs
Tuesday	from 1130hrs until 2230hrs
Wednesday	from 1130hrs until 2230hrs
Thursday	from 1130hrs until 2230hrs
Friday	from 1130hrs until 2230hrs
Saturday	from 1130hrs until 2230hrs
Sunday	from 1130hrs until 2230hrs
<b>Hours for the Sale by Retail of Alcohol</b>	
Monday	from 1130hrs until 2230hrs
Tuesday	from 1130hrs until 2230hrs
Wednesday	from 1130hrs until 2230hrs
Thursday	from 1130hrs until 2230hrs
Friday	from 1130hrs until 2230hrs
Saturday	from 1130hrs until 2230hrs
Sunday	from 1130hrs until 2230hrs

## Opening Hours

### Hours the Premises is Open to the Public

Monday	from 1130hrs until 2300hrs
Tuesday	from 1130hrs until 2300hrs
Wednesday	from 1130hrs until 2300hrs
Thursday	from 1130hrs until 2300hrs
Friday	from 1130hrs until 2300hrs
Saturday	from 1130hrs until 2300hrs
Sunday	from 1130hrs until 2300hrs

## Alcohol

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

Sale of Alcohol by Retail - On the Premises

## Premises Licence Holder

### Name, (registered) address of holder of premises licence

Name: Korean Kimchi Ltd  
Address: 55 St. Marys Butts, Reading, England, RG1 2LG

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

11684595

## Additional Details

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

Name: Prajay Shrestha  
Address: [REDACTED]

## 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

Personal Licence Number: LP7003660  
Issuing Authority: Reading Borough Council

This Licence shall continue in force from 06/07/2025 unless previously suspended or revoked.

Dated: 16 September 2025

Signed on behalf of the issuing licensing authority



Emma Gee  
Executive Director for Economic Growth and Neighbourhood Services

## Annex 1

## **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.

**Responsible Drink Promotions (commencement date 01/10/2014)**

- 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) “valued 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 the Licensing Authority and Thames Valley Police November 2023**

**General**

1. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request subject to the provisions of the Data Protection Act and GDPR legislation. Recorded images shall be of such quality as to be able to identify the recorded person in any light. 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.

2. Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.

3. All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The register shall include, but not be limited to:

- (i) all crimes reported to the venue
- (ii) all ejections of patrons
- (iii) any complaints received concerning crime and disorder
- (iv) any incidents of disorder
- (v) all seizures of drugs or offensive weapons
- (vi) any faults in the CCTV system, searching equipment or scanning equipment
- (vii) any visit by a relevant authority or emergency service.

(a) this record shall be available for inspection by a Police Officer or an authorised officer of Reading Borough Council upon request and shall be retained for one year.

(b) a weekly review of the incident register shall also be carried out by the DPS.

4. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- i. The premises age verification policy
- ii. The law relating to underage sales
- iii. Dealing with refusal of sales
- iv. Proxy purchasing
- v. Recognising valid identity documents produced as proof of age
- vi. Identifying attempts by intoxicated persons to purchase alcohol
- vii. Identifying signs of intoxication
- viii. Conflict management

- ix. How to identify and safeguard vulnerable persons who attend and leave the premises
- x. Identifying signs of drug usage
- xi. Child Sexual Exploitation
- xii. The four licensing objectives

Such training sessions are to be documented and refreshed every six 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 of Thames Valley Police and Reading Borough Council upon request.

5. The premises shall at all times operate an age verification policy of at least Challenge 25 to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent positions on the premises.

6. The Premises Licence holder shall display in a prominent position a copy of their policy on checking proof of age.

7. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why.

This book /register will be available for inspection by an officer of Thames Valley Police or Reading Borough Council and shall be kept for a minimum of one year.

8. The immediate vicinity outside of the premises and in any external areas associated with the premises shall be kept clear of litter.

9. The licensee or nominated representative shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents or local businesses.

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

11. All external doors/windows must be kept closed, other than for access and egress, when events involving amplified music or speech are taking place.

12. The premises shall at all times operate as a restaurant, with waiter and waitress service to tables, serving substantial food where alcohol is only sold ancillary to said food order. There shall be no vertical drinking or self-service of alcohol permitted at the premises.

## Annex 3

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

N/A

## Annex 4

### **Plans**

As attached plan received dated 23/10/2023.

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# **Appendix NB-2**

## **Application to vary a premises licence under the Licensing Act 2003**

### **PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**We, Korean Kimchi Ltd**

*(Insert name(s) of applicant)*

**being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below**

**Premises licence number**

LP2003264

### **Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description

BBQ Station  
55 St Mary's Butts  
Reading  
RG1 2LG

Post town

Reading

Postcode

RG1 2LG

Telephone number at premises (if any)

Non-domestic rateable value of premises

### **Part 2 – Applicant details**

Daytime contact telephone number	████████ - Mr Prajay Krishna SHRESTHA		
E-mail address (optional)			
Current postal address if different from premises address			
Post town		Postcode	

### **Part 3 - Variation**

Please tick as appropriate

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

Yes

No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)  Yes  No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

**Scope of application**

The applicant currently wishes to extend the trading hours and scope of licensable activities to include entertainment as detailed in the operating schedule.

To remove the current conditions found in Annex 2 in their entirety. and to replace them with conditions detailed in this application.

The aim is to operate in a similar style to the Coconut Bar, also located in St Mary's Butts.

.

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

#### **Part 4 Operating Schedule**

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

<b>Provision of regulated entertainment (Please see guidance note 3)</b>	<b>Please tick all that apply</b>
a) plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) live music (if ticking yes, fill in box E)	<input checked="" type="checkbox"/>
f) recorded music (if ticking yes, fill in box F)	<input checked="" type="checkbox"/>
g) performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input type="checkbox"/>

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
Mon			Outdoors	<input type="checkbox"/>
Tue			Both	<input type="checkbox"/>
Wed			<u>Please give further details here</u> (please read guidance note 5)	
Thur			<u>State any seasonal variations for performing plays</u> (please read guidance note 6)	
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sat				
Sun				

B

Films Standard days and timings (please read guidance note 8)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	
Day	Start	Finish	Indoors	<input type="checkbox"/>
Mon			Outdoors	<input type="checkbox"/>
Tue			Both	<input type="checkbox"/>
Wed			<u>Please give further details here (please read guidance note 5)</u>	
Thur			<u>State any seasonal variations for the exhibition of films (please read guidance note 6)</u>	
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 7)</u>	
Sat				
Sun				

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
		-----	
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
		-----	
Wed			
		-----	
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
		-----	
Fri			
		-----	
Sat			
		-----	
Sun			
		-----	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
Mon			Outdoors	<input type="checkbox"/>
Tue			Both	<input type="checkbox"/>
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)	
Thur				
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sat				
Sun				

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish		
Mon	11:00	00:00	<u>Please give further details here (please read guidance note 5)</u>	
Tue	11:00	00:00		
Wed	11:00	00:00	<u>State any seasonal variations for the performance of live music (please read guidance note 6)</u>	
Thur	11:00	01:00		
Fri	11:00	02:30	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 7)</u>	
Sat	11:00	02:30	New Years Eve from 11:00 to 02:30 hours the following day	
Sun	11:00	00:00	Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day	
			British Summer Time to be deemed not to take effect until the start of the next trading session	

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish		
Mon	11:00	00:00	<u>Please give further details here (please read guidance note 5)</u> DJ sets	
Tue	11:00	00:00		
Wed	11:00	00:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)	
Thur	11:00	01:00		
Fri	11:00	02:30	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 7)</u>	
Sat	11:00	02:30	New Years Eve 11:00 to 02:30 hours the following day	
Sun	11:00	00:00	Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day	
			British Summer Time to be deemed not to take effect until the start of the next trading session	

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
Mon			Outdoors	<input type="checkbox"/>
Tue			Both	<input type="checkbox"/>
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)	
Thur				
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 7)	
Sat				
Sun				

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	
Mon			Indoors	<input type="checkbox"/>
		-----	Outdoors	<input type="checkbox"/>
Tue			Both	<input type="checkbox"/>
		-----	<b>Please give further details here</b> (please read guidance note 5)	
Wed				
		-----		
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 6)	
		-----		
Fri				
		-----		
Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 7)	
		-----		
Sun				
		-----		

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	
Day	Start	Finish	Indoors	<input checked="" type="checkbox"/>
Mon	23:00	00:00	Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
			<u>Please give further details here</u> (please read guidance note 5)	
Tue	23:00	00:00		
Wed	23:00	00:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)	
Thur	23:00	01:00		
Fri	23:00	02:30	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sat	23:00	02:30	New Years Eve 23:00 to 02:30 hours the following day	
Sun	23:00	00:00	Sundays immediately preceding a Bank Holiday Monday, from 23:00 to 02:30 hours the following day	
			British Summer Time to be deemed not to take effect until the start of the next trading session	

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)		On the premises <input type="checkbox"/>
Day	Start	Finish			Off the premises <input type="checkbox"/>
Mon	11:00	00:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)		
Tue	11:00	00:00			
Wed	11:00	00:00			
Thur	11:00	01:00	<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Fri	11:00	02:30	New Years Eve 11:00 to 02:30 hours the following day		
Sat	11:00	02:30	Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 02:30 hours the following day		
Sun	11:00	00:00	British Summer Time to be deemed not to take effect until the start of the next trading session		

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).**

None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<u>State any seasonal variations</u> (please read guidance note 6)
Day	Start	Finish	
Mon	11:00	00:30	
Tue	11:00	00:30	
Wed	11:00	00:30	
Thur	11:00	01:30	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 7)
Fri	11:00	03:00	New Years Eve 23:00 to 03:00 hours the following day
Sat	11:00	03:00	Sundays immediately preceding a Bank Holiday Monday, from 11:00 to 03:00 hours the following day
Sun	11:00	00:00	British Summer Time to be deemed not to take effect until the start of the next trading session

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

The current conditions to be removed in their entirety and replaced with those contained within this application.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

**b) The prevention of crime and disorder**

1. The Premises Licence Holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping.
2. The entire licensable area shall be covered by the CCTV. Recorded images shall be of such quality as to be able to identify the recorded person in any light.
3. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
4. 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.
5. A sign advising customers that CCTV is in use shall be positioned in a prominent position. A fully trained person who can operate the system shall be available at all times when the premises is open to the public.
6. An entry, closure and dispersal policy for controlling the opening and closing of the premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.
7. The premises licence holder or duly nominated representative shall be an active member of the local pub watch scheme if such as scheme is operative.

8. The Premises Licence Holder shall participate in the "Townsafe" Radio Scheme". This condition shall not apply whenever the device is not working through no fault of the Premise Licence Holder provided that arrangements are made for the device to resume working at the earliest opportunity. When the device is found not to be working then the Thames Valley Police Licensing Officer and the Licensing Department of Reading Borough Council shall be notified. Similarly, when the device is back up working notification to both organisations shall be done.

9. The premises shall have two SIA approved door supervisors on Friday and Saturday trade, from 23:00 hours until the last customer has left the premises at closing time whenever licensable activities are being conducted.

10. The Premises Licence Holder shall risk assess the requirement to increase the need for SIA approved door supervisors on Sunday to Thursday from 23:00 hours whenever the premises is open to the public. The risk assessment must take cognisance of local events such as Fresher's Week, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.

11. When employed, a register of Door Supervisors shall be kept. The register

must show the following details:

- (i) Full SIA registration number and name.
- (ii) Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager. .
- (iii) Date and time that the Door Supervisor finished work, countersigned by the Duty Manager.
- (iv) Any occurrence or incident of interest involving crime ft disorder or public safety must be recorded giving names of the Door Supervisor involved.
- (v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) website to check the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the

badge is held by the "correct" person. All records to be retained for twelve months in line with

(vi) below.

(vi) The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised Officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months.

12. The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets / tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges.

13. If hi visibility full sleeved jackets are worn the Designated Premises Supervisor or deputy must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.

14. Whilst Door Supervisors are employed at the premises ALL Door Supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur both inside and outside of the premises involving customers either entering, exiting or gathering in the vicinity of the premises or in any queue that impact any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

15. All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided by the Premises Licence Holder and a signed training record to confirm the same will be maintained for production to authorised officers of Reading Borough Council and Thames Valley Police upon request.

16. The Premises Licence Holder shall ensure that a written operational policy relating to the safe removal of persons from the premises and/or its immediate vicinity by staff and door supervisors shall be put in place, actively operated, and included within the Door Supervisors Operational policy. The policy shall be in written format and made available upon

request to an authorised officer of Reading Borough Council and Thames Valley Police. This shall include but not be limited to:

- (a) Persons who have been identified by staff as being vulnerable or at risk.
- (b) Persons who are refused entry to the premises or refused service within the premises.
- (c) Persons who are ejected from the premises.

17. All events using promoters not associated with the premises, shall require notification to the Police a minimum ten working days prior to the event taking place. The notification shall identify the promoter, the event being promoted and the nature of the event/ music being promoted.

18. Re-admittance for existing customers leaving the premises to smoke is permitted and, where appropriate, shall be subject to a search by the door supervisors when re- entering the premises.

19. The Premises Licence Holder shall implement an active policy, which will take account of advice provided by Thames Valley Police, (TVP) to prevent illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures.

20. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that Thames Valley Police shall be informed if anyone is found in possession of illegal drugs or offensive weapons.

21. An ID scanning system will be employed at the premises and will be utilised for all customers from 23:00 hours when door staff are on duty.

22. The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID. These records shall be kept for a minimum of thirty-one days and shall be made available to any authorised Officer of Thames Valley Police or an authorised Officer of Reading Borough Council together with facilities for viewing with immediate access by a person qualified to operate the system. Any breakdown or system failure will be notified to TVP immediately and remedied as soon as practicable.

23. The Premises Licence Holder shall implement a written search policy

to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. The search policy shall provide. As a minimum:

- a) For 100% bag search of all customers attempting to enter the premises, from 23:00 hours.
- b) For random searches of any customer when considered appropriate by the premises licence holder's security personnel or premises licence holder Management based on a risk assessment of the night in question.
- c) For the operation of intelligence led searches of any customer as required.

24. The venue shall also actively partake in drugs initiatives run by TVP including, but not exclusively, drug itemiser, passive drug dogs and spiked drinks campaigns.

25. Staff employed shall undergo training in relation to the Licensing Act 2003. This shall include but not be limited to understanding the four licensing objectives. Such training sessions are to be documented and refreshed every six 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 of Reading Borough Council or Thames Valley Police upon request.

26. An incident book shall be used to record details of incidents that occur in and around the venue. The incident book shall accurately reflect what has occurred and shall be specific in detail. If incidents involve members of staff, including Door Staff, their names shall be entered onto the log book. All incidents shall be signed off either by the Designated Premises Supervisor (DPS) or the nominated individual when the DPS is not on site.

27. All refusals of service shall be recorded. The refusals log shall be retained for a period of six months and shall be made available on request to any authorised Officers of Thames Valley Police or authorised Officers of Reading Borough Council.

28. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Details of the alcohol the person attempted to purchase.

29. The Premises Licence holder shall prevent customers from leaving the premise with any alcoholic or non-alcoholic drinks from the Premises in open containers (e.g. glasses, opened bottles, & cans).

**c) Public safety**

**d) The prevention of public nuisance**

30. The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.

31. During operating hours, the licensee or nominated representative shall be available to receive and respond to nuisance related complaints a contact number shall be readily available to residents upon request.

32. 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.

**e) The protection of children from harm**

34. The Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy. This Policy shall be that before any sale of alcohol, any person who appears to be under the age of 25 years will be required to produce photo ID in the form of a passport, national ID card, driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 18.

34. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally.

Checklist:

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

**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.**

**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	<i>William Donne</i>
Date	5th October 2025
Capacity	Licensing Agent, Silver Fox Licensing Consultants

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	

Capacity	
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**Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)**

Bill Donne  
Silver Fox Licensing Consultants  
[REDACTED]

Post town	Reading	Post code	[REDACTED]
Telephone number (if any)		[REDACTED]	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			

**Notes for Guidance**

**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.**

1. 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 for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. 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:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.

- 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.
- 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.
- 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.
- 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:
  - 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.
  - 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.
  - 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.
- 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:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - 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;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - 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.

4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

5. For example 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.
6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
8. Please 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.
9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
10. Please 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 or the presence of gaming machines.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.

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### **Schedule of proposed conditions**

1. The Premises Licence Holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. Recorded images shall be of such quality as to be able to identify the recorded person in any light. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. 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.
2. A sign advising customers that CCTV is in use shall be positioned in a prominent position. A fully trained person who can operate the system shall be available at all times when the premises is open to the public.
3. An entry, closure and dispersal policy for controlling the opening and closing of the premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.
4. The premises licence holder or duly nominated representative shall be an active member of the local pub watch scheme if such a scheme is operative.
5. The Premises Licence Holder shall participate in the "Townsafte" Radio Scheme". This condition shall not apply whenever the device is not working through no fault of the Premise Licence Holder provided that arrangements are made for the device to resume working at the earliest opportunity. When the device is found not to be working then the Thames Valley Police Licensing Officer and the Licensing Department of Reading Borough Council shall be notified. Similarly, when the device is back up working notification to both organisations shall be done.
6. The premises shall have two SIA approved door supervisors on Friday and Saturday trade, from 22:00 hours until the last customer has left the premises at closing time whenever licensable activities are being conducted as well as whenever the premises is operating under nonstandard timing.
7. The Premises Licence Holder shall risk assess the requirement to increase the need for SIA approved door supervisors on Sunday to Thursday from 22:00 hours whenever the premises is open to the public. The risk assessment must take cognisance of local events such as Fresher's Week, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment

must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.

8. When employed, a register of Door Supervisors shall be kept. The register must show the following details:

- (i) Full SIA registration number and name.
- (ii) Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager.
- (iii) Date and time that the Door Supervisor finished work, countersigned by the Duty Manager.
- (iv) Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.
- (v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) website to check the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the badge is held by the "correct" person. All records to be retained for twelve months in line with (vi) below.
- (vi) The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised Officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months.

9. The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets / tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges.

10. If hi visibility full sleeved jackets are worn the Designated Premises Supervisor or deputy must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.

11. Whilst Door Supervisors are employed at the premises ALL Door Supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will record continuously from the beginning of the Door Supervisor's shift until the end. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

12. All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided by the Premises Licence Holder and a signed training record to confirm the same will be maintained for production to authorised officers of Reading Borough Council and Thames Valley Police upon request.

13. The Premises Licence Holder shall ensure that a written operational policy relating to the safe removal of persons from the premises and/or its immediate vicinity by staff and door supervisors shall be put in place, actively operated, and included within the Door Supervisors Operational policy. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police. This shall include but not be limited to:

- (a) Persons who have been identified by staff as being vulnerable or at risk.
- (b) Persons who are refused entry to the premises or refused service within the premises.
- (c) Persons who are ejected from the premises.

14. All events using promoters not associated with the premises, shall require notification to the Police a minimum ten working days prior to the event taking place. The notification shall identify the promoter, the event being promoted and the nature of the event/ music being promoted. All promoter led events shall be risk assessed, which must be written and provided by the Premises Licence Holder to Thames Valley Police and Reading Borough Council.

15. Re-admittance for existing customers leaving the premises to smoke is permitted and, where appropriate, shall be subject to a search by the door supervisors when re-entering the premises.

16. The Premises Licence Holder shall implement an active policy, which will take account of advice provided by Thames Valley Police, (TVP) to prevent illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures.

17. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that Thames Valley Police shall be informed if anyone is found in possession of illegal drugs or offensive weapons.

18. An ID scanning system will be employed at the premises and will be utilised for 100% of customers entering the premises from 22:00 hours and when door staff are on duty.

19. The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID. These records shall be kept for a minimum of thirty-one days and shall be made available to any authorised

Officer of Thames Valley Police or an authorised Officer of Reading Borough Council together with facilities for viewing with immediate access by a person qualified to operate the system. Any breakdown or system failure will be notified to [Licensing@thamesvalley.police.uk](mailto:Licensing@thamesvalley.police.uk) & [Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk) immediately and remedied as soon as practicable.

20. The Premises Licence Holder shall implement a written search policy to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. The search policy shall provide. As a minimum:

- a) For 100% bag search of all customers attempting to enter the premises, from 22:00 hours.
- b) For random searches of any customer when considered appropriate by the premises licence holder's security personnel or premises licence holder Management based on a risk assessment of the night in question.
- c) For the operation of intelligence led searches of any customer as required.

21. The venue shall also actively partake in drugs initiatives run by TVP including, but not exclusively, drug itemiser, passive drug dogs and spiked drinks campaigns.

22. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- The premises age verification policy.
- The law relating to underage sales.
- Dealing with refusal of sales.
- Proxy purchasing.
- Recognising valid identity documents not in the English language.
- Identifying attempts by intoxicated persons to purchase alcohol.
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises.
- Identifying signs of drug usage and prevention.
- The four licensing objectives.

- a) Such training sessions are to be documented and refreshed every six months.
- b) All training sessions are to be documented in English.

c) Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request

23. An incident book shall be used to record details of incidents that occur in and around the venue. The incident book shall accurately reflect what has occurred and shall be specific in detail. If incidents involve members of staff, including Door Staff, their names shall be entered onto the log book. All incidents shall be signed off either by the Designated Premises Supervisor (DPS) or the nominated individual when the DPS is not on site.

24. All refusals of service shall be recorded. The refusals log shall be retained for a period of six months and shall be made available on request to any authorised Officers of Thames Valley Police or authorised Officers of Reading Borough Council.

25. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Details of the alcohol the person attempted to purchase.

26. The Premises Licence holder shall prevent customers from leaving the premise with any alcoholic or non-alcoholic drinks from the Premises in open containers (e.g. glasses, opened bottles, & cans).

27. The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.

28. During operating hours, the licensee or nominated representative shall be available to receive and respond to nuisance related complaints a contact number shall be readily available to residents upon request.

29. 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

30. The Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy. This Policy shall be that before any sale of alcohol, any person who appears to be under the age of 25 years will be required to produce photo ID in the form of a passport, national ID card, driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 18.

31. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally.

32. The premises licence holder shall provide, on induction, training for all staff, including door supervisors, on how to identify and safeguard vulnerable persons who attend and leave the premises. This training shall include, but not be limited to:

- All staff (including Door Staff) to complete “Ask for Angela”, WAVE & Bystander training within 28 days of employment
- The premises' procedure for when a customer seeks assistance and appears to be vulnerable
- How to identify and engage with a vulnerable customer
- How to engage with any other parties associated with the vulnerable customer
- How to log all concerns, interactions and actions taken, or not taken, and the reasons why
- Crime scene preservation related to spiking and sexual offences
- How and when to make contact with the Police, SCAS and Street Pastors to report an incident or concerns, and, where the premises has Town Safe Radios, the correct and effective use of the radios. Training must include evidence that the trainee has gained knowledge and understanding of the training, which may consist of a test or quiz, completed by the trainee.

Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of two years and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request.

33. The Premises Licence Holder and/or Designated Premises Supervisor shall ensure that right to work checks are carried out before any staff member begins work at the premises and that documents detailing the checks carried out are kept on the premises at all times and shall be made immediately available to any authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council

<b>Name of Officer</b>	Ben Williams						
<b>Type of Application</b>	Premises Licence - Variation – Licensing Act 2003						
<b>Name of Premises</b>	BBQ Station						
<b>Address</b>	55 ST MARYS BUTTS Reading RG1 2LG						
<b>Licensable Activities</b>	Provision of Late Night Refreshment Supply Of Alcohol Provision Of Live Music & Recorded Music						
<b>Proposed Hours</b>							
<b>Licensable activity</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Finish Time</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>01:00</b>	<b>02:30</b>	<b>02:30</b>	<b>00:00</b>
<b>Hours the Premises Closes to the Public</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
	<b>00:30</b>	<b>00:30</b>	<b>00:30</b>	<b>01:30</b>	<b>03:00</b>	<b>03:00</b>	<b>00:00</b>
<b>Content of Application:</b>							
<p>The application was submitted by Bill Donne of Silver Fox Licensing Consultants on behalf of the premises licence holder, Korean Kimchi Ltd.</p> <p>The premises currently has the benefit of a premises licence (No. LP2003264), which can be viewed at <b>Appendix NB-1</b>. The application, which can be viewed at <b>Appendix NB-2</b>, seeks to vary the premises licence in order to add Provision of Late Night Refreshment &amp; Provision Of Live Music as well as to extend the hours that the premises is open to the public and the hours that licensable activity takes place.</p> <p>The Application also seeks to remove the current conditions attached to their licence in their entirety to be replaced by the conditions attached within their application.</p>							
<b>Licensing Officer's Comments:</b>							
<p>The applicant when applying proposed a set of conditions which are contained within their application.</p> <p>After discussion with Thames Valley Police and other members of the licensing team I proposed additional conditions as well as changes to a number of the conditions proposed by the applicant.</p> <p>These conditions are to operate a restaurant/Bar in a challenging town centre with the highest crime rate in Berkshire and are based on the applicant's own proposal (which the officer believes is not comprehensive enough to cover the activities and late hours), they have been shaped by further discussions with applicant, similar premises in Reading, Reading Borough Council's Statement of</p>							

Licensing Policy, the Secretary of State's Guidance (s182), local crime figures and officer's knowledge of the local area the premises is situated within.

Sections 8.41 to 8.49 of the Secretary of State's Guidance outline what applicants should consider when they are filling out their operating schedule – including sufficient measures and why those measures are deemed sufficient.

Section 18 (6) of the Licensing Act 2003 makes clear that representations should be about the likely effect of granting a licence on the promotion of the licensing objectives. The case law of East Lindsey DC v Abu Hanif also clearly outlines that the licensing objectives require a prospective consideration of what is warranted in the public interest having regard to the twin interests of prevention and deterrence. In other words, responsible authorities do not have to wait for the licensing objectives to be undermined before considering taking action to prevent and deter that action from taking place in the first place. Further, the licensing authority cannot just simply duplicate what is in the operating schedule of an application - particularly if it is unclear or likely to be unenforceable (sections 10.4 to 10.7 of the guidance)

I refer to Section 18 (6) of the Licensing Act in regard to the likely effect the granting of a licence would have on the promotion of the licensing objectives and sections 8.41 to 8.49 of the Secretary of State's Guidance which deals with the information that applicants should provide to the licensing authority in order to actively promote the licensing objectives.

The Licensing team do not object to the opening hours or licensable activity hours stated on the application form, however, we do not consider the conditions offered in the operating schedule to be robust enough to ensure the promotion of the licensing objectives. We appreciate that the determination of this application is solely down to those members of the sub-committee at the hearing, however, in order to promote the licensing objectives, we respectfully ask that if you are minded to grant the licence you attach the following conditions:

1. The Premises Licence Holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. Recorded images shall be of such quality as to be able to identify the recorded person in any light. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. 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.

2. A sign advising customers that CCTV is in use shall be positioned in a prominent position. A fully trained person who can operate the system shall be

available at all times when the premises is open to the public.

3. An entry, closure and dispersal policy for controlling the opening and closing of the premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.

4. The premises licence holder or duly nominated representative shall be an active member of the local pub watch scheme if such as scheme is operative.

5. The Premises Licence Holder shall participate in the "Townsafte" Radio Scheme". This condition shall not apply whenever the device is not working through no fault of the Premise Licence Holder provided that arrangements are made for the device to resume working at the earliest opportunity. When the device is found not to be working then the Thames Valley Police Licensing Officer and the Licensing Department of Reading Borough Council shall be notified. Similarly, when the device is back up working notification to both organisations shall be done.

6. The premises shall have two SIA approved door supervisors on Friday and Saturday trade, from 22:00 hours until the last customer has left the premises at closing time whenever licensable activities are being conducted as well as whenever the premises is operating under nonstandard timing.

7. The Premises Licence Holder shall risk assess the requirement to increase the need for SIA approved door supervisors on Sunday to Thursday from 22:00 hours whenever the premises is open to the public. The risk assessment must take cognisance of local events such as Fresher's Week, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.

8. When employed, a register of Door Supervisors shall be kept. The register must show the following details:

(i) Full SIA registration number and name.

(ii) Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager.

(iii) Date and time that the Door Supervisor finished work, countersigned by the Duty Manager.

(iv) Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.

(v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) website to check

the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the badge is held by the "correct" person. All records to be retained for twelve months in line with (vi) below.

(vi) The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised Officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months.

9. The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets / tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges.

10. If hi visibility full sleeved jackets are worn the Designated Premises Supervisor or deputy must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.

11. Whilst Door Supervisors are employed at the premises ALL Door Supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will record continuously from the beginning of the Door Supervisor's shift until the end. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

12. All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided by the Premises Licence Holder and a signed training record to confirm the same will be maintained for production to authorised officers of Reading Borough Council and Thames Valley Police upon request.

13. The Premises Licence Holder shall ensure that a written operational policy relating to the safe removal of persons from the premises and/or its immediate vicinity by staff and door supervisors shall be put in place, actively operated, and included within the Door Supervisors Operational policy. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police. This shall include but not be limited to:

(a) Persons who have been identified by staff as being vulnerable or at risk.

(b) Persons who are refused entry to the premises or refused service within the premises.

(c) Persons who are ejected from the premises.

14. All events using promoters not associated with the premises, shall require notification to the Police a minimum ten working days prior to the event taking place. The notification shall identify the promoter, the event being promoted and the nature of the event/ music being promoted. All promoter led events shall be risk assessed, which must be written and provided by the Premises Licence Holder to Thames Valley Police and Reading Borough Council.

15. Re-admittance for existing customers leaving the premises to smoke is permitted and, where appropriate, shall be subject to a search by the door supervisors when re- entering the premises.

16. The Premises Licence Holder shall implement an active policy, which will take account of advice provided by Thames Valley Police, (TVP) to prevent illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures.

17. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that Thames Valley Police shall be informed if anyone is found in possession of illegal drugs or offensive weapons.

18. An ID scanning system will be employed at the premises and will be utilised for 100% of customers entering the premises from 22:00 hours and when door staff are on duty.

19. The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID. These records shall be kept for a minimum of thirty-one days and shall be made available to any authorised Officer of Thames Valley Police or an authorised Officer of Reading Borough Council together with facilities for viewing with immediate access by a person qualified to operate the system. Any breakdown or system failure will be notified to [Licensing@thamesvalley.police.uk](mailto:Licensing@thamesvalley.police.uk) & [Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk) immediately and remedied as soon as practicable.

20. The Premises Licence Holder shall implement a written search policy to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. The search policy shall provide. As a minimum:

a) For 100% bag search of all customers attempting to enter the premises, from 22:00 hours.

b) For random searches of any customer when considered appropriate by the

premises licence holder's security personnel or premises licence holder Management based on a risk assessment of the night in question.

c) For the operation of intelligence led searches of any customer as required.

21. The venue shall also actively partake in drugs initiatives run by TVP including, but not exclusively, drug itemiser, passive drug dogs and spiked drinks campaigns.

22. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- The premises age verification policy.
- The law relating to underage sales.
- Dealing with refusal of sales.
- Proxy purchasing.
- Recognising valid identity documents not in the English language.
- Identifying attempts by intoxicated persons to purchase alcohol.
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises.
- Identifying signs of drug usage and prevention.
- The four licensing objectives.

a) Such training sessions are to be documented and refreshed every six months.

b) All training sessions are to be documented in English.

c) Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request

22. An incident book shall be used to record details of incidents that occur in and around the venue. The incident book shall accurately reflect what has occurred and shall be specific in detail. If incidents involve members of staff, including Door Staff, their names shall be entered onto the log book. All incidents shall be signed off either by the Designated Premises Supervisor (DPS) or the nominated individual when the DPS is not on site.

23. All refusals of service shall be recorded. The refusals log shall be retained for a period of six months and shall be made available on request to any

authorised Officers of Thames Valley Police or authorised Officers of Reading Borough Council.

24. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Details of the alcohol the person attempted to purchase.

25. The Premises Licence holder shall prevent customers from leaving the premise with any alcoholic or non-alcoholic drinks from the Premises in open containers (e.g. glasses, opened bottles, & cans).

26. The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.

27. During operating hours, the licensee or nominated representative shall be available to receive and respond to nuisance related complaints a contact number shall be readily available to residents upon request.

28. 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.

29. The Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy. This Policy shall be that before any sale of alcohol, any person who appears to be under the age of 25 years will be required to produce photo ID in the form of a passport, national ID card, driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 18.

30. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally.

31. The premises licence holder shall provide, on induction, training for all staff, including door supervisors, on how to identify and safeguard vulnerable persons who attend and leave the premises. This training shall include, but not be limited to:

- All staff (including Door Staff) to complete "Ask for Angela", WAVE & Bystander training within 28 days of employment
- The premises' procedure for when a customer seeks assistance and appears to be vulnerable
- How to identify and engage with a vulnerable customer

- How to engage with any other parties associated with the vulnerable customer
- How to log all concerns, interactions and actions taken, or not taken, and the reasons why
- Crime scene preservation related to spiking and sexual offences
- How and when to make contact with the Police, SCAS and Street Pastors to report an incident or concerns, and, where the premises has Town Safe Radios, the correct and effective use of the radios. Training must include evidence that the trainee has gained knowledge and understanding of the training, which may consist of a test or quiz, completed by the trainee.

Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of two years and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request.

32. The Premises Licence Holder and/or Designated Premises Supervisor shall ensure that right to work checks are carried out before any staff member begins work at the premises and that documents detailing the checks carried out are kept on the premises at all times and shall be made immediately available to any authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council

During discussions with the applicant the only area that could not be agreed on was the need for Body Worn Video Cameras to continuously record.

The Information Commissioners Office website states: “BWV devices have the ability to be switched on or off, but it is important to know when and when not to record. Continuous recording requires strong justification”.

The licensing team believes there to be a strong justification for continuous recording. Namely the environment where the premises will be operating is high risk in nature and incidents may take place with little to no warning which if not continuously recording the body worn cameras may not be turned on in time. Continuous recording will allow Police to know that any incidents that take place at the premises where door staff are involved will be recorded

I believe that in its current format if the licence were to be issued as is then there would be a risk of undermining the following licensing objectives:

- Prevention of crime and disorder
- Public Safety

If the Applicant agrees to Reading Borough Council's & Thames Valley Police's proposed conditions, I will agree to the withdrawal of this representation.

### The approach of the Licensing Team:

The Responsible Authorities named in the Licensing Act 2003 must ensure that the licensing objectives are all actively promoted to prevent crime and disorder, prevent public nuisance, protect children from harm and ensure public safety. All four licensing objectives are of equal importance.

### The Council's Statement of Licensing Policy (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.

## 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

## Secretary of State's Guidance (December 2023)

### 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.

#### 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.

#### 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.

**Appendices:**

<b>Date Received</b>	05/10/2025	<b>Date Due</b>	02/11/2025
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Date 31 10 2025

Division/Station : Reading Police Station Licensing Dept

From : C2107 Declan Smyth

To : Reading Borough Council

Ref: Korean Kimchi Ltd, BBQ Station, 55 St Mary's Butts, Reading RG1 2LG      Date: 21<sup>st</sup> October 2025

Subject :

**Objection**

To whom it may concern

I C2107 Declan Smyth on behalf of the Chief Officer of Thames Valley Police wish to formally object to the proposed application for a full variation application for the premises licence submitted by William Donne, Licensing Agent on behalf of Mr Prajay Krishna SHRESTHA and Korean Kimchi Ltd in relation to the BBQ Station, 55 St Mary's Butts, Reading RG1 2LG 4SA as it is believed that this application in its current format will undermine the four licensing objectives with specific regard to that of the public nuisance and the prevention of crime & disorder.

The proposal before the Sub-Committee is for:

- Provision Of Live Music

Monday      from 11:00 until 00:00  
Tuesday      from 11:00 until 00:00  
Wednesday      from 11:00 until 00:00  
Thursday      from 11:00 until 01:00  
Friday      from 11:00 until 02:30  
Saturday      from 11:00 until 02:30  
Sunday      from 11:00 until 00:00

- Provision Of Recorded Music

Monday      from 11:00 until 00:00  
Tuesday      from 11:00 until 00:00  
Wednesday      from 11:00 until 00:00  
Thursday      from 11:00 until 01:00  
Friday      from 11:00 until 02:30  
Saturday      from 11:00 until 02:30  
Sunday      from 11:00 until 00:00

- Late Night Refreshment

Monday      from 23:00 until 00:00  
Tuesday      from 23:00 until 00:00  
Wednesday      from 23:00 until 00:00  
Thursday      from 23:00 until 01:00  
Friday      from 23:00 until 02:30  
Saturday      from 23:00 until 02:30  
Sunday      from 23:00 until 00:00

- Supply Of Alcohol (On the premises)
 

Monday	from 11:00 until 00:00
Tuesday	from 11:00 until 00:00
Wednesday	from 11:00 until 00:00
Thursday	from 11:00 until 01:00
Friday	from 11:00 until 02:30
Saturday	from 11:00 until 02:30
Sunday	from 11:00 until 00:00
- Hours the Premises is Open to the Public
 

Monday	from 11:00 until 00:30
Tuesday	from 11:00 until 00:30
Wednesday	from 11:00 until 00:30
Thursday	from 11:00 until 01:30
Friday	from 11:00 until 03:00
Saturday	from 11:00 until 03:00
Sunday	from 11:00 until 00:00

The application was received on Tuesday 7<sup>th</sup> October 2025.

Prior to this application Thames Valley Police can confirm that contact had been received from the applicants licensing consultant in relation to this application on Thursday 25<sup>th</sup> September 2025.

**Paragraph 8.46 to 8.49 of the Secretary of States Guidance issued under Sec 182 Licensing Act 2003 states**

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.

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.

The operating schedule within the application form contains proposed conditions, but it is the opinion of Thames Valley Police that it does not address the risks and issues a premises of this nature experiences on a weekly basis. The current stance of the licensing department at Thames Valley Police is that this application does not contain sufficient measures/ detail wherein we can be satisfied that the four licensing objectives will be actively promoted, in that it does not sufficiently address concerns surrounding door supervisor numbers, sufficient body worn video (BWV) coverage, and training for staff and security to aid in the prevention of crime and disorder.

As you can see from the application the applicant is wishing to extend the premises hours to a level that we at Thames Valley Police deem to be high risk and is lacking in sufficient detail so as to allow us to consider if the applicant and their security provider are in a position to be proactive and preventative. Thames Valley Police does not support this application to increase the hours.

**Paragraph 8.41 to 8.43 of the Secretary of States Guidance issued under Sec 182 Licensing Act 2003 states:-**

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 policy), 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.

In Conclusion Thames Valley Police believe that in its current format that this application including the proposed operating schedule and hours of operation regarding the sale of alcohol will undermine the four licensing objectives. The applicant has not sufficiently taken into account concerns relating to Violence Against Women and Girls (VAWAG), public nuisance, crime and disorder within the local area and in our opinion not therefore provided sufficient steps to promote the licensing objectives.

Case law within the East Lindsey District Council v Abu Hanif establishes:-

“Importantly 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 the prevention and deterrence”

### **The Council Licensing Policy Statement states:-**

#### **Alcohol led bars and clubs with regulated entertainment – General Approach to conditions**

6.27 The licensing authority is of the opinion that premises that are alcohol led; provide limited seating for customers; provide little food and provide entertainment facilities have the strongest potential to undermine the promotion of the licensing objectives. The licensing authority believes that venues that encourage up right vertical drinking and the sale of alcohol – often at cheap prices – leads to a negative impact on the town and only serves to promote drunkenness and crime and disorder. Any applicant who wishes to operate such a venue will have to demonstrate that its proposed use does not undermine the promotion of the licensing objectives and the authority would expect any operating schedule to contain stringent policies and procedures to achieve this. Measures such as CCTV, employment of door supervisors and the use of a club scan device will be expected as a minimum requirement. Door staff will also be expected to wear high visibility jackets and armbands so that they can be easily identified and an applicant's failure to propose this will likely result in a representation being submitted by the Licensing department acting as a responsible authority. Other initiatives such as utilising, where appropriate,

body worn video to help promote the prevention of crime and disorder licensing objective is strongly encouraged. The use of breathalysers is also to be encouraged in venues that are alcohol led and should – where appropriate - be advertised as a condition of entry to a licensed premises – particularly given the current prevalence for pre-loading.

## **Fire Safety and Capacity Limits**

6.35 The authority is committed to ensuring public safety in licensed premises by working in close partnership with Royal Berkshire Fire and Rescue Service subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005.

6.36 Applicants and licence holders are expected to produce a comprehensive fire risk assessment before their premises is used for licensable activities. This document should be revised and maintained in accordance with the provisions of the Regulatory Reform Order 2005. It is a legal requirement that all licensed premises have a written fire risk assessment.

6.37 The Licensing authority will not generally seek to impose a safe capacity figure as a condition on a premises licence or club premises certificate unless it is appropriate for the promotion of the licensing objectives. Licence holders should ensure that all measures that impact on the public safety licensing objective are adhered to.

## **General Approach**

7.1 The Licensing Act 2003 gives the licensing authority the power to make decisions about the hours during which premises can conduct licensable activities as part of the implementation of this policy. The licensing authority will make appropriate decisions on licensing hours for the locality of each premises. All applications will be considered on its individual merits.

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.

7.3 As part of the operating schedule submitted with any application, the applicant is expected to take cognisance of the guidance, this policy and any other available data pertaining to their prospective locality and the potential impact their operation may have on that area.

7.4 Where it is deemed appropriate and proportionate to do so, the authority may seek to reduce the hours for licensable activities in order to promote an orderly and gradual dispersal from a certain area or certain premises.

7.5 All applicants and licence holders are expected to achieve and to adhere to any relevant planning permissions – including hours of operation. Applicants are expected to achieve planning permission before applying for any licence. Where the planning authority have set a terminal hour on a premises planning permission, the licensing authority will generally only grant a licence to that hour. This is to ensure consistency and integration between licensing and planning as detailed in section 2 of this policy.

Therefore in this situation we would state our opinion that the licensing objectives are prospective and can be preventative and would urge the Licensing

Sub-Committee to refuse this application for a premises licence in order to prevent the licensing objectives from being undermined.

If the Licensing Sub-Committee were of a mind to grant this application with reduced hours, we would strongly recommend the following conditions be added to the operating schedule.

### **Proposed Licensing Conditions**

1. The Premises Licence Holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping.

The entire licensable area shall be covered by the CCTV. Recorded images shall be of such quality as to be able to identify the recorded person in any light. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. 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.

2. A sign advising customers that CCTV is in use shall be positioned in a prominent position. A fully trained person who can operate the system shall be available at all times when the premises is open to the public.

3. An entry, closure and dispersal policy for controlling the opening and closing of the premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.

4. The premises licence holder or duly nominated representative shall be an active member of the local pub watch scheme if such as scheme is operative.

5. The Premises Licence Holder shall participate in the "Townsafe" Radio Scheme". This condition shall not apply whenever the device is not working through no fault of the Premise Licence Holder provided that arrangements are made for the device to resume working at the earliest opportunity. When the device is found not to be working then the Thames Valley Police Licensing Officer and the Licensing Department of Reading Borough Council shall be notified. Similarly, when the device is back up working notification to both organisations shall be done.

6. The premises shall have two SIA approved door supervisors on Friday and Saturday trade, from 21:00 hours until the last customer has left the premises at closing time whenever licensable activities are being conducted as well as whenever the premises is operating under nonstandard timing.

7. The Premises Licence Holder shall risk assess the requirement to increase the need for SIA approved door supervisors on Sunday to Thursday from 21:00 hours whenever the premises is open to the public. The risk assessment must take cognisance of local events such as Fresher's Week, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.

8. When employed, a register of Door Supervisors shall be kept. The register must show the following details:

- (i) Full SIA registration number and name.
- (ii) Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager.
- (iii) Date and time that the Door Supervisor finished work, countersigned by the Duty Manager.
- (iv) Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.
- (v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) website to check the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the badge is held by the "correct" person. All records to be retained for twelve months in line with (vi) below.
- (vi) The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised Officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months.

9. The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets / tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges.

10. If hi visibility full sleeved jackets are worn the Designated Premises Supervisor or deputy must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.

11. Whilst Door Supervisors are employed at the premises ALL Door Supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will record continuously from the beginning of the Door Supervisor's shift until the end. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

12. All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided by the Premises Licence Holder and a signed training record to confirm the same will be maintained for production to authorised officers of Reading Borough Council and Thames Valley Police upon request.

13. The Premises Licence Holder shall ensure that a written operational policy relating to the safe removal of persons from the premises and/or its immediate vicinity by staff and door supervisors shall be put in place, actively operated, and included within the Door Supervisors Operational policy. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police. This shall include but not be limited to:

- (a) Persons who have been identified by staff as being vulnerable or at risk.
- (b) Persons who are refused entry to the premises or refused service within the premises.
- (c) Persons who are ejected from the premises.

14. All events using promoters not associated with the premises, shall require notification to the Police a minimum ten working days prior to the event taking place. The notification shall identify the promoter, the event being promoted and the nature of the event/ music being promoted. All promoter led events shall be risk assessed, which must be written and provided by the Premises Licence Holder to Thames Valley Police and Reading Borough Council.

15. Re-admittance for existing customers leaving the premises to smoke is permitted and, where appropriate, shall be subject to a search by the door supervisors when re- entering the premises.

16. The Premises Licence Holder shall implement an active policy, which will take account of advice provided by Thames Valley Police, (TVP) to prevent illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures.

17. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that Thames Valley Police shall be informed if anyone is found in possession of illegal drugs or offensive weapons.

18. An ID scanning system will be employed at the premises and will be utilised for 100% of customers entering the premises from 22:00 hours and when door staff are on duty.

19. The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID. These records shall be kept for a minimum of thirty-one days and shall be made available to

any authorised Officer of Thames Valley Police or an authorised Officer of Reading Borough Council together with facilities for viewing with immediate access by a person qualified to operate the system. Any breakdown or system failure will be notified to [Licensing@thamesvalley.police.uk](mailto:Licensing@thamesvalley.police.uk) & [licensing@reading.gov.uk](mailto:licensing@reading.gov.uk) immediately and remedied as soon as practicable.

20. The Premises Licence Holder shall implement a written search policy to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. The search policy shall provide. As a minimum:

- a) For 100% bag search of all customers attempting to enter the premises, from 22:00 hours.
- b) For random searches of any customer when considered appropriate by the premises licence holder's security personnel or premises licence holder Management based on a risk assessment of the night in question.
- c) For the operation of intelligence led searches of any customer as required.

21. The venue shall also actively partake in drugs initiatives run by TVP including, but not exclusively, drug itemiser, passive drug dogs and spiked drinks campaigns.

22. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- The premises age verification policy.
- The law relating to underage sales.
- Dealing with refusal of sales.
- Proxy purchasing.
- Recognising valid identity documents not in the English language.
- Identifying attempts by intoxicated persons to purchase alcohol.
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises.
- Identifying signs of drug usage and prevention.
- The four licensing objectives.

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

22. An incident book shall be used to record details of incidents that occur in and around the venue. The incident book shall accurately reflect what has occurred and shall be specific in detail. If incidents involve members of staff, including Door Staff, their names shall be entered onto the log book. All

incidents shall be signed off either by the Designated Premises Supervisor (DPS) or the nominated individual when the DPS is not on site.

23. All refusals of service shall be recorded. The refusals log shall be retained for a period of six months and shall be made available on request to any authorised Officers of Thames Valley Police or authorised Officers of Reading Borough Council.

24. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic).

The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Details of the alcohol the person attempted to purchase.

25. The Premises Licence holder shall prevent customers from leaving the premise with any alcoholic or non-alcoholic drinks from the Premises in open containers (e.g. glasses, opened bottles, & cans).

26. The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.

27. During operating hours, the licensee or nominated representative shall be available to receive and respond to nuisance related complaints a contact number shall be readily available to residents upon request.

28. 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.

29. The Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy. This Policy shall be that before any sale of alcohol, any person who appears to be under the age of 25 years will be required to produce photo ID in the form of a passport, national ID card, driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 18.

30. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally.

31. The premises licence holder shall provide, on induction, training for all staff, including door supervisors, on how to identify and safeguard vulnerable persons who attend and leave the premises. This training shall include, but not be limited to:

- All staff (including Door Staff) to complete “Ask for Angela”, WAVE & Bystander training within 28 days of employment

- The premises' procedure for when a customer seeks assistance and appears to be vulnerable
- How to identify and engage with a vulnerable customer
- How to engage with any other parties associated with the vulnerable customer
- How to log all concerns, interactions and actions taken, or not taken, and the reasons why
- Crime scene preservation related to spiking and sexual offences
- How and when to make contact with the Police, SCAS and Street Pastors to report an incident or concerns, and, where the premises has Town Safe Radios, the correct and effective use of the radios.

Training must include evidence that the trainee has gained knowledge and understanding of the training, which may consist of a test or quiz, completed by the trainee.

Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of two years and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request.

32. The Premises Licence Holder and/or Designated Premises Supervisor shall ensure that right to work checks are carried out before any staff member begins work at the premises and that documents detailing the checks carried out are kept on the premises at all times and shall be made immediately available to any authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council.

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BBQ Station  
55 St Marys Butts  
Reading  
RG1 2LG

Keith Townsend  
Executive Director for Economic Growth  
and Neighbourhood Services

Civic Offices, Bridge St, Reading, RG1  
2LU  
0118 937 3787

Our Ref: 056655

e-mail: mike.harding@reading.gov.uk



Date: 10 February 2024

Your contact is:

Mike Harding, Licensing - Regulatory Services

Dear Sirs,

**Licensing Act 2003**

**Premises Name: BBQ Station**

**Premises Address: 55 St Marys Butts, Reading, RG1 2LG**

On 08 February 2024, Mike Harding visited your premises to ensure you are complying with the above premises licence and to advise on any matters that may arise during the inspection.

During the inspection, the officer found a number of items that require your attention as outlined below:

**Mandatory conditions**

- No Section 57 notice could be found on the premises. This is a legal notice that states where Part A of the licence is kept and who has custody of it. Please ensure this is rectified immediately.
- It could not be demonstrated that any of your staff had been authorised to sell alcohol. You may be aware that the mandatory conditions attached to your licence state that all sales of alcohol shall be made by, or authorised by, a personal licence holder. The best way to demonstrate compliance with this condition is to do a written authorisation list. If staff have not been authorised then they will not be permitted to sell alcohol. This is a breach of condition and should be rectified immediately.
- Staff were unable to tell officers what the four licensing objectives are. All licence holders and staff are expected to have a basic knowledge of these objectives as they are supposed to be actively promoted. You are advised to refresh yourself and your staff of these objectives and what they mean.

**Conditions agreed with licensing**

- No refusal book seemed to be in operation at the premises. We would expect premises that sell alcohol to be utilising a refusal book and would also expect all staff would know how and when to ask for ID and how to record any refusals.

- No incident book seemed to be in operation at the premises. You are advised to action this so that any incidents are recorded.
- Condition 1 on page 7 states that the CCTV system should provide coverage of the full licensable area; records for a minimum of 31 days and has the correct date and time. This not only promotes the prevention of crime and disorder licensing objective but is also important for staff and customer safety. The CCTV did not cover the full licensable area, and your staff explained that there was bad CCTV signal, meaning that some of the cameras did not always work. Please ensure that this is rectified.
- Condition 2 on page 7 of your licence states that “*signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.*” These signs were not displayed. Please ensure this is rectified.
- Condition 10 on page 8 of your licence in respect of notices being displayed at all exits requesting customers to leave quietly was not being complied with. No notices could be located. They are required to be placed at all exits. This is a breach of condition and should be rectified immediately.

Please note that a failure to comply with the requirements of the Licensing Act 2003, associated regulations and the terms and conditions of the premises licence is a criminal offence. If formal legal proceedings are brought against you, upon conviction, the maximum sentence is an unlimited fine and/or a prison sentence not exceeding six months for each individual offence.

**Whilst we consider what, if any, further action to take in respect of the findings detailed in this letter, please rectify all of the above within 31 days. Once you believe all of the above has been rectified, please contact Mike Harding so that we can arrange a re-inspection.**

If you have any questions in relation to the contents of this letter then please contact me.

Yours faithfully,

*M. Harding*

Mike Harding



**BBQ Station**  
**55 St Mary's Butts**  
**Reading**  
**RG1 2LG**

**Emma Gee**  
**Director of Environment and**  
**Neighbourhood Services**

**Civic Offices, Bridge St, Reading, RG1 2LU**  
**0118 937 3787**

**Our Ref: PR202511-1174092**

**e-mail: Ben.williams@reading.gov.uk**

**Date: 7<sup>th</sup> November 2025**

Your contact is: **Ben Williams, Licensing - Public Protection**

Dear BBQ Station,

**Licensing Act 2003**

**Premises Name: BBQ Station**

**Premises Address: 55 St Mary's Butts, Reading, RG1 2LG**

On **6<sup>th</sup> November 2025**, I visited your premises with my colleagues Mike Harding also of Reading Borough Council and Declan Smyth from Thames Valley Police to ensure you are complying with the above premises licence and to advise on any matters that may arise during the inspection.

During the inspection, I found the following:

**Advisory's**

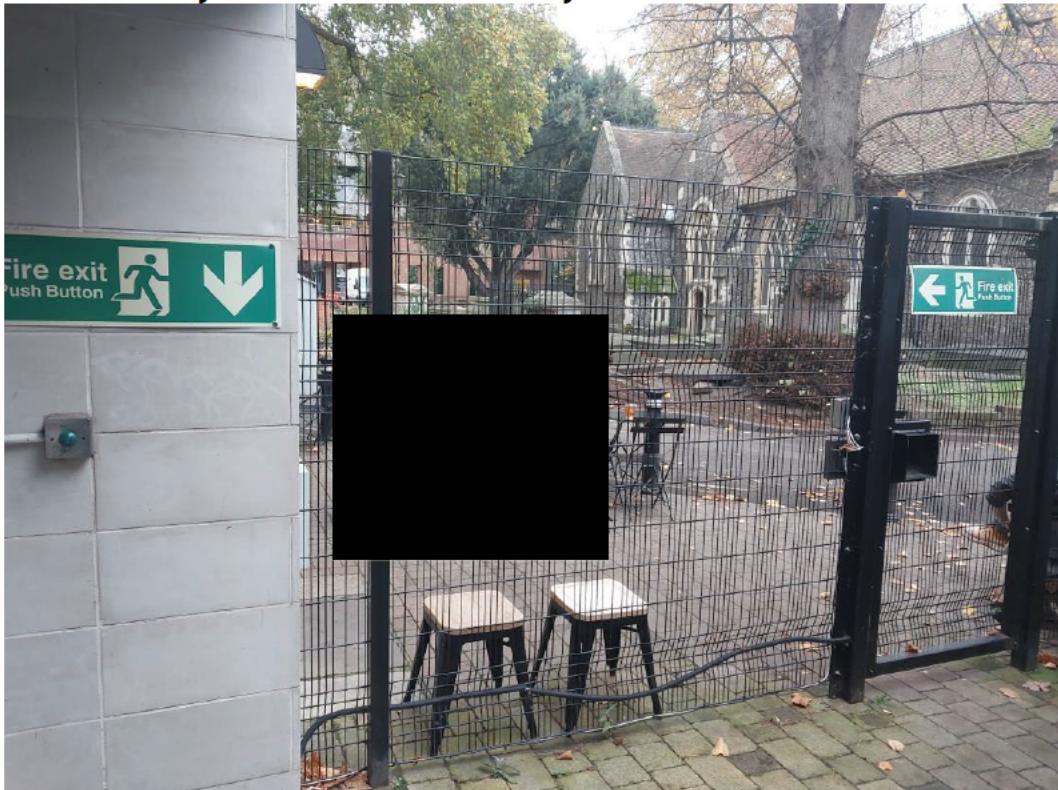
- Your authorisation list did not include all staff authorized to sell alcohol. Please update this.

**Other**

- Officers have witnessed a male sat in the front of the premises within the semi-enclosed space using a Shisha Pipe, this was raised with the DPS who explained it was his business partner who had been doing this and explained they had been treating this space as a smoking area. Officers explained that this area was partially enclosed and by using that space for this that they may be in breach of the Health Act 2006, We recommend that you contact the Environmental Health team for more guidance.
- Whilst carrying out our inspection we found a number of concerning fire hazards. These were:
  1. Fire exit blocked by empty/out of date fire extinguishers
  2. Route to fire exit blocked by stacked ladders
  3. A number of empty/expired fire extinguishers scattered throughout the premises.
  4. When asked to see your Fire Risk Assessment you were unable to produce it and could only show a blank template.
  5. We also had concerns about the rear courtyard that the fire exit leads into as once you enter this area you are required to press a button on the opposite side of this space to

release the exit and once the gate closes again it requires you to push the button again.

**Whilst we are not from the fire service these discoveries raise serious concerns and we recommend you take action to rectify and issues.**



**Mandatory conditions:**

- Part B of your licence was not correctly displayed (only pages 1 & 2). Please rectify this.
- You were unable to show a copy of Part A of your licence. Please rectify this.

#### Conditions agreed with licensing:

- Condition 1 on page 7 of your licence states “The premises licence holder shall ensure the premises’ digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request subject to the provisions of the Data Protection Act and GDPR legislation. Recorded images shall be of such quality as to be able to identify the recorded person in any light. 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.” **The CCTV only had 12 days of recordings backed up and had no coverage of the rear fire exit, please rectify this issue.**
- Condition 3 on page 7 of your licence states “All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The register shall include, but not be limited to:
  - (i) all crimes reported to the venue
  - (ii) all ejections of patrons
  - (iii) any complaints received concerning crime and disorder
  - (iv) any incidents of disorder
  - (v) all seizures of drugs or offensive weapons
  - (vi) any faults in the CCTV system, searching equipment or scanning equipment
  - (vii) any visit by a relevant authority or emergency service.
    - (a) this record shall be available for inspection by a Police Officer or an authorised officer of Reading Borough Council upon request and shall be retained for one year.
    - (b) a weekly review of the incident register shall also be carried out by the DPS.” **No incident book could be produced, please rectify this.**
- Condition 4 on page 7 of your licence states “Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:
  - i. The premises age verification policy
  - ii. The law relating to underage sales
  - iii. Dealing with refusal of sales
  - iv. Proxy purchasing
  - v. Recognising valid identity documents produced as proof of age
  - vi. Identifying attempts by intoxicated persons to purchase alcohol
  - vii. Identifying signs of intoxication
  - viii. Conflict management

ix. How to identify and safeguard vulnerable persons who attend and leave the premises

x. Identifying signs of drug usage

xi. Child Sexual Exploitation

xii. The four licensing objectives

Such training sessions are to be documented and refreshed every six 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 of Thames Valley Police and Reading Borough Council upon request." **Upon request no training documents were available, please rectify this.**

- Condition 7 on page 8 states "All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why.

This book /register will be available for inspection by an officer of Thames Valley Police or Reading Borough Council and shall be kept for a minimum of one year."

**There was a refusals log in place but where entries had been made it did not always include the identity of the staff member refusing the sale, please rectify this.**

- Condition 10 on page 8 states "Clearly legible and suitable notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly." **No such notices were on display, please rectify this.**

**Whilst we consider what, if any, further action to take in respect of the findings detailed in this letter, please rectify all of the above within 28 days. Once you believe all of the above has been rectified, please contact Ben Williams so that we can arrange a re-inspection.**

If you have any questions please contact me on the email above.

Yours faithfully



Ben Williams  
Licensing & Enforcement Officer