

To: Councillors Woodward (Chair), Dennis
and Magon

Direct: ☎ 0118 937 2744
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10 June 2026

Your contact is: **Julie Quarmby / Andrew Wood - Committee Services**

NOTICE OF MEETING - LICENSING APPLICATIONS SUB-COMMITTEE 18 JUNE 2026

A meeting of the Licensing Applications Sub-Committee will be held on Thursday, 18 June 2026 at 9.30 am in the Council Chamber, Civic Centre, Bridge Street, Reading RG1 2LU. The Agenda for the meeting is set out below.

AFFECTED **Page No**
WARDS

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 GRANT OF A PREMISES LICENCE - READING BISCUIT FACTORY, 1A QUEENS WALK, READING, RG1 7QF **ABBHEY** **3 - 106**

To consider an application for the grant of a premises licence in respect of Reading Biscuit Factory, 1a Queens Walk, Reading, RG1 7QF.

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LICENSING ACT 2003 HEARING Thursday, 18 June 2026 @ 09:30HRS
APPLICATION FOR THE GRANT OF A PREMISES LICENCE

1. Premises:
Reading Biscuit Factory 1a Queens Walk Reading RG1 7QF

2. Applicant:
RIENT Limited

3. Background:																												
<p>There is currently no licence in force at the premises.</p> <p>The premises is located on Queens Road in Reading.</p> <p>The premises currently describes itself as an independent cinema, bar and arts venue, located within the Town Centre. The premises is arranged over ground and first floor levels, comprising of cinema screens, foyer/reception areas, customer space, toilet facilities, storage areas and a first-floor bar/lounge area. The primary function of this premises is a cinema, with alcohol sales ancillary to the primary operation.</p> <p>The premises held a Premises Licence, under licence number LP2003295, which was originally granted in June 2021. This premises licence authorised the following licensable activities:</p> <p>Hours for the Exhibition of Films</p> <table> <tr><td>Monday</td><td>from 1030hrs until 2300hrs</td></tr> <tr><td>Tuesday</td><td>from 1030hrs until 2300hrs</td></tr> <tr><td>Wednesday</td><td>from 1030hrs until 2300hrs</td></tr> <tr><td>Thursday</td><td>from 1030hrs until 2400hrs</td></tr> <tr><td>Friday</td><td>from 1030hrs until 0100hrs</td></tr> <tr><td>Saturday</td><td>from 1030hrs until 0100hrs</td></tr> <tr><td>Sunday</td><td>from 1100hrs until 2300hrs</td></tr> </table> <p>Hours for the Provision of Late Night Refreshment</p> <table> <tr><td>Thursday</td><td>from 2300hrs until 2400hrs</td></tr> <tr><td>Friday</td><td>from 2300hrs until 0100hrs</td></tr> <tr><td>Saturday</td><td>from 2300hrs until 0100hrs</td></tr> </table> <p>Hours for the Sale by Retail of Alcohol</p> <table> <tr><td>Monday</td><td>from 1030hrs until 2300hrs</td></tr> <tr><td>Tuesday</td><td>from 1030hrs until 2300hrs</td></tr> <tr><td>Wednesday</td><td>from 1030hrs until 2300hrs</td></tr> <tr><td>Thursday</td><td>from 1030hrs until 2300hrs</td></tr> </table>	Monday	from 1030hrs until 2300hrs	Tuesday	from 1030hrs until 2300hrs	Wednesday	from 1030hrs until 2300hrs	Thursday	from 1030hrs until 2400hrs	Friday	from 1030hrs until 0100hrs	Saturday	from 1030hrs until 0100hrs	Sunday	from 1100hrs until 2300hrs	Thursday	from 2300hrs until 2400hrs	Friday	from 2300hrs until 0100hrs	Saturday	from 2300hrs until 0100hrs	Monday	from 1030hrs until 2300hrs	Tuesday	from 1030hrs until 2300hrs	Wednesday	from 1030hrs until 2300hrs	Thursday	from 1030hrs until 2300hrs
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This licence was held by Really Local Group Limited, before being transferred to RLG SPV BETA Ltd, Following Really Local Group Limited being liquidated. On 6th February 2026, the Premises Licence Holder (RLG SPV BETA Ltd) entered insolvency by way of liquidation. Under the Licensing Act 2003, if a premises licence holder enters liquidation, administration, or bankruptcy, the licence immediately lapses. To prevent permanent loss, the licence must be transferred within a 28-day statutory window.

It came to light to the Licensing Authority on 23rd April 2026, that Reading Biscuit Factory, was now being ran by RIENT LTD, rather than RLG SPV BETA Ltd. This was discovered by a member of the Council's Business support team, who highlighted this to the Licensing Authority.

On 23rd April 2026, a member of the Licensing Authority contacted The Biscuit Factory, via email, advising them that all licensable activity must immediately cease, accompanied with a letter explaining the situation. This letter was also hand-delivered to the premises, with it being handed to a duty manager on 23 April 2026.

On 24th April 2026, Officers from Reading Borough Council's Licensing Department visited the Premises, with the purpose of seeing if licensable activity was continuing without an appropriate authorisation being in place. An officer entered the premises and was able to purchase a pint of beer. 2 Licensing Officers from Reading Borough Council then identified themselves, spoke to staff and again explained that the licence had lapsed and that licensable activity cannot take place.

Officers then re-attended the premises on 25th April 2026, to hand deliver a warning letter, and entered the premises under section 179 of The Licensing Act 2003, to ascertain whether any licensable activities were taking place, without authorisation. Officers noted that there was a sign on the bar which stated there was "no beer", and the duty manager assured the officers that no alcohol had been served. However, whilst at the premises, Officers saw that 3 Cinema screens were seen to be showing films. Officers advised the Duty Manager that the Exhibition of Films is a Licensable Activity, and showing films without a valid authorisation constitutes as an unauthorised licensable activity. Officers advised the Duty Manager that this was the third time that officers had attended the premises, and had seen licensable activity taking place. Advice was given also regarding Temporary Event Notices.

A New Premises Licence was applied for on 27 April 2026, by RIENT Limited. This application is attached as **Appendix RT001**.

Since the submission of the application, the applicant has indicated that they wish to make amendments to the original proposal. Details of these amendments are set out in the attached document, **Appendix RT002**. The proposed changes to the application are as follows:

1. Change of the Designated Premises Supervisor (DPS) of the premises changing from Guyan Mathavan DE LIVERA to Matthew FERGUSON.

2. All conditions which were on the previous 'lapsed' licence (ref: LP1001135) to be added to this current application (copy attached at **Appendix RT010.**)
3. No longer wishing to apply for Live Music
4. No longer wishing to apply for Recorded Music

Please note: The Live Music Act 2012 (as amended in 2015) deregulates certain live and recorded music from licensing requirements under the Licensing Act 2003. It allows small-scale performances in licensed premises, workplaces, and community settings without a premises licence for entertainment, provided conditions are met—principally that events occur between 08:00 and 23:00 and audiences do not exceed 500 people.

During the mediation period, The Licensing Authority and Thames Valley Police both were sent the amendments to the original proposal, however neither Responsible Authority has accepted these changes. This is attached as **Appendix RT003.**

4. Licensable activities applied for:

The application is for the grant of a premises licence for the following activities:

Sale of Alcohol

Monday to Saturday - 1030hrs to 2300hrs
Sunday - 1100hrs to 2300hrs

Late night refreshment:

Thursday - 2300hrs to 0000hrs
Friday to Saturday - 2300hrs to 0100hrs

Recorded Music:

Monday to Thursday - 0800hrs to 0000hrs
Friday to Saturday - 0800hrs to 0100hrs
Sunday - 0900hrs to 2300hrs

Live Music

Monday to Thursday - 1600hrs to 2300hrs
Friday to Saturday - 1600hrs - 0000hrs
Sunday - 1500hrs - 2300hrs

Provision of Films

Monday to Thursday - 1030hrs to 2300hrs
Friday to Saturday - 1030hrs to 0100hrs
Sunday - 1100hrs to 2300hrs

Hours the Premises is Open to the Public:

Monday to Wednesday - 0800hrs to 0000hrs
Thursday - 0800hrs to 0100hrs
Friday to Saturday - 0800hrs to 0200hrs
Sunday - 0900hrs to 2300hrs

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: 27/04/2026

7. Date of closure of period for representations: 25/05/2026

8. Representations received:

During the 28-day consultation period for the application, **6** representations were received, **4** were deemed valid, **2** were deemed invalid. The Valid reps, received from:

1. Reading Borough Council – Licensing (**Appendix RT004**)
2. Reading Borough Council – Environmental Health* (**Appendix RT005**)
3. Thames Valley Police (**Appendix RT006**)
4. Karen Rowland (**Appendix RT007**)

The Reps deemed invalid are attached as additional information for committee members to assign as much weigh to as they see fit:

5. Cllr Jacqueline Dominguez (**Appendix RT008**)
6. Tony Page (**Appendix RT009**)

*Please note that the representation that was made by the Reading Borough Council – Environmental Health department, was withdrawn, following mediation with the applicant and the agreement of additional conditions. Confirmation of this can be found at **Appendix RT005b***

9. Powers of the Authority in determining an application for the grant 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:

5. Licensing Applications

Grant and Full Variations

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

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

6. Licensing Conditions

General Approach

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

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

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

Late Night Refreshment (takeaways) and Conditions – General Approach

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

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

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

6.22 Public nuisance can often occur from takeaways being sited in residential areas. This could be in relation to the use of delivery vehicles and the congregating of customers

outside the premises. Applicants are expected to make an assessment of their proposed locality and implement measures to avoid disturbing local residents such as the use of electric bikes and the implementation of a dispersal policy.

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

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 2026)

Licensing Objectives and Aims:

1.18 When making licensing decisions, all licensing authorities should consider the need to promote growth and deliver economic benefits.

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 area⁵. 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:

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 RT001: Premises Licence Application Form

Appendix RT002: Changes to application supplied by applicant's agent

Appendix RT003: RBC Licensing & TVP Email

Appendix RT004: RBC Licensing Representation

Appendix RT005: RBC Environmental Health Representation

Appendix RT005b: RBC Environmental Health Representation withdrawn

Appendix RT006: Thames Valley Police Representation

Appendix RT007: Karen Rowland Representation

Appendix RT008: Cllr Dominguez

Appendix RT009: T.Page



* required information

Section 1 of 21

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	RBF_Premise_License	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant? <input type="radio"/> Yes <input checked="" type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Guyan	
* Family name	Mathavan De Livera	
* E-mail	[REDACTED]	
Main telephone number	[REDACTED]	Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		
Are you: <input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader <input type="radio"/> Applying as an individual		A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	15722134	
Business name	RIENT LIMITED	If your business is registered, use its registered name.
VAT number	GB 474765253	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country



Contact Details

E-mail
Telephone number
Other telephone number
* Date of birth
* Nationality

[Redacted] [Redacted]
[Redacted]
[Redacted]
[Redacted] / [Redacted] / [Redacted]
dd mm yyyy
British Citizen

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? [28] / [04] / [2026]
dd mm yyyy
If you wish the licence to be valid only for a limited period, when do you want it to end [] / [] / []
dd mm yyyy

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

Reading Biscuit Factory is an independent cinema, bar and arts venue located at 1A Queens Walk, Reading town centre. The premises operates primarily as a cinema and cultural venue, providing film screenings, community events, private hires and associated hospitality services.

The premises is arranged over ground and first floor levels, comprising cinema screens, foyer/reception areas, customer

Continued from previous page...

circulation space, toilet facilities, storage areas and a first-floor bar/lounge area. Alcohol sales are ancillary to the primary cinema and events operation.

The venue regularly hosts community-focused activities including charity screenings, school screenings, quiz nights and other cultural or social events.

The premises is situated within a mixed commercial town centre location with nearby retail, leisure and transport links. Appropriate management controls are in place in relation to CCTV, staff training, age verification, customer dispersal and the prevention of public nuisance.

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

Exhibition of films within indoor cinema auditoria and associated internal event spaces as part of the normal operation of an independent cinema and arts venue. This includes scheduled public screenings, private hires, charity screenings, school screenings, community screenings, film festivals, premieres, and similar cinema-related events. Film sound will be reproduced through professionally installed cinema sound systems.

State any seasonal variations for the exhibition of film

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

No specific seasonal variations. Additional screenings, festivals, community events, family programming and special events may take place during school holidays, festive periods, and other peak demand periods within the hours requested.

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

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

The premises may be used for occasional special screenings, premieres, film festivals, private hires, charity events, awards broadcasts, or community events outside standard timings where permitted by the premises licence or by separate authorisation where required.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Continued from previous page...

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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Start

End

THURSDAY

Start

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Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

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Start

End

SUNDAY

Start

End

Start

End

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

- Indoors Outdoors Both

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

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

Continued from previous page...

Occasional indoor live music performances ancillary to the primary operation of the premises as an independent cinema and arts venue. This may include DJ performances, small-scale acoustic performances, background live music, community events, private hire functions and special events. Music may be amplified through professionally installed sound systems and managed by staff.

State any seasonal variations for the performance of live music

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

No specific seasonal variations. Additional occasional live music events may take place during festive periods, bank holidays, private hire functions, community events and peak trading periods within the hours requested.

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

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

Occasional special events, private hires, launch events, community events or festive celebrations may require live music outside standard timings where permitted by the premises licence or by separate authorisation where required.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

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

Indoors Outdoors Both

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

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.

Playing of recorded music indoors ancillary to the primary operation of the premises as an independent cinema and arts venue. This includes background music in foyer, bar and customer areas, music associated with film screenings, private hire functions, community events and occasional DJ or themed events. Music may be amplified through professionally installed sound systems.

State any seasonal variations for playing recorded music

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

No specific seasonal variations. Additional use may take place during festive periods, school holidays, bank holidays, private hires, community events and peak trading periods within the hours requested.

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

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

Occasional special events, private hires, premieres, community events or festive celebrations may require the playing of recorded music outside standard timings where permitted by the premises licence or by separate authorisation where required.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes No

Section 13 of 21

Continued from previous page...

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

[See guidance on regulated entertainment](#)

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

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

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Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

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

- Indoors Outdoors Both

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

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

Provision of late night refreshment indoors ancillary to the primary operation of the premises as an independent cinema and arts venue. This includes the sale or supply of hot food and hot drinks to customers attending film screenings, events, private hires and associated hospitality activities.

State any seasonal variations

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

No specific seasonal variations. Additional use may occur during festive periods, private hires, premieres, special screenings, community events and peak trading periods within the hours requested.

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

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

Occasional special events, private hires, premieres or festive celebrations may require the provision of late night refreshment outside standard timings where permitted by the premises licence or by separate authorisation where required.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="10:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="10:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

No specific seasonal variations. Additional use may occur during festive periods, school holidays, private hire functions, premieres, special screenings, community events and peak trading periods within the hours requested.

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

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

Occasional special events, private hires, premieres, charity events or festive celebrations may require the supply of alcohol at different times where permitted by the premises licence or by separate authorisation where required.

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

Continued from previous page...

Name

First name

Family name

Date of birth

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

Section 16 of 21

ADULT ENTERTAINMENT

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

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

No adult entertainment or services are proposed at the premises.

The premises operates as an independent cinema, arts and community venue. Any films exhibited will be age-classified in accordance with BBFC classifications or any licensing authority requirements. Challenge 25 age verification procedures will

Continued from previous page...

be operated in relation to alcohol sales. Children will be supervised and access managed appropriately depending on the nature and classification of events.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

State any seasonal variations

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

No specific seasonal variations. Additional opening may occur during festive periods, school holidays, private hire functions, premieres, special screenings, community events and peak trading periods within the hours requested.

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

Continued from previous page...

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

Occasional special events, premieres, private hires, charity events, community events or festive celebrations may require the premises to remain open at different times where permitted by the premises licence or by separate authorisation where required.

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

The premises will operate in accordance with all licence conditions, relevant legislation and internal operating procedures. Management will maintain appropriate staff training, supervision, incident reporting, age verification procedures, customer management controls, health and safety procedures, and liaison with responsible authorities where required. The premises will be managed as an independent cinema, arts and community venue with licensable activities ancillary to its primary operation.

b) The prevention of crime and disorder

A digital CCTV system will be installed and maintained in good working order with recordings retained for an appropriate period and made available to authorised officers upon request. Adequate staffing levels will be maintained. Staff will be trained in responsible alcohol retailing, conflict management and incident reporting. An incident/refusals log will be maintained. Challenge 25 will operate for alcohol sales. Drugs, violence, anti-social behaviour and disorder will not be tolerated and management will liaise with Thames Valley Police where necessary.

c) Public safety

The premises will comply with all fire safety, health and safety and risk assessment requirements. Emergency exits and escape routes will be kept clear and suitably signed. Staff will be trained in emergency procedures, evacuation and first aid awareness. Capacity limits for each area/screen will be observed. The premises will be maintained in a safe condition with regular inspections of equipment and customer areas.

d) The prevention of public nuisance

Noise from music, customers and activities will be monitored and managed so as not to cause disturbance to neighbouring properties. Doors and windows will be kept closed where appropriate during regulated entertainment, save for access and egress. Clear signage will request customers to leave quietly and respect neighbours. Waste collections, bottle disposal and deliveries will be managed responsibly. Any smoking/external areas will be supervised where required.

e) The protection of children from harm

The premises will operate in accordance with BBFC film classifications or any licensing authority classifications. Challenge 25 will be operated for alcohol sales. Children will be appropriately supervised and access to age-restricted films or events controlled. Staff will be trained in safeguarding awareness and age verification procedures. Any unaccompanied children policies and event-specific controls will be applied where appropriate.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

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

* Fee amount (£)

DECLARATION

Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

Continued from previous page...

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/reading/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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

OFFICE USE ONLY

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

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

READING BISCUIT FACTORY**Application under section 17 Licensing Act 2003-Grant of a Premises Licence
Biscuit Factory, 1A Queens Walk, Reading RG17QF****Decision Required**

For both Licensing and Police to accept the revised conditions, and the nomination of Mr Ferguson as the new DPS, and withdraw their representations in order for the new licence to be granted. This would save the costs of the application going before the Licensing Sub Committee for determination.

We would also draw you attention to the Section 182 guidance:

1.18 When making licensing decisions, all licensing authorities should **consider the need to promote growth** and deliver economic benefits.

1.19 In coming to a decision on individual licensing applications, licensing committees should have regard **to relevant local plans** and strategies – such as those relating to town planning, the night-time economy, or business support

The Application

1. On the 27th April the application was submitted by Mr Guyan Mathavan De Livera on behalf of Reint Ltd for the supply of alcohol by retail, regulated entertainment, and the provision of late-night refreshment. On 20th May 2026 Mr Bill Donne, Silver Fox Licensing Consultants received written instructions from the Director to act on behalf of Reint Ltd, the Applicant.

The Background

2. The Biscuit Factory has traded as a cinema, licensed bar and community hub since July 2021. The business had a premises licence, number LP2003295, held by RLG SPV Beta Ltd which according to the records at Companies House a liquidator was appointed on 17th February 2026 following the collapse of the parent and various inter-related holding Companies.
3. The Biscuit Factory was one of five venues the holding Company, The Really Local Group, owned and operated. Following the collapse of the holding Company the other four cinema venues were closed down with venue staff and head office personnel being made redundant.
4. The former Director incorporated a new Company Reint Ltd and purchased the assets for the Biscuit Factory from the administrator.
5. During this time period the Company wide operations manager, Mr Guyan Mathavan De Livera, went from a full time position to working part time one to two days a week in a different role, now focussing on booking the programme for new film releases. He resides

in Harrow, London, Mr De Livera was also the specified Designated Premises Supervisor (DPS) for the Biscuit Factory.

6. Mr Rory Donohue, is the contracted accountant, is responsible for the financial matters for the Company and resides overseas.
7. During this period of turmoil of insolvency and redundancies an application to transfer the premises licence to Reint Ltd (NewCo) within the twenty-eight day period was overlooked. As a consequence, the previous licence lapsed. The senior management were unaware that this was the case.
8. It appears that the annual fee for the previous premises licence was due and there was some communication with officers of Company and the Council. This caused some confusion.
9. Mr Matthew Ferguson has been the General Manager at the venue for many years and was responsible for the day-to-day management of the business. On Wednesday 22nd April Mr Ferguson left the premises after finishing his day shift at c.15:00 hours to go on pre-authorized vacation and travelled to Salisbury to visit his seriously ill Mother (see Appendix 1). He did not return to Reading until Monday. During this time used his mobile phone to occasionally access emails but could not download any attachments. During his absence the management of the business was delegated to the various duty managers. He initially understood the issue to be related to the annual fee.
10. On Thursday 23rd April Mr Harding emailed The Biscuit Factory advising them that the premises licence had lapsed on the generic Biscuit Factory email account as stated in the Timeline of Events. The following table provides a timeline of events.

Timeline of Events

Day / Date / Time	Event title	Short description
Thursday, 23 April 2026, 15:58	Mike Harding emails Reading Biscuit Factory — premises licence lapse identified (Formal warning letter issued)	Mike Harding emailed the Reading Biscuit Factory info address and Rory Donohue, copying Robert Smalley, Sian Richards and Clyde Masson. (Guy De Livera was not shown as a direct recipient of this initial email.)
Friday, 24 April 2026, 13:52	Guy De Livera (GDL) replies to Mike Harding	After becoming aware GDL replied to Mike Harding, acknowledged the correspondence, confirmed the matter was being taken seriously, explained the premises was under new trading arrangements, and asked about the quickest route to

Day / Date / Time	Event title	Short description
		regularise the position, including whether temporary permissions were available.
Friday, 24 April 2026, 20:44	Mike Harding replies with application guidance	Mike replied to GDL with guidance on submitting a new premises licence application and explained that any Temporary Event Notice would need to be properly submitted and not objected to before licensable activities could take place.
Friday, 24 April 2026, approx. 21:09	Licensing officers attend premises and conduct test purchase	Licensing officers attended Reading Biscuit Factory and conducted a test purchase of alcohol. (officer was sold a pint of lager).
Saturday, 25 April 2026, 20:21	Mike Harding emails Reading Biscuit Factory following officer visit (Final warning letter issued)	Mike emailed GDL, Rory Donohue, Matt Ferguson and the Reading Biscuit Factory info address, copying Robert Smalley, Ben Williams and Declan Smyth of Thames Valley Police. The final warning letter was attached to this email.
Monday, 27 April 2026, 11:34	Guy De Livera replies following final warning	GDL replied to Mike and the wider group, confirmed the cinema had ceased trading and remained closed, stated that three TEN applications had been submitted, and explained that a new premises licence application was being submitted that day. You also requested a call or meeting to discuss the matter.
Monday, 27 April 2026, 11:34	Guy De Livera explains licence lapse position	In the same email, GDL explained that the issue arose from an administrative failure following insolvency, stated there had been no change to the nature of the operation or operating team, and confirmed you were seeking to rectify the matter immediately.
Tuesday, 28 April 2026, 12:20	Mike Harding replies to Guy De Livera	Mike acknowledged the steps taken, including ceasing trading, submitting TENs and preparing the premises licence application. He stated there was no statutory route to expedite the licensing or TEN process.
Tuesday, 28 April 2026, 12:20	Mike Harding declines meeting request	In the same reply, Mike stated that he did not consider a meeting at that stage would change the position and confirmed that officers would continue to monitor the situation and process applications in line with statutory requirements.
20 th May 2026	BD Email to Licensing	Mr Bill Donne, Silver Fox Licensing Consultants received written instructions from the Director to act on behalf of Reint Ltd, the Applicant. On that day Mr

Day / Date / Time	Event title	Short description
		Donne sent an email to Licensing, Mr Harding, and to Mr Timney confirming that he was representing the Applicant and 'I would be grateful if you would email to me all the records on the public register, including the application, Mr Harding's representation, and any other representations received.'
22 nd May 2026	BD Email to Licensing	Requesting that the conditions contained within the original application be withdrawn and revised set of conditions proposed that mirrored the conditions on the original premises licence (Appendix 2) AND that Mr Ferguson be the DPS once he had obtained his personal licence

11. Mr Donne had advised the Applicant that the conditions proposed in the application were not fit for purpose, and recommended the new conditions that subsequently were put forward to Licensing for their consideration.
12. The licensable activities of Live Music and Recorded Music are **formally withdrawn** as the Live Music Act provisions will apply until 23:00 hours each day.

The Application vs the Previous Premises Licence

Application			Previous PL	
Films	Mon-Wed Thurs Fri & Sat Sun	10:30-23:00 10:30-23:00 10:30-01:00 11:00-23:00	Mon-Weds Thursday Fri and Sat Sun	10:30-23:00 10:30-24:00 10:30-01:00 11:00-23:00
Late Night Refreshment	Thurs Fri & Sat	23:00-24:00 23:00-01:00	Thurs Fri & Sat	23:00-24:00 23:00-01:00
Alcohol (On sales)	Mon-Sat Sun	10:30-23:00 11:00-23:00	Mon to Sat Sun	11:00-23:00 11:00-23:00
Recorded Music WITHDRAWN	Mon-Thurs Fri & Sat Sun	08:00-24:00 08:00-01:00 09:00-23:00		N/a
Live Music WITHDRAWN	Mon-Thurs Fri & Sat Sun	16:00-23:00 16:00-24:00 15:00-23:00		N/a
Hours Open to The Public	Mon-Wed Thurs Fri & Sat Sun	08:00-24:00 08:00-01:00 08:00-02:00 09:00-23:00	Mon-Wed Thurs Fri & Sat Sun	08:00-24:00 08:00-01:00 08:00-02:00 09:00-23:00

In Summary

1. It is acknowledged that the trading of the venue whilst the premises licence had lapsed is a serious offence under the Licensing Act 2003 subject to a Level 5 fine on summary conviction. The confusion regarding the intervention from the Licensing Authority Officers were exacerbated by the timings of the exchange of emails, the absence of senior management, and the confusion over payment of the annual fee and the lapse of the Premises Licence.
2. Had the new trading Company Reint Ltd applied to transfer the licence immediately then the issues would not have arisen.
3. The Applicant wishes to replace the proposed conditions contained within the operating schedule, with the conditions detailed in Appendix 2, that mirror the conditions on the previous licence. In addition, the Applicant wishes to withdraw both live music and recorded music from the application as the default Live Music Act will apply.
4. Mr Matthew Ferguson, the General Manager will be the proposed DPS once his personal licence has been granted.
5. The Biscuit Factory will have used its allocation of Temporary Events Notices by this weekend.

Appendix 2

Proposed Revised Conditions:

Consistent with the previous premises licence # LP2003295 Annex 2

1. All staff shall be suitably trained for their job function for the premises.
2. Staff employed to sell alcohol shall undergo training upon induction before they are allowed to sell alcohol. This shall include, but not be limited to:
 - The premises age verification policy
 - The Four Licensing objectives
 - 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
 - Offences committed under the Licensing Act
 - Conditions of the Premises Licence

Refresher training shall be provided every 6 (six) months

- a) Signed induction and refresher training records are to be kept for a minimum of 2 (Two) years of the date of training and made available for inspection by an authorised officer of Reading Borough Council or Thames Valley Police Upon request.
3. All staff employed to sell alcohol shall be trained to record refusals of sales of alcohol in a refusals book or electronic register, If the record is in written form then it should be documented in a bound book similar to a A4 day by day diary and marked refusals. The book/register 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
- a) This book/register shall be available for inspection to an authorised officer of Reading Borough Council or Thames Valley Police. A weekly review of the refusals book/register shall also be carried out and signed off by the Designated Premises Supervisor or their nominated representative.
4. All staff employed to sell alcohol shall be trained to record any incident which has an impact on any of the four licensing objectives, or instances when authorised officers from Reading Borough or Thames Valley Police have attended the premises. If the record is in written form, then it should be documented in a bound book similar to an A4 day by day diary and marked incident book. The book/register shall contain:

It must be completed within 24 hours of the incident and will record the following:

 - all crimes relating to the premises
 - all ejections of persons
 - any complaints received
 - any incidents of disorder
 - any faults in the CCTV system
 - any visit by a relevant authority or emergency service

The book/register shall be made available for inspection to an authorised officer of Reading Borough Council or Thames Valley Police upon request.

5. The premises shall at all times operate a **Challenge 25** age verification policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Acceptable forms of ID for production at the delivery address are a passport, a photo card driving licence, a card bearing the 'PASS' hologram or Military ID (or any other nationally accredited scheme) or any other form or method of identification that complies with any mandatory condition that may apply to this licence are to be accepted as identification.

6. The premises shall at all times operate primarily as a Cinema and Arts complex.

7. Alcohol sales shall be supplied from the first-floor bar area only.

8. No provision of late night refreshment shall be authorised under this premises licence from the ground floor of the premises after 2300hrs.

9. The ground floor of the premises shall be closed to customers, other than for access to and egress from the first floor of the premises after 2300hrs.

10. No food or drink shall be provided to be consumed off the premises after 2300hrs.

11. Every poster, advertisement, photograph, sketch, synopsis or programme relating to a film exhibited, or to be exhibited at the premises, shall indicate clearly the age certification of the film.

12. Posters advertising the premises' Challenge 25 policy shall be displayed in prominent positions on the premises.

13. The Premises Licence Holder shall display a copy of their written age verification policy on checking proof of age in a prominent position on the premises.

14. A current written authorisation list shall be kept in the Licensing file on the premises confirming the details of all current staff that have been authorised to sell alcohol by a Personal Licence Holder. The authorisation list shall include, the name of the staff member authorised, the name and personal licence details of the person authorising them to sell alcohol. This list shall also contain the date and signature of the staff member authorised and countersigned by the authorising Personal Licence Holder.

15. The Premises Licence Holder/Designated Premises Supervisor shall ensure that they and staff who are authorised to sell alcohol, are able to converse with customers and representatives of Statutory Agencies to a level that they are able to satisfactorily meet the four licensing objectives as contained in the Licensing Act 2003.

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

16. The premises licence holder shall not sell super strength beer, lager or cider with an alcohol content of 6.0% ABV or greater.

Prevention of Crime and Disorder

CCTV

17. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record while the premises are open to the public and recordings shall be kept for a minimum of 31 days with correct time and date stamping. The entire licensable area shall be covered with the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises and in order to capture clear facial images of all patrons entering the premises. The CCTV views will not be obstructed. CCTV images and data recordings shall be made available, without delay 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 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.

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

19. If the CCTV system fails for any reason, then the designated premises supervisor or nominated representative are required to contact both Thames Valley Police at licensing@thamesvalley.pnn.police.uk and the Licensing Team at Reading Borough Council at licensing@reading.gov.uk outlining the reason if known and when it is likely to be repaired. This is to be done within 24hrs of the failure.

20. When the CCTV system has been repaired the designated premises supervisor or nominated representative are required to contact both Thames Valley Police at licensing@thamesvalley.pnn.police.uk and the Licensing Team at licensing@reading.gov.uk informing them of the repair again within 24hrs of the repair.

21. The premises licence holder shall uphold a zero tolerance policy in relation to illegal drugs.

22. Any person entering the premises who appears to be under the influence of alcohol or illegal drugs shall in the interests of other members of the public using the premises be requested to leave the premises.

23. No person carrying visibly open or sealed vessels of alcohol coming from the outside shall be permitted in the venue at any time.

Prevention of Public Nuisance

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

25. A closure and dispersal policy, for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively operated. Staff shall be available to ensure that customers disperse quietly from the premises and the area immediately outside the premises.

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. This includes noise from any amplified music or speech played at the premises.

27. All doors and windows must be kept closed, other than for access and egress, when events involving regulated entertainment are taking place.

28. The playing of live, recorded music or background music in outside areas of the premises will not be permitted.

29. Any outside seating areas will be closed to customers at 23:00hrs.

30. The premises' frontage shall be regularly monitored and kept clear of all forms of litter whilst the premises is open for licensable activities.

31. Patrons smoking outside the premises shall be monitored regularly to ensure the potential for noise nuisance is controlled.

32. Clear and legible notices shall be prominently displayed at any area used for smoking requesting customers to respect the needs of local residents/ businesses and use the area quietly.

33. The Premises Licence Holder shall place signs at all exits informing customers that glassware and any open drink containers shall not be removed from the premises. Staff shall monitor this and take appropriate action to prevent any drinks being removed from the premises.

Other initiatives

34. The licence holder shall actively participate in initiatives set up by Thames Valley Police, Reading Borough Council or Reading Off- licence watch including initiatives to tackle drunken behaviour and street drinking, such as 'Reducing the Strength'.

Timney, Riley

To: Harding, Mike
Subject: RE: The Biscuit Factory-Amendments to the Application

From: Harding, Mike
Sent: 28 May 2026 17:14
To: 'Declan Smyth (C2107)' <[REDACTED]>; Bill Donne <[REDACTED]>
Licensing <Licensing@reading.gov.uk>
Cc: Masson, Clyde <[REDACTED]> <[\[REDACTED\]@uk](mailto:[REDACTED]@uk)>; Abell, Rob <[REDACTED]>
Subject: RE: The Biscuit Factory-Amendments to the Application

Dear Bill,

**Response to Further Submissions on behalf of Reint Ltd
Application for the Grant of a Premises Licence
The Biscuit Factory, 1A Queen's Walk, Reading, RG1 7QF**

The Licensing Authority has carefully considered the further submissions made on behalf of the applicant, including the revised conditions proposed, the withdrawal of certain licensable activities from the application, and the proposed appointment of Mr Matthew Ferguson as Designated Premises Supervisor.

The Authority acknowledges the difficult circumstances arising from the insolvency of the former premises licence holder, including the operational disruption and staffing difficulties described within your submissions. The Authority also acknowledges that the applicant has since submitted Temporary Event Notices and applied for a new Premises Licence in an effort to regularise the position.

However, having reviewed the matter in full, the Licensing Authority maintains its representation and remains of the view that it is both necessary and appropriate for this application to be determined by the Licensing Sub-Committee at a formal hearing.

The Authority's concerns do not arise primarily from the original administrative failure which resulted in the lapse of the previous Premises Licence. Rather, the central concern is that licensable activities continued after the premises had been repeatedly informed, both verbally and in writing, that the Premises Licence had lapsed, no lawful authorisation existed for licensable activities, and all licensable activities were required to cease immediately.

The evidence demonstrates that on 23 April 2026, written notification was issued explaining that the Premises Licence had lapsed and that licensable activities must cease immediately. A Licensing Officer also attended the premises in person, hand delivered the warning letter, and verbally advised management that licensable activities could not lawfully continue.

On 24 April 2026, correspondence from the premises acknowledged receipt of the Authority's communications and confirmed that the matter was understood and being taken seriously. Despite this, Licensing Officers attended the premises later that same evening and were sold alcohol during a test purchase operation. Officers again advised staff that licensable activities could not lawfully continue.

On 25 April 2026, a final warning letter was issued. Officers attended the premises again that evening and observed films continuing to be exhibited in circumstances where no authorisation existed.

The Licensing Authority submits that the key issue for determination by the Sub-Committee is not simply that the previous licence lapsed, but that licensable activities continued after repeated direct regulatory

intervention and after the legal position had been clearly explained to multiple members of staff and management.

Your submissions refer to the temporary absence of Mr Ferguson and the operational difficulties following insolvency. However, the evidence demonstrates that warning letters and correspondence were sent to multiple management representatives, officers attended the premises on several occasions and spoke directly with staff and duty managers, staff confirmed awareness of the issue during officer visits, and licensable activities nevertheless continued.

Accordingly, the Authority's concerns are not limited to the actions of any single individual. Rather, the evidence indicates wider failures in management oversight and regulatory compliance which are directly relevant to the Sub Committee's assessment of future compliance with the licensing regime and the promotion of the licensing objectives.

The Licensing Authority has carefully considered the revised conditions proposed by the applicant and notes that many mirror conditions previously attached to the former Premises Licence. However, the Authority does not consider that revised conditions adequately address the underlying concern identified in this case, namely that licensable activities continued despite repeated notification that no Premises Licence existed.

Similarly, while the applicant now proposes Mr Ferguson as Designated Premises Supervisor, the Authority notes that Mr Ferguson was the General Manager during the relevant period and formed part of the management structure throughout the events described within the witness evidence.

More fundamentally, the evidence indicates that the continued unauthorised licensable activity was not confined to one individual, but involved multiple staff and management representatives over successive days.

The Licensing Authority acknowledges the submissions made regarding the economic and cultural value of the premises and recognises the Section 182 Guidance stating that licensing authorities should consider growth and economic benefits when making licensing decisions.

However, the Section 182 Guidance also makes clear that the promotion of the licensing objectives remains the paramount consideration. The Authority submits that economic considerations cannot outweigh the requirement for operators to comply with the statutory licensing framework established by the Licensing Act 2003.

The Authority further considers that determination by the Licensing Sub-Committee is necessary in the interests of transparency, fairness, and proper scrutiny, particularly in circumstances where it is acknowledged that licensable activities continued in the absence of lawful authorisation.

Having carefully considered the further submissions made on behalf of the applicant, the Licensing Authority remains concerned by the continued operation of licensable activities following repeated verbal and written warnings, the confirmed unlawful sale of alcohol by way of test purchase after the legal position had been explained, and the continuation of licensable activities despite repeated direct intervention by Licensing Officers.

Accordingly, the Licensing Authority maintains its representation and continues to submit that refusal of the application is appropriate, necessary, and proportionate for the promotion of the licensing objectives.

Kind regards,

Mike Harding
Licensing & Enforcement Officer
Licensing | Public Protection
Directorate of Economic Growth and Neighbourhood Services

Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

Email: mike.harding@reading.gov.uk

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From: Declan Smyth (C2107) [redacted]
Sent: 28 May 2026 15:27
To: Bill Donne [redacted]; Licensing <Licensing@reading.gov.uk>
Cc: Masson, Clyde [redacted]; Harding, Mike [redacted]
Subject: RE: The Biscuit Factory-Amendments to the Application

Warning!
For the attention of
RBC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Good afternoon Bill,

Thank you for your email and for providing the detailed document outlining the proposed amendments to the application, together with the timeline of events and revised conditions. I can confirm that Thames Valley Police have now given careful consideration to your proposals, noting that these have been submitted outside of the statutory 28-day consultation period.

Having reviewed the matter in full, including the circumstances surrounding the lapse of the premises licence and the subsequent operation of licensable activities, it remains the position of Thames Valley Police that it is both necessary and appropriate for this application to be determined by way of a Licensing Sub-Committee hearing.

The primary reason for this position is the failure of the Premises Licence Holder, Designated Premises Supervisor, and General Manager to submit a premises licence transfer application at the appropriate time. This was then compounded by the continued operation of licensable activities without a valid premises licence, despite a number of formal warnings being issued by the Licensing Authority. This conduct represents a serious breach of the Licensing Act 2003. It is acknowledged within your own submission that trading took place whilst the premises licence had lapsed, which constitutes a criminal offence under the Act.

This approach ensures transparency in the decision-making process and allows all parties, including the Licensing Authority and Responsible Authorities, to have the matter considered in a formal and accountable forum.

In reaching this view, we have had regard to the provisions of the Licensing Act 2003, the promotion of the four licensing objectives, and relevant case law which supports the importance of openness and fairness in circumstances where unauthorised licensable activities have previously taken place. It is noted within your submission that trading occurred whilst the premises licence had lapsed, which is a serious matter under the Act.

Accordingly, Thames Valley Police will not be withdrawing its representation at this stage and will instead provide our evidence and submissions at the hearing.

Should you wish to discuss any aspect of this further in advance of the hearing, please do not hesitate to email me.

Kind regards
Declan

Declan Smyth C2107

Alcohol Licensing Officer – Reading.

Licensing Office
Reading Police Station
Atlantic House,
Imperial Way,
Reading
RG2 0TD

MOB: [REDACTED]
MS Teams: [REDACTED]

[REDACTED]
[REDACTED]
www.thamesvalley.police.uk

From: Bill Donne [REDACTED]
Sent: 28 May 2026 13:31
To: licensing@reading.gov.uk
Cc: clyde masson <[REDACTED].uk>; Harding, Mike [REDACTED]
Declan Smyth (C2107) <[REDACTED]>; Bill Donne [REDACTED]
Subject: The Biscuit Factory-Amendments to the Application

Caution: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe - If unsure email ICTSecurityTeam@thamesvalley.police.uk to report this message.

Good afternoon gentlemen

**Ref: Amendments to the Application-Grant Premises Licence
The Biscuit Factory,1A Queens Walk, Reading RG17QF**

Further to my telephone conversation with Clyde yesterday I attach a document detailing proposed changes in licensable activities and the replace the conditions contained in Appendix 2 which has been previously communicated the Police and licensing.

The document also describe the timeline and breakdown of communications at the venue.

Kind regards

Bill Donne M.IoL
Licensing Consultant



Tel: [REDACTED] | Email: [REDACTED] | Web: [REDACTED]

W.Donne t/a Silver Fox Licensing Consultants, [REDACTED]

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Emma Gee
Acting Director of Economic Growth &
Neighbourhood Services
Civic Offices,
Bridge St,
Reading
RG1 2LU

Licensing Sub-Committee
Civic Centre
Bridge Street
Reading
RG2 2LU

e-mail: [REDACTED]

Sent via email to: licensing@reading.gov.uk

14 May 2026

Dear Licensing Sub-Committee,

**Representation to the Licensing Sub-Committee
Application for the grant of a Premises Licence**

Premises Name: The Biscuit Factory

Premises Address: 1A Queen's Walk, Reading, RG1 7QF

1. Introduction

I am employed by Reading Borough Council as a Licensing Enforcement Officer. My duties include enforcement of the Licensing Act 2003, investigation of licensing breaches, and promotion of the licensing objectives.

In carrying out its functions under the Licensing Act 2003, the Licensing Sub-Committee must promote the licensing objectives and have regard to the Section 182 Guidance issued by the Secretary of State. Section 1.4 confirms that the licensing objectives are the paramount consideration in determining applications.

This representation is made on the grounds that granting the application would undermine the licensing objective of the prevention of crime and disorder.

The licensing regime is preventative in nature and the central question is whether the Authority can have sufficient confidence that the premises will operate compliantly if a new licence is granted.

The Licensing Authority submits that the applicant's recent operation of licensable activities in the absence of any lawful authorisation, despite repeated notification that the Premises Licence had lapsed, is directly relevant to the Sub-Committee's assessment of whether the licensing objectives are likely to be promoted.

2. Background

The previous Premises Licence lapsed on 17 February 2026 following the insolvency of the licence holder. The licence was not transferred within the statutory 28-day period and therefore ceased to have effect.

On 23 April 2026 the premises operator was informed verbally and in writing that:

- the Premises Licence had lapsed
- no lawful authorisation for licensable activities remained in force
- licensable activities were required to cease immediately.

The legal position was explained clearly and repeatedly.

The Licensing Authority acknowledges that insolvency situations can create operational and commercial difficulties. However, such circumstances do not permit licensable activities to continue in the absence of lawful authority.

A full background is set out within the Witness Statement at **MH001a**.

Further legal information and correspondence can be found at **MH002–MH005**.

3. Continued Unauthorised Licensable Activity

Despite being informed that no Premises Licence was in force, licensable activities continued over successive days.

23 April 2026

- Following notification of the licence lapse, I attended the premises and observed the sale of alcohol and exhibition of films.
- Staff present were advised that licensable activities must cease immediately.

24 April 2026

- Correspondence was received from the premises indicating that the legal position was understood and that the premises would cooperate with the Licensing Authority.
- However, later that evening a Licensing Officer conducted a test purchase and was sold alcohol at approximately 21:09 hours.
- This confirmed that unauthorised alcohol sales were continuing despite the earlier notification and correspondence.
- Staff were again instructed to cease licensable activities immediately.

25 April 2026

- A final written warning was issued.
- A further visit confirmed that films continued to be exhibited without authorisation.

The Licensing Authority acknowledges the commercial impact of licence lapse. However, commercial considerations do not provide lawful authority to undertake licensable activities in the absence of a valid Premises Licence.

The Authority has also considered whether the breaches may have arisen through misunderstanding or administrative confusion following the insolvency of the former licence holder. However, the continuation of licensable activities after repeated verbal and written notification substantially undermines that explanation.

The evidence demonstrates that:

1. licensable activities continued after the Premises Licence had lapsed
2. the operator was repeatedly informed that no lawful authorisation existed
3. unauthorised activity continued after verbal and written warnings
4. a test purchase confirmed unlawful alcohol sales
5. compliance was not secured despite repeated regulatory intervention.

The Authority considers this pattern of conduct highly relevant to the assessment of management competence, regulatory reliability, and future compliance.

Full details of the email correspondence, warning letters, Body Worn Camera footage, and visits are set out in the additional Witness Statement and Appendices **MH006–MH009**.

3. Nature and Seriousness of the Breaches

The breaches identified are serious.

This is not a case involving an isolated administrative oversight identified and immediately corrected. Rather, licensable activities continued after:

- formal written notification that the licence had lapsed
- direct verbal instruction from enforcement officers
- written warnings
- a failed test purchase confirming unauthorised alcohol sales
- confirmation from the premises that the legal position was understood

Each instance of unlicensed activity constitutes a separate offence under Section 136 of the Licensing Act 2003, which on conviction may result in an unlimited fine and/or up to six months' imprisonment.

The Licensing Authority does not invite the Sub-Committee to determine criminal liability. However, the continued undertaking of licensable activities without authorisation is conduct directly relevant to the prevention of crime and disorder objective and to the Sub-Committee's assessment of future compliance.

The Authority's concern arises not simply from the occurrence of unauthorised licensable activity, but from the continuation of that activity after repeated direct intervention by the regulator.

5. Conduct During the Regulatory Process

During this period, the applicant and associated parties made requests seeking to alter or expedite licensing processes outside the statutory framework.

This included:

- requests to change dates on Temporary Event Notices after they were rejected
- requests for expedited licensing consultation periods for commercial reasons
- escalation of the matter to senior officers, elected members, and third parties

The Licensing Authority recognises that applicants are entitled to seek clarification and challenge decisions through appropriate channels. However, the Authority remains concerned that repeated attempts were made to secure operational continuation despite clear advice that no lawful mechanism existed to authorise the activities in question outside of statutory consultation periods.

The Licensing Authority further notes that the individual proposed as the Designated Premises Supervisor within the present application was also the Designated Premises Supervisor under the former Premises Licence. That individual was directly involved in correspondence with the Authority during the relevant period, including requests for expedited licensing processes for commercial reasons and requests relating to Temporary Event Notices.

This forms part of the overall picture relevant to the Sub-Committee's assessment of the applicant's understanding of, and willingness to operate within, the licensing framework.

Further details are contained within the witness statement and appendices **MH010–MH012**.

6. Impact on the Licensing Objectives

The unauthorised sale of alcohol and provision of regulated entertainment are directly relevant to the prevention of crime and disorder objective.

The Licensing Authority acknowledges that the premises may previously have operated without significant incident. However, the absence of historical incidents does not diminish the seriousness of continued unauthorised licensable activity after repeated notification from the regulator.

The licensing regime depends upon operators complying with statutory controls and regulatory instruction. Continued operation in the absence of lawful authority undermines that framework.

Taken cumulatively, the evidence raises significant concerns regarding the operator's ability to comply consistently with legal obligations and licence conditions in the future.

7. Management Oversight and Future Compliance

The Licensing Authority remains concerned regarding the adequacy of management oversight at the premises.

The Licensing Authority notes that warning letters, formal correspondence, and verbal advice were provided to multiple members of management during the relevant period.

Accordingly, the matter cannot reasonably be attributed to a single communication failure or isolated misunderstanding on the part of an individual staff member.

Despite repeated engagement with different representatives of the premises, unauthorised licensable activities continued, indicating wider deficiencies in management control rather than a single isolated mistake.

The concern for the Sub-Committee is not limited to the breaches themselves, but whether the premises can be relied upon to operate consistently within the licensing framework in the future.

In light of the repeated non-compliance following direct regulatory intervention, the Licensing Authority has insufficient confidence that future compliance with licence conditions and statutory obligations would be consistently achieved.

8. Licensing Authority's Consideration of Statutory Options

The Licensing Authority has considered the options available in relation to a Premises Licence application, namely:

- grant the application as applied for
- grant the application with conditions or modifications (including exclusion of certain licensable activities)
- refuse the application.

Adding conditions would not be sufficient as the breaches occurred in the absence of licensing conditions altogether, rather than as a failure to comply with conditions. The issue lies with failing to comply with fundamental licensing requirements.

Training or changes to the Designated Premises Supervisor or wider management structure would not address the underlying concern. Warning letters and direct instructions were issued to multiple staff and management personnel during the relevant period, yet non-compliance continued across different individuals, indicating a systemic failure rather than an isolated management issue.

Restricting hours or excluding certain licensable activities would not be effective as the issues identified relate to the fundamental failure to operate within the licensing framework, not to any particular category of activity or period of operation.

The Authority recognises that refusal is a serious step. However, the concern in this case is not a technical breach capable of remedy through additional conditions or training. The concern is that licensable activities continued after repeated direct notification from the regulator that no lawful authorisation existed. The Authority therefore submits that the issue is one of regulatory reliability rather than operational procedure

Refusal is therefore the necessary and proportionate option to promote the licensing objectives, as it avoids reinstating licensable activity where there is insufficient confidence in future compliance.

9. Conclusion

The evidence demonstrates that:

- licensable activities continued after the Premises Licence had lapsed

- the premises were repeatedly informed that no lawful authorisation existed
- unauthorised alcohol sales were confirmed by test purchase
- licensable activities continued despite verbal and written warnings
- compliance was only pursued following sustained regulatory intervention.

The Authority submits that the repeated continuation of licensable activities following direct regulatory intervention significantly undermines confidence in future compliance.

Accordingly, the Authority considers refusal of the application to be appropriate, necessary, and proportionate in order to promote the licensing objectives.

10. If the Sub-Committee is Minded to Grant

If, contrary to the Authority's primary submission, the Sub-Committee is minded to grant the application, the Authority requests that:

- the suitability of the proposed Designated Premises Supervisor be carefully scrutinised
- robust conditions be developed in consultation with Thames Valley Police and Licensing Officers
- consideration be given to whether conditions would realistically secure compliance in light of the recent history of non-compliance.

Yours sincerely



Mike Harding
Licensing Enforcement Officer

READING BOROUGH COUNCIL

STATEMENT OFMICHAEL STEPHEN HARDING

1. I am the above-named person, and I am employed as a Licensing Enforcement Officer for Reading Borough Council, based at Civic Offices, Bridge Street, Reading, RG1 2LU. I have held this role since 05 November 2023 and before that, I worked as a Licensing Officer for Wokingham Borough Council from October 2022. Part of my role is to ensure that Licence Holders and Premises comply with the conditions of the Premises Licences issued to them, the Licensing Act 2003, and any other relevant legislation that applies.
2. On 23 April 2026, I received an email from my Senior Officer, Robert Smalley, asking me to write to a premises (The Biscuit Factory, 1A Queen's Walk, Reading), explaining that they must cease all licensable activity and will need to apply for a Premises Licence. This is because the previous Premises Licence Holder (RLG SPV BETA LTD) went insolvent on 17 February 2026, meaning that the Premises Licence lapsed (Section 27, Licensing Act 2003) and had not been transferred within 28 days (Section 50, Licensing Act 2003), meaning that the Premises Licence ceased to exist. This was discovered by a Business Support Officer, who received correspondence stating that Rient Ltd were now running The Biscuit Factory. The email chain is exhibited as **MH001**, and relevant extracts from the Licensing Act 2003 are exhibited as **MH002** and **MH003**.
3. At 15:58 on Thursday 23 April 2026, I sent an email to The Biscuit Factory stating that all licensable activity must cease immediately, and included a letter explaining the situation, and again reiterating that all licensable activity must cease immediately due to the Premise Licence lapsing and no longer being in force. I exhibit the email as **MH004** and the letter as **MH005**.
4. At 16:47 on 23 April 2026, I visited Reading Biscuit Factory at 1A Queen's Walk, Reading, to hand deliver the letter. I spoke to the duty manager, handed him the

letter, and explained that all licensable activities must cease and that a Premises Licence will need to be applied for. The bar was open and I believe alcohol was being sold and films were being shown. I gave a verbal warning to the duty manager and he stated he would make a phone call “STRAIGHT AWAY” as this was “IMPORTANT”. This visit was contemporaneously recorded in my official pocket notebook.

5. At 13:52 on 24 April 2026, I received an email reply from Guy De LIVERA, who identified himself as the Commercial Manager for Reading Biscuit Factory. In the email, he acknowledged receipt of my letter on the 23rd April 2026, and stated, “*We acknowledge receipt and take the matter seriously*” and “*We are keen to cooperate fully and ensure full compliance*”.
6. At 20:44 on 24 April 2026, I replied to Mr LIVERA, reiterating that the premises licence has lapsed and can no longer be reinstated, a new Premises Licence would need to be applied for, that no licensable activities may take place, and that if they do, it is a criminal offence under the Licensing Act 2003, and enforcement action may be taken. I also gave advice about Temporary Event Notices (TENs) and informed that guidance for applying for a Premises Licence was available on Reading Borough Council’s website. I exhibit this correspondence as **MH006**.
7. On 24 April 2026, at 21:09, Ben WILLIAMS, a fellow Licensing and Enforcement Officer for Reading Borough Council, and I visited The Biscuit Factory at 1A Queen’s Walk, Reading. The purpose of our visit was to see if the Premises was conducting licensable activities by way of a test purchase for alcohol. WILLIAMS entered at 21:09 to conduct the test purchase. I entered the premises at 21:12 with my Body Worn Camera (BWC) switched on. I walked over to WILLIAMS, who was stood at the bar. WILLIAMS explained that he was sold a pint of Camden Hells lager and showed me a receipt. I identified myself to a staff member behind the bar (different from the staff the day before) and showed my Council ID. I explained that the Premises Licence has lapsed and licensable activity cannot take place. I strongly advised that the bar should be closed and to stop selling alcohol. I informed staff that this would be a warning, but that officers would return. The member of staff stated that she had been made aware of the issue by her team, and tried to suggest that a payment had been made for the licence. I informed the member of staff that it does not matter if a payment has been made, the licence lapsed and does not exist, and it is not possible to get the licence back, informing that a new one would need to be

applied for. This interaction was contemporaneously recorded in my official pocket notebook and recorded on Body Worn Camera. I exhibit this recording as **MH007**.

8. On Saturday 25 April 2026 at 20:21, I sent an email to the Biscuit Factory email address, along with Guy De LIVERA, Matt FERGUSON (General Manager) and Rory DONOHUE, who are employees of Biscuit Factory. In the email, I again reiterated that there is no Premises Licence in force at the premises, and as such, any licensable activities being conducted are unlawful. I attached a final warning letter to the email. In the letter, I again explained the situation, explained that Officers had visited and the premises failed a test purchase for alcohol, warned that Biscuit Factory were conducting licensable activities illegally and the possible legal ramifications, listed all licensable activities, and advised on TENs and applying for a Premises Licence. I exhibit the letter as **MH008**.
9. At 20:40 on Saturday 25 April 2026, I visited Reading Biscuit Factory at 1A Queen's Walk, Reading, with Ben WILLIAMS, to hand deliver the final warning letter and to enter under Section 179 of the Licensing Act 2003 to ascertain whether any licensable activities were taking place without a current, valid authorisation. There were signs on the bar that stated, "*no beer ☹️*" and the duty manager stated that no alcohol was being sold. However, there were 3 screens that were showing films, which constitutes an unauthorised licensable activity. I advised the Duty Manager (again a different one than before) about the law and TENs and informed that I had now visited 3 times and sent multiple letters. The Duty Manager confirmed receipt of the letter that had been sent by email earlier that evening. I then left the premises at 20:47. This visit was recorded on Body Worn Camera. I exhibit the footage as **MH009**.
10. I had a missed call on Microsoft Teams from Zsuzsi LINDSAY, a Cultural Development Officer for Reading Borough Council, on 27 April 2026 at 11:07. I also received Teams messages from Ms LINDSAY at 11:09, stating, "*Hello Mike, apologies for calling out of the blue - I was wondering if you could maybe give me a quick call about the Biscuit Factory. They have reached out to me for help, but don't really understand the situation - so don't inadvertently want to make this worse!*" and "*I wondered if you could give me a ring please.*" However, I was on a rest day that day.
11. On 27 April 2026 at 11:34, I received an email from Mr LIVERA, thanking me for the guidance I had provided, informing me that trade at the premises would cease, that 3 TENs had been submitted, and a premises licence would be applied for later that

day. Mr LIVERA also requested a meeting to discuss the situation, expressing his hope to *“rectify the issue immediately”*, and stated, *“We would also like to take full responsibility for the licence lapse”*, which was due to an *“administrative failure”*, and further wrote, *“We fully appreciate the seriousness of the matter and the need to comply with the Licensing Act”* and finished off by thanking me for my time, professionalism, and assistance.

12. On 27 April 2026 at 13:05, I received an email from [REDACTED], who described herself as [REDACTED]. The email was about a speech from a student that was due to be given at the Biscuit Factory, and included the following statement, *“I understand that the event may be affected by the current licensing discussions between the Council and the Biscuit Factory, with the possibility that we may be required to cancel at very short notice. Given the significant preparation involved and the public value of the event, this would be extremely concerning.”* I had not provided this person with my contact information. I exhibit this email as **MH010**.
13. On 28 April 2026 at 10:52, I was copied into an email from Mr LIVERA in response to a TEN being rejected. Mr LIVERA was requesting a date be changed on the TEN application, stating, *“It’s really essential that the cinema can operate from this weekend”*, and requesting an exception be made. I exhibit this email as **MH011**. Zsuzsi LINDSAY was also copied into this email.
14. On 28 April 2026 at 12:21, I responded to the email from Mr LIVERA directed to me, that the Council had previously issued several warnings, including a final warning, and stressed that continuing licensable activities without a valid premises licence constitutes a serious breach. I explained that responsibility for ensuring the correct licence is in place lies with the premises operator, and that an administrative oversight does not change the nature of the breach. I further clarified that there is no provision under the Licensing Act 2003 to expedite these processes, and that applications must be determined in accordance with the statutory consultation period. The licensing regime must be applied consistently and in line with legislation. I concluded that a meeting at this stage would not alter the current position and confirmed that officers will continue to monitor the situation and process the applications in accordance with statutory requirements. I exhibit this correspondence as **MH012**.

15. On 28 April 2026, I returned to duty following my scheduled rest days over the weekend. I was informed by my Senior Officer, Nicola Butler, that she had been contacted by Reading Biscuit Factory, as had the Principal Officer (who was on annual leave), his line manager, and other senior Council officers. I was also advised that elected Members had contacted Council Officers and that press enquiries had been received in relation to the matter.

16. Over the subsequent week, I was informed by other Council Officers that there was significant interest in the matter from elected Members (including some serving on the Licensing Committee), officers from other Council departments, and external agencies, with regular telephone contact being made with officers in relation to the issue.

Signed: 

Date: 05 May 2026

Harding, Mike

From: Smalley, Robert
Sent: 23 April 2026 15:04
To: Richards, Sian; Harding, Mike; Masson, Clyde
Cc: Accounts Receivable; Sikka, Akanksha
Subject: RE: Name Change: RLG SPV BETA LTD Acc 03513829

Hi Sian,

Sorry, I likely won't be here next week and then for a month due to paternity. You are correct that, as more than 28 days has passed since the company went insolvent, the licence no longer exists. If they can't prove that they transferred the licence in time, then tough.

Mike, please can you write to the premises (and pop round there if you have time) and explain that they must cease all licensable activities and will need to apply for a premises licence. Basically, they won't be able to trade like normal for at least 28 days for the consultation to run its course. Let me know if you have any issues.

Kind regards,

Robert Smalley
Senior Enforcement Officer
Licensing | Public Protection
Directorate of Economic Growth and Neighbourhood Services

Reading Borough Council
Civic Offices Bridge Street Reading RG1 2LU



Are you thinking about applying for a new licence or varying your current one? Take advantage of our pre-application consultation:

Licensed Driver: <https://www.reading.gov.uk/business/licences/taxi-and-private-hire-licensing/>

Licensed Premises: <https://www.reading.gov.uk/business/licences/alcohol-and-entertainment-licences/premises-licence/>

To access the licensing section of our website, please click this link: <https://www.reading.gov.uk/business/licences/>

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From: Richards, Sian [Redacted]
Sent: 23 April 2026 14:47
To: Smalley, Robert [Redacted]
Cc: Accounts Receivable [Redacted] Sikka, Akanksha
[Redacted]
Subject: FW: Name Change: RLG SPV BETA LTD Acc 03513829

Hi Rob,

Reading Biscuit Factory Licence Holder is currently RLG SPV BETA LTD. They have said below that Rient Ltd are now running Reading biscuit Factory. We haven't received a transfer premises licence application.

Just checked companies house and RLG SPV BETA LTD seems to have liquidated on 17/02/2026 I think. Does that mean the premises licence isn't in force now?

Should you need anything further please do not hesitate to contact me.

Kind regards

Sian Richards

Business Support Officer

Licensing | Directorate for Economic Growth and Neighbourhood Services

Reading Borough Council

Civic Offices | Bridge Street | Reading | RG1 2LU

Hybrid working

In accordance with the Council's recent revisions to working arrangements, many of our staff continue to work mainly from home. Letters sent to the office may not reach us straight away, and it will take us longer to reply by post. We ask that whenever possible you communicate with us by email please and telephone on very rare occasions. For operational reasons e-mails may be sent outside office hours, however there is no expectation that they are responded to at those times.

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From: Heholt, Danielle [REDACTED]
Sent: 23 April 2026 11:43
To: Richards, Sian [REDACTED]
Subject: Name Change: RLG SPV BETA LTD Acc 03513829

Hi Sian,

Please see highlighted text below, I have now amended the name on this account not sure if you need to update your records.

Thanks
Dani

From: Rory Donohue [REDACTED]
Sent: 23 April 2026 09:57
To: Heholt, Danielle [REDACTED]
Subject: RE: RLG SPV BETA LTD Acc 03513829

Warning!
For the attention of
RBC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hello Danielle,

This has been passed to me for payment, and can confirm payment has been made, apologies for the delay. Please find proof of payment below.

Beneficiary name	Debit account	Payment date	Credit reference	Payment amount
[REDACTED]				295.00 GB

Please note that the venue is now operated by the company Rient Ltd, not RLG SPV Beta Ltd, if this can be amended.

Thanks

Rory

From: Heholt, Danielle [REDACTED]
Sent: 09 April 2026 14:04
To: Info | Reading Biscuit Factory [REDACTED]
Subject: RLG SPV BETA LTD Acc 03513829

Dear Customer,

I am writing in relation to the attached outstanding invoice.

Are you able to help with getting the invoice processed for payment?

Kind regards

Danielle Heholt
Accounts Receivable Officer
Reading Borough Council
Level 2 South Front, Civic Offices, Bridge Street, Reading, RG1 2LU

[REDACTED]
www.reading.gov.uk/payments (To Pay Online)

[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)



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Licensing Act 2003

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Changes over time for: Section 27


24/11/2005



01/10/2007



01/10/2015



06/04/2016



06/04

Changes to legislation:

Licensing Act 2003, Section 27 is up to date with all changes known to be in force on or before 30 April 2026. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations?

[▼ View outstanding changes](#)
27 Death, incapacity, insolvency etc. of licence holder

(1) A premises licence lapses if the holder of the licence—

(a) dies,

[F1] (b) becomes a person who lacks capacity (within the meaning of the Mental Capacity Act 2005) to hold the licence,]

(c) becomes insolvent,

(d) is dissolved, or

(e) if it is a club, ceases to be a recognised club.

[F2] (1 A premises licence that authorises premises to be used for a licensable activity

A) within section 1(1)(a) or (d) also lapses if the holder of the licence ceases to be entitled to work in the United Kingdom at a time when the holder of the licence is resident in the United Kingdom (or becomes so resident without being entitled to work in the United Kingdom).]

(2) This section is subject to sections 47 and 50 (which make provision for the reinstatement of the licence in certain circumstances).

- (3) For the purposes of this section, an individual becomes insolvent on—
- the approval of a voluntary arrangement proposed by him,
 - being **[F3 made]** bankrupt or having his estate sequestrated, or
 - entering into **F4**... a trust deed for his creditors.
- (4) For the purposes of this section, a company becomes insolvent on—
- the approval of a voluntary arrangement proposed by its directors,
 - the appointment of an administrator in respect of the company,
 - the appointment of an administrative receiver in respect of the company, or
 - going into liquidation.
- (5) An expression used in this section and in the Insolvency Act 1986 (c. 45) has the same meaning in this section as in that Act.

Textual Amendments

- F1** S. 27(1)(b) substituted (1.10.2007) by [Mental Capacity Act 2005 \(c. 9\), ss. 67\(1\), 68\(1\)-\(3\), Sch. 6 para. 46\(2\)](#) (with ss. 27, 28, 29, 62); S.I. 2007/1897, [art. 2](#)
- F2** S. 27(1A) inserted (6.4.2017) by [Immigration Act 2016 \(c. 19\), s. 94\(1\), Sch. 4 para. 5](#) (with Sch. 4 para. 34); S.I. 2017/380, [reg. 2\(b\)](#)
- F3** Word in s. 27(3)(b) substituted (6.4.2016) by [The Enterprise and Regulatory Reform Act 2013 \(Consequential Amendments\) \(Bankruptcy\) and the Small Business, Enterprise and Employment Act 2015 \(Consequential Amendments\) Regulations 2016 \(S.I. 2016/481\) reg. 1, Sch. 1 para. 18](#)
- F4** Words in s. 27(3)(c) omitted (1.10.2015) by virtue of [Deregulation Act 2015 \(c. 20\) s. 115\(7\), Sch. 6 para. 2\(17\)](#) (with Sch. 6 para. 3); S.I. 2015/1732, [art. 2\(e\)\(i\)](#)

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Licensing Act 2003

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Changes over time for: Section 50


24/11/2005



01/10/2010



06/04/2017

Changes to legislation:

Licensing Act 2003, Section 50 is up to date with all changes known to be in force on or before 29 April 2026. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations?

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50 Reinstatement of licence on transfer following death etc. of holder

- (1) This section applies where—
- (a) a premises licence lapses by virtue of section 27 (death, incapacity or insolvency etc. of the holder), but no interim authority notice has effect, or
 - (b) a premises licence lapses by virtue of section 28 (surrender).
- (2) For the purposes of subsection (1)(a) an interim authority notice ceases to have effect when it is cancelled under section 48 or withdrawn.
- (3) Notwithstanding the lapsing of the licence, a person mentioned in section 16(1) **[F1]** (and who would, where applicable, satisfy subsections (2) and (2A) of section 42) may apply under section 42 for the transfer of the licence to him provided that the application—
- (a) is made no later than **[F2 28 days]** after the day the licence lapsed, and
 - (b) is one to which section 43(1)(a) applies.
- (4) Where an application is made in accordance with subsection (3), section 43(1)(b) must be disregarded.

- (5) Where such an application is made, the premises licence is reinstated from the time the application is received by the relevant licensing authority.
- (6) But the licence lapses again if, and when—
- (a) the applicant is notified of the rejection of the application, or
 - (b) the application is withdrawn.
- (7) Only one application for transfer of the premises licence may be made in reliance on this section.

Textual Amendments

- F1** Words in s. 50(3) substituted (6.4.2017) by [Immigration Act 2016 \(c. 19\), s. 94\(1\), Sch. 4 para. 11; S.I. 2017/380, reg. 2\(b\)](#)
- F2** Words in s. 50(3)(a) substituted (1.10.2010) by [The Legislative Reform \(Licensing\) \(Interim Authority Notices etc\) Order 2010 \(S.I. 2010/2452\), art. 2\(3\) \(with art. 4\)](#)

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Harding, Mike

From: Harding, Mike
Sent: 23 April 2026 15:58
To: [REDACTED]
Cc: Smalley, Robert; Richards, Sian; Masson, Clyde
Subject: Premises Licence LAPSED
Attachments: Reading Biscuit Factory - 23 April 2026.pdf

Importance: High

Dear Sir/Madam,

Licensing Act 2003
Reading Biscuit Factory – Premises Licence LAPSED

Please see attached correspondence regarding the Premises Licence for Reading Biscuit Factory.

ALL LICENSABLE ACTIVITY MUST CEASE IMMEDIATELY.

Yours faithfully,

Mike Harding
Licensing & Enforcement Officer
Licensing | Public Protection
Directorate of Economic Growth and Neighbourhood Services

Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

Email: [REDACTED]

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Emma Gee
Director of Environment and
Neighbourhood Services
Civic Offices, Bridge St, Reading, RG1 2LU

Our Ref: PR202604-1189837

e-mail: licensing@reading.gov.uk

Reading Biscuit Factory
1A Queens Walk
Reading
RG1 7QF

23 April 2026

Your contact is: **Mike Harding, Licensing**

Dear Sir/Madam,

Licensing Act 2003

FORMAL WARNING - Premises Licence Status

Premises: Reading Biscuit Factory

Premises Address: 1A Queens Walk, Reading, RG1 7QF.

Our records confirm that the premises licence was held by RLG SPV BETA LTD, which has entered liquidation. As more than 28 days have elapsed since the insolvency and no application to transfer the premises licence has been received, the licence has lapsed and is no longer in force.

In the absence of a valid premises licence, you are not authorised to carry out any licensable activities at this location. This includes, but is not limited to, the sale of alcohol, provision of regulated entertainment, or late-night refreshment.

You are hereby formally required to cease all licensable activities at the premises with immediate effect.

Should you wish to continue operating, you must submit a new application for a premises licence. Please note that any such application is subject to a statutory 28-day consultation period, during which time licensable activities must not take place.

Failure to comply with this requirement may result in formal enforcement action.

Carrying out licensable activities without the required authorisation is a criminal offence under Section 136(1) of the Licensing Act 2003. Upon conviction, you may be liable to up to 6 months' imprisonment and/or an unlimited fine. The courts will consider the seriousness of the breach, including whether the activity was deliberate or ongoing, the scale of the operation, and any risks posed to public safety or the prevention of crime and disorder.

Officers from the Licensing Team will attend the premises to verify compliance. Continued non-compliance will be investigated and may result in prosecution.

If you have any queries or wish to discuss the application process, please contact the Licensing Team without delay.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'M. J. ...', written in a cursive style.

Licensing Enforcement

Harding, Mike

From: Harding, Mike
Sent: 24 April 2026 20:44
To: Guyan de Livera
Cc: Smalley, Robert; Richards, Sian; Masson, Clyde; Rory Donohue; Matt Ferguson
Subject: RE: Premises Licence LAPSED

Dear Mr De Livera,

Thank you for your email of 23 April 2026 regarding the premises known as Reading Biscuit Factory. I note your intention to regularise the licensing position. However, I must be clear that the previous premises licence has lapsed and is no longer capable of being reinstated. As such, no licensable activities may take place at the premises unless and until a new premises licence or other appropriate authorisation is in force.

Any unauthorised licensable activity would constitute an offence under the Licensing Act 2003 and may result in enforcement action.

New Premises Licence Application

The appropriate course of action is to submit a new premises licence application in the name of the new operating entity under Section 17 of the Licensing Act 2003. To avoid delay, you should ensure that:

- The application form is fully completed and signed.
- A compliant premises plan is provided.
- The appropriate fee is enclosed.
- A Designated Premises Supervisor (DPS) is specified where alcohol sales are proposed, along with their personal licence details and consent.
- The operating schedule clearly addresses the four licensing objectives.

The application must also be served on all responsible authorities, including the police, fire authority, environmental health, and others as required. A public notice must be displayed at the premises for 28 consecutive days, and an advertisement placed in a local newspaper within 10 working days of submission.

Temporary Permissions

If you wish to carry out licensable activities in the interim, you may apply for a Temporary Event Notice (TEN) under Part 5 of the Act. Please note:

- TENs are subject to strict limits on duration, capacity (maximum 499 persons), and the number of notices per premises per calendar year.
- A minimum of 10 clear working days' notice is typically required (or 5 clear working days for a late TEN, subject to restrictions).
- There is no guarantee a TEN will be permitted, as responsible authorities may object.

Given the circumstances, I would strongly advise that you refrain from any licensable activity until the appropriate authorisation is secured.

If you require assistance with the application process, guidance notes and forms are available via the council's licensing pages (<https://www.reading.gov.uk/business/licences/alcohol-and-entertainment-licences/>).

Yours sincerely,

Mike Harding
Licensing & Enforcement Officer
Licensing | Public Protection
Directorate of Economic Growth and Neighbourhood Services

Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

Email: mike.harding@reading.gov.uk

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From: Guyan de Livera [REDACTED]
Sent: 24 April 2026 13:52
To: Harding, Mike [REDACTED]
Cc: Smalley, Robert [REDACTED]; Richards, Sian [REDACTED]; Masson, Clyde [REDACTED]; Rory Donohue [REDACTED]; Matt Ferguson [REDACTED]
Subject: Re: Premises Licence LAPSED

Warning!
For the attention of
RBC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Dear Mike,

Thank you for your letter dated 23 April 2026 regarding the premises at Reading Biscuit Factory.

We acknowledge receipt and take the matter seriously. The premises is now under new trading arrangements and we wish to regularise the licensing position as a matter of urgency.

Please would you confirm the quickest route to submit a new premises licence application in the new operating entity's name, including any guidance regarding temporary permissions (if applicable) while the application is processed.

We are keen to cooperate fully and ensure full compliance.

Kind regards,

Guy

Guy De Livera
Commercial Manager

From: Harding, Mike [REDACTED]
Sent: 23 April 2026 15:58

To: Info | Reading Biscuit Factory [REDACTED] Rory Donohue

Cc: Smalley, Robert [REDACTED] Richards, Sian <[REDACTED]> Masson, Clyde [REDACTED]

Subject: Premises Licence LAPSED

Importance: High

Dear Sir/Madam,

Licensing Act 2003

Reading Biscuit Factory – Premises Licence LAPSED

Please see attached correspondence regarding the Premises Licence for Reading Biscuit Factory.

ALL LICENSABLE ACTIVITY MUST CEASE IMMEDIATELY.

Yours faithfully,

Mike Harding

Licensing & Enforcement Officer

Licensing | Public Protection

Directorate of Economic Growth and Neighbourhood Services

Reading Borough Council

Civic Offices, Bridge Street, Reading, RG1 2LU

Email: mike.harding@reading.gov.uk

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By virtue of paragraph(s) 1 and 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Body Worn Camera Footage

Date: 24 April 2026

Start Time: 20:14

End Time: 20:17

Duration: 3 minutes 34 seconds

(Exempt Information)

Our Ref: PR202604-1189837

e-mail: licensing@reading.gov.uk

Reading Biscuit Factory
1A Queens Walk
Reading
RG1 7QF

25 April 2026

Your contact is: **Mike Harding, Licensing**

Dear Sir/Madam,

Licensing Act 2003
FINAL WARNING - Premises Licence Status
Premises: Reading Biscuit Factory
Premises Address: 1A Queens Walk, Reading, RG1 7QF.

I write further to previous correspondence dated 23 April 2026 and subsequent communications regarding the licensing status of the above premises.

As previously advised, the premises licence formerly held by RLG SPV BETA LTD has lapsed following insolvency and **cannot be reinstated**. There is currently **no valid premises licence in force** for this location.

On 24 April 2026 at approximately 21:09, Licensing Officers attended the premises and conducted a test purchase of alcohol. During this visit, an officer was sold a pint of lager. This confirms that licensable activities, namely the sale of alcohol, are continuing **unlawfully**.

The officers identified themselves at the time, explained that the licence had lapsed, and issued a clear verbal instruction that all licensable activities must cease immediately. Staff were informed that this constituted a **final warning**.

You are therefore formally notified that:

- The premises is operating **without a valid premises licence**.
- Licensable activities are being carried out **illegally**.
- This constitutes a **criminal offence under Section 136(1) of the Licensing Act 2003**.

For the avoidance of doubt, the following activities are licensable and must cease immediately unless and until appropriate authorisation is in place:

- The sale by retail of alcohol (on or off the premises)
- The supply of alcohol by or on behalf of a club to members

- The exhibition of films (including cinema screenings)
- The provision of regulated entertainment, including:
 - Performance of a play
 - Indoor sporting events
 - Boxing or wrestling entertainment
 - Performance of live music
 - Playing of recorded music
 - Performance of dance
 - Entertainment of a similar description to live music, recorded music, or dance
- The provision of late night refreshment (hot food or drink between 23:00 and 05:00)

You are hereby **required to cease all licensable activities with immediate effect**, including the exhibition of films at the premises.

Failure to comply is likely to result in **formal enforcement action without further notice**, which may include prosecution. Upon conviction, offences under the Licensing Act 2003 carry penalties of up to **6 months' imprisonment and/or an unlimited fine**.

Officers will be conducting further visits to the premises to verify compliance. Any continued unauthorised activity will be documented and may be relied upon as evidence in legal proceedings.

If you wish to continue operating lawfully, you must submit a new premises licence application. Please be reminded that:

- A new application is subject to a statutory 28-day consultation period; and
- No licensable activities may take place during this period unless separately authorised (for example, via a Temporary Event Notice, where applicable).
- A standard TEN must be submitted with a minimum of 10 clear working days' notice (or 5 clear working days for a late TEN, subject to restrictions).
- Responsible authorities, including the Police and Environmental Health, have the right to object to a TEN. There is no guarantee that a TEN will be permitted.

You are reminded that a TEN does not take effect unless it has been properly given and the relevant notice period has elapsed. Any licensable activity carried out without a valid TEN in place will constitute a criminal offence.

Given the seriousness of this breach and the evidence obtained, this matter is now being treated as a priority enforcement case.

Yours faithfully,



Licensing Enforcement

By virtue of paragraph(s) 1 and 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Body Worn Camera Footage

Date: 25 April 2026

Start Time: 20:39

End Time: 20:47

Duration: 8 minutes 0 seconds

(Exempt Information)

Harding, Mike

From: [REDACTED]
Sent: 27 April 2026 13:05
To: Harding, Mike
Subject: URGENT - University public lecture at Reading Biscuit Factory tomorrow
Importance: High

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Dear Mike Harding,

I am writing regarding a University public lecture scheduled for tomorrow evening at the Reading Biscuit Factory. This is a free educational event, delivered by a PhD student and designed to share University research with the local community. As part of our public engagement work, the event is fully funded by the University and has been in preparation for several months. While most of our lectures are held on campus, this venue allows us to extend our reach and make research more accessible locally.

I understand that the event may be affected by the current licensing discussions between the Council and the Biscuit Factory, with the possibility that we may be required to cancel at very short notice. Given the significant preparation involved and the public value of the event, this would be extremely concerning.

I would be grateful if you could clarify the situation as soon as possible, or advise on any steps we can take to ensure the event can proceed as planned.

I will also try to reach you by phone today, but if you are able to call me directly, I would greatly appreciate it. I can be reached on [REDACTED]
Thank you for your prompt attention to this matter.

Best wishes

[REDACTED]



Harding, Mike

From: Guyan de Livera [REDACTED]
Sent: 28 April 2026 10:52
To: [REDACTED]
Cc: Harding, Mike; Lindsay, Zsuzsi; Matt Ferguson; Rory Donohue
Subject: Re: Ref: PR202604-1190160 TEN Rejected

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Dear Alanksha,

Thank you for your response regarding the Temporary Event Notice application.

I understand that the application did not meet the required notice period for a late TEN.

Would it be possible to amend the date of this application from 2 May 2026 to 4 May 2026, since I submitted the application on 26 April 26, so that it's in line with the 5-day working-day rule?

It's really essential that the cinema can operate from this weekend. Ideally, we don't want to miss out on the trade from Friday, the 1 of May; however, I understand Saturday 2 is in line with your guidelines.

Please can an exception be made?

Kind regards,

Guy

Guy De Livera
Commercial Manager

From: Akanksha Sikka [REDACTED]
Sent: 28 April 2026 09:55
To: Guyan de Livera [REDACTED]
Subject: Ref: PR202604-1190160 TEN Rejected

Re: Grants - at 1A QUEENS WALK, READING, RG1 7QF
Reference: PR202604-1190160

Applied too late for a LATE TEN -

The latest you can apply for a 'late TEN' is 5 clear working days before the event- this does not include date of application and event.

[Temporary Events Notice \(England and Wales\) - GOV.UK](#)

Kind regards,

Akanksha Sikka
Business Support Officer
Business Support - Regulatory Services

[ref:a1bP200000HPxMTIA1;b58433ad2897c3cb72de3a7a54cf99a8:ref]

Kind regards,
Akanksha Sikka
Business Support Officer - Licensing Team
Directorate Economic Growth and Neighbourhood Services
Reading Borough Council | Civic Offices | Bridge Street| Reading RG1 2LU

E-MAIL: Licensing@reading.gov.uk

www.reading.gov.uk/dataprotection
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Harding, Mike

From: Harding, Mike
Sent: 28 April 2026 12:21
To: Guyan de Livera; Rory Donohue; Matt Ferguson; Info | Reading Biscuit Factory
Cc: Smalley, Robert; Williams, Ben; declan.smyth
Subject: RE: FINAL WARNING - Premises Licence lapsed - Reading Biscuit Factory

Dear Guy,

Thank you for your email and for confirming the steps you have now taken.

The Council previously issued a number of warnings, including a final warning, advising that licensable activities must not be carried out without the appropriate authorisation. The continuation of licensable activities in the absence of a valid premises licence is therefore a serious matter.

Responsibility for ensuring that the correct premises licence is in place at all times rests with the premises operator. While I note your explanation regarding administrative oversight, this does not alter the nature of the breach.

I note that you state trading has now ceased and that Temporary Event Notices have been submitted, with a premises licence application to follow. There is no provision within the statutory framework of the Licensing Act 2003 to expedite these processes. Applications will therefore be determined in accordance with the prescribed consultation periods.

I acknowledge the role you state the premises plays within the community and the impact this situation may have on the business and its staff. However, the licensing regime must be applied consistently and in accordance with the legislation.

In the circumstances, I do not consider that a meeting at this stage would change the current position. Officers will continue to monitor the situation and process the applications in line with statutory requirements and will make contact should further information be required.

Yours sincerely,

Mike Harding
Licensing & Enforcement Officer
Licensing | Public Protection
Directorate of Economic Growth and Neighbourhood Services

Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

Email: [REDACTED]

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From: Guyan de Livera [REDACTED]
Sent: 27 April 2026 11:34
To: Harding, Mike [REDACTED]; Rory Donohue [REDACTED] Matt Ferguson [REDACTED] Info | Reading Biscuit Factory
Cc: Smalley, Robert [REDACTED]; Williams, Ben [REDACTED]
declan.smyth [REDACTED]
Subject: Re: FINAL WARNING - Premises Licence lapsed - Reading Biscuit Factory

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Dear Mike,

Thank you for your correspondence and for the guidance you have provided to date regarding the licensing position at Reading Biscuit Factory.

Following receipt of the final warning letter issued on 25 April 2026, we've taken action and ceased trading with the cinema, which has remained closed as of yesterday.

We have now submitted three Temporary Event Notice applications and are also submitting a new premises licence application today as a matter of urgency.

I wanted to respectfully request whether you would be willing to arrange a phone call or meeting with us at your earliest convenience to discuss the matter. We are extremely concerned that any prolonged closure may leave us unable to reopen, which would have a significant impact on the business, our staff, and the local community we serve.

Reading Biscuit Factory plays an important role within the local area as an independent community cinema and venue. In addition to our film programme, we host a range of community-focused events including quiz nights, charity screenings, school screenings, and other communal activities that bring people together. Our team are local people who work hard to create a welcoming and positive experience for customers and the wider community.

We would also like to take full responsibility for the licence lapse. This arose from an administrative failure in not updating the company entity following the insolvency process. There has been no change in the nature of the licensable activities undertaken, the day-to-day operation of the venue, or the operating team managing the premises. It remains the same venue, with the same staff, delivering the same service to the public.

We fully appreciate the seriousness of the matter and the need to comply with the Licensing Act. We are doing everything possible to rectify the issue immediately and would be sincerely grateful for any assistance or guidance you can provide to help us resume lawful trading as soon as possible.

As an independent operator, any sustained loss of revenue has a direct and detrimental impact on our ability to sustain the business and protect local jobs. Our genuine hope is to work constructively with you to resolve matters quickly and responsibly.

Thank you again for your time, professionalism, and assistance so far. We would greatly appreciate the opportunity to speak with you.

Kind regards,

Guy

Guy De Livera
Commercial Manager

From: Harding, Mike [redacted]
Sent: 25 April 2026 20:21
To: Guyan de Livera <[redacted]> Rory Donohue [redacted] Matt Ferguson [redacted] Info | Reading Biscuit Factory
Cc: Smalley, Robert [redacted] Williams, Ben [redacted] declan.smyth [redacted]
Subject: FINAL WARNING - Premises Licence lapsed - Reading Biscuit Factory

Dear all,

Please find attached the final warning letter.

Please be advised that there is currently no premises licence in place for the Biscuit Factory. As such, any licensable activities being conducted at the premises are unlawful.

Yours sincerely,

Mike Harding
Licensing & Enforcement Officer
Licensing | Public Protection
Directorate of Economic Growth and Neighbourhood Services

Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

Email: mike.harding@reading.gov.uk

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From: Harding, Mike
Sent: 24 April 2026 20:44
To: Guyan de Livera [redacted]
Cc: Smalley, Robert [redacted] Richards, Sian [redacted] Masson, Clyde [redacted] Rory Donohue [redacted]; Matt Ferguson [redacted]
Subject: RE: Premises Licence LAPSED

Dear Mr De Livera,

Timney, Riley

From: Rebecca Moon [REDACTED]
Sent: 14 May 2026 16:33
To: Sikka, Akanksha
Subject: AS fwd ENF Representation Reading Biscuit Factory

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Dear Licensing

I wish to make a representation against the recent licence application for Reading Biscuit Factory because the measures outlined in section p (d) of the application are not sufficient to prevent public nuisance and fall short of the measures that were on the previous licence.

The previous licence included the following:

- 24. Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and businesses to leave the premises and area quietly.**
25. A closure and dispersal policy, for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively operated. Staff shall be available to ensure that customers disperse quietly from the premises and the area immediately outside the premises.
- 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.** This includes noise from any amplified music or speech played at the premises.
- 27. All doors and windows must be kept closed, other than for access and egress, when events involving regulated entertainment are taking place.**
28. The playing of live, recorded music or background music in outside areas of the premises will not be permitted.
29. Any outside seating areas will be closed to customers at 23:00hrs.
30. The premises' frontage shall be regularly monitored and kept clear of all forms of litter whilst the premises is open for licensable activities.
- 31. Patrons smoking outside the premises shall be monitored regularly to ensure the potential for noise nuisance is controlled.**
32. Clear and legible notices shall be prominently displayed at any area used for smoking requesting customers to respect the needs of local residents/ businesses and use the area quietly.

33. The Premises Licence Holder shall place signs at all exits informing customers that glassware and any open drink containers shall not be removed from the premises. Staff shall monitor this and take appropriate action to prevent any drinks being removed from the premises.

The new application only includes the measures in bold above. The measures not included are important control measures for controlling public nuisance (noise) from the premises. If the applicant agrees to include the additional measures then I will withdraw my representation.

Regards

Rebecca Moon

Principle Environmental Health Officer

Environmental Protection

[ref:a1bP200000HSYszIAH;502e24855907e958a7bd763371957eef:ref]



Timney, Riley

From: Moon, Rebecca
Sent: 18 May 2026 09:53
To: Guyan de Livera; Licensing
Subject: RE: Representation Reading Biscuit Factory

Dear Guy

Thank you for agreeing to reinstate the conditions.

Licensing, please accept this as confirmation that I wish to withdraw my representation.

Thanks
Rebecca



Rebecca Moon
Principal Environmental Health Officer
Environmental Protection & Nuisance Team
Public Protection | Directorate of Economic Growth & Neighbourhood Services

Reading Borough Council
Civic Centre
Bridge Street
Reading
RG1 2LU


Working days Monday | Tuesday | Wednesday | Thursday

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From: Guyan de Livera < >
Sent: 15 May 2026 12:37
To: Licensing <Licensing@reading.gov.uk>
Cc: Moon, Rebecca 
Subject: Re: Representation Reading Biscuit Factory

Warning!
For the attention of
RBC Staff and Councillors

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Dear Licensing and Rebecca,

Thank you for your email and for reviewing the application.

Having reviewed the points raised, I can confirm that we have no objection to reinstating the additional conditions that formed part of the previous premises licence.

The operational model of the venue has not materially changed, so we are comfortable with the previous conditions continuing to apply.

We are therefore happy to agree to the inclusion of the additional public nuisance control measures referenced in your email.

I hope this allows your representation to be withdrawn and enables the application to proceed smoothly.

Please let me know if there is anything further you require from us.

Kind regards,

Guy De Livera
Commercial Manager

From: Rebecca Moon <[REDACTED]>
Sent: 14 May 2026 16:33
To: Guyan de Livera <[REDACTED]@uk>
Subject: Representation Reading Biscuit Factory

Dear Licensing

I wish to make a representation against the recent licence application for Reading Biscuit Factory because the measures outlined in section p (d) of the application are not sufficient to prevent public nuisance and fall short of the measures that were on the previous licence.

The previous licence included the following:

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

25. A closure and dispersal policy, for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively operated. Staff shall be available to ensure that customers disperse quietly from the premises and the area immediately outside the premises.

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. This includes noise from any amplified music or speech played at the premises.

27. All doors and windows must be kept closed, other than for access and egress, when events involving regulated entertainment are taking place.

28. The playing of live, recorded music or background music in outside areas of the premises will not be permitted.

29. Any outside seating areas will be closed to customers at 23:00hrs.

30. The premises' frontage shall be regularly monitored and kept clear of all forms of litter whilst the premises is open for licensable activities.

31. Patrons smoking outside the premises shall be monitored regularly to ensure the potential for noise nuisance is controlled.

32. Clear and legible notices shall be prominently displayed at any area used for smoking requesting customers to respect the needs of local residents/ businesses and use the area quietly.

33. The Premises Licence Holder shall place signs at all exits informing customers that glassware and any open drink containers shall not be removed from the premises. Staff shall monitor this and take appropriate action to prevent any drinks being removed from the premises.

The new application only includes the measures in bold above. The measures not included are important control measures for controlling public nuisance (noise) from the premises. If the applicant agrees to include the additional measures then I will withdraw my representation.

Regards

Rebecca Moon

Principle Environmental Health Officer

Environmental Protection

[ref:a1bP200000HSYszIAH;f2fcd3ff359317b21661ddcaf47c7cfa:ref]

Division/Station: Reading Police Station Licensing Dept

From: C2107 Declan Smyth

To: Reading Borough Council

Ref: Reading Biscuit Factory, 1A Queens Walk, Reading, RG1 7QF Date :19th May 2026

Subject:

Objection

I C2107 Declan Smyth on behalf of the Chief Officer of Thames Valley Police wish to formally object to the proposed application for an Application for a premises licence submitted relating to Reading Biscuit Factory, 1A Queens Walk, Reading, RG1 7QF.

Applicant: RIENT LIMITED (Ops Director & Proposed DPS: Guyan Ravith Mathavan De Livera)

Thames Valley Police (“TVP”), as a Responsible Authority, makes this representation with the objective of promoting the licensing objectives, in particular:

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

The proposal before the Sub-Committee is for the:

- **PROVISION OF FILMS:** Sunday 11:00-23:00, Monday to Thursday 10:30-23:00, Friday & Saturday 10:30-01:00.
- **PROVISION OF LIVE MUSIC:** Sunday 15:00-23:00, Monday to Thursday 16:00-23:00, Friday & Saturday 16:00-24:00.
- **PROVISION OF RECORDED MUSIC:** Sunday 09:00-23:00, Monday to Thursday 08:00-24:00, Friday & Saturday 08:00-01:00.
- **LATE NIGHT REFRESHMENT:** Thursday 23:00-24:00, Friday & Saturday 23:00-01:00.
- **SUPPLY OF ALCOHOL (ON):** Sunday 11:00-23:00, Monday to Saturday 10:30-01:00.
- **HOURS PREMISES ARE OPEN TO THE PUBLIC:** Sunday 09:00-23:00, Monday to Wednesday 08:00-24:00, Thursday 08:00-01:00, Friday & Saturday 08:00-02:00.

This representation is made due to concerns that the operating schedule and proposed hours, as applied for, do not adequately demonstrate that the licensing objectives will be promoted—particularly in respect of late trading, dispersal, and the management controls proposed.

Transparency and the Licensing Process

TVP wishes to draw the Licensing Authority's attention to the need for transparency and procedural integrity at this stage of the application. TVP notes that correspondence relating to this matter has been circulated "for the attention of RBC Staff and Councillors" and has sought urgent intervention and/or outcomes outside the statutory framework (including requests for exceptions to statutory notice requirements) and has also involved third-party external communications connected to the ongoing licensing discussions.

TVP does not seek to prevent any applicant or stakeholder from contacting elected members or raising community impact; however, it is important that officers responsible for administering the application are able to discharge their statutory functions without undue pressure, and that the process remains transparent and consistent. The Council has already made clear in correspondence that there is no provision within the statutory framework to expedite these processes and that applications must be determined in accordance with prescribed consultation periods.

Accordingly, TVP invites the Sub-Committee to note that it is in a position to determine this application on its merits, based on the evidence submitted, the promotion of the licensing objectives, and the **applicant's understanding of the licensing process and compliance responsibilities**. This includes the applicant's understanding of what a premises licence authorises, the role and effect of conditions, and the duty on the operator to ensure appropriate authorisation is in place before licensable activities are carried on.

Summary of TVP Position

TVP's objection relates primarily to the overall risk profile created by the proposed late hours, the day-to-day management, implementation & adherence to the proposed conditions and the breadth of regulated entertainment sought, when considered against the level of detail contained within the operating schedule.

In summary, TVP's concerns include:

1) **Late trading / dispersal and associated risks (Crime & Disorder / Public Safety / Nuisance):**

The application seeks for the premises to be open to the public until 02:00 on Fridays and Saturdays, and until 01:00 on Thursdays, with regulated entertainment continuing late into the night (including films and recorded music until 01:00 Fri/Sat and live music until 24:00 Fri/Sat) and late night refreshment until 01:00 Fri/Sat.

TVP considers these terminal hours increase the likelihood of late-night disorder, vulnerability, and nuisance impacts at dispersal.

2) **Regulated entertainment scope / event-led operation and changing risk profile:**

The operating schedule describes an independent cinema, bar and arts venue with “community events, private hires” and “occasional” live music/DJ performances and amplified music through installed sound systems.

TVP notes that venues can shift from “cinema-led” to more social/event-led trading, particularly later in the evening, which can materially increase the risk of disorder and nuisance without robust, enforceable controls.

3) **Management controls described are high-level and not sufficiently enforceable:**

The application references CCTV, staff training, Challenge 25, incident/refusals logs, and customer/noise management; however, these are expressed in broad terms (e.g., “retained for an appropriate period”) rather than as clear, auditable licence conditions that can be readily enforced.

In the absence of defined requirements (e.g., CCTV retention period and coverage standards, event risk assessment requirements, door supervision triggers, written dispersal policy, drugs policy, staffing levels for late hours, and management of external areas), TVP is not satisfied that the licensing objectives will be adequately promoted for the hours sought.

Evidence and Matters Relied Upon

A) Late Hours and Dispersal (Prevention of Crime and Disorder / Public Safety / Public Nuisance)

- The application seeks for the premises to be open to the public until 02:00 on Fridays and Saturdays (and 01:00 on Thursdays).
- The application also seeks regulated entertainment late into the night, including:
 - Films to 01:00 Fri/Sat
 - Recorded music to 01:00 Fri/Sat
 - Live music to 24:00 Fri/Sat
 - Late night refreshment to 01:00 Fri/Sat

TVP considers that late-night operation of this nature can increase risk of incidents both within the premises and in the immediate vicinity during dispersal, including disorder, vulnerability, and disturbance to the locality. The longer the premises remains open into peak late-night hours, the higher the likelihood of policing demand and community impact.

B) Operating Schedule – Insufficient Specificity (Crime & Disorder / Public Safety / Nuisance / Children)

- The application states CCTV will be installed and recordings “retained for an appropriate period” and made available upon request, with staff trained and incident/refusals logs maintained, and Challenge 25 operated.
- The application also states noise/customer management measures (e.g., monitoring noise, requesting patrons leave quietly, managing waste/disposal, supervising smoking/external areas “where required”).

While these are positive intentions, TVP considers the wording is not sufficiently precise to allow effective enforcement. For example, without defined requirements (retention period, CCTV coverage standards, minimum staffing levels, door supervision triggers, written dispersal policy, drugs policy, or event risk assessment requirements), TVP is not satisfied that the objectives are adequately promoted for the hours sought.

C) Nature of the Venue and Licensable Activities

- The premises is described as an independent cinema, bar and arts venue hosting film screenings, community events and private hires, with alcohol sales said to be ancillary to the primary operation.
- The application confirms alcohol sales are sought until 23:00 daily (11:00–23:00 Sunday) but the premises remains open later on Thu/Fri/Sat. TVP notes that late opening (even where alcohol sales end earlier) can still generate late-night congregation and dispersal issues, particularly where entertainment and late-night refreshment are authorised into the early hours.

TVP relies upon the risk profile created by the proposed hours and operating schedule content, and the following local premises history (**Premises Summary Report**: 01/01/2021 – 11/05/2026). Recorded incidents/intelligence count: 5.

- 05/09/2025 19:29 – Public Order (Crime Ref: [REDACTED])
- 23/08/2025 19:05 – Serious incident report (Crime Ref: [REDACTED]) – CCTV referenced in report
- 06/03/2025 07:19 – Security / intruder alarm concern (CMP Reference: [REDACTED])
- 17/10/2021 22:23 – Theft (Crime Ref: [REDACTED])
- 04/08/2021 16:28 – Drugs-related concern (CMP Reference: [REDACTED])

These entries are provided to inform context and the need for robust management controls proportionate to the hours and licensable activities sought.

Requested Determination

TVP's position is that the application should be refused as applied for, unless the applicant agrees to more robust conditions being developed in consultation with the Reading Borough Council Licensing Department and Thames Valley Police.

Conclusion

TVP submits that the late terminal hours sought (including being open to the public until 02:00 on Fridays and Saturdays) and the limited specificity of the operating schedule controls raise concerns that the licensing objectives—particularly prevention of crime and disorder, protecting children from harm and prevention of public nuisance—may be undermined if granted as applied for.

Accordingly, Thames Valley Police respectfully requests that the Licensing Sub-Committee:

- REFUSE the application as applied for; **or**
- Grant the application only with amended hours and/or the enforceable RBC & TVP conditions

Please note: due to the sensitive nature of the information contained within the attached Thames Valley Police representation, TVP respectfully requests that the Premises Summary Report is treated as restricted.

Accordingly, we ask that the Premises Summary Report is redacted from any public documents (including public agendas, public bundles and any online publication) and is only disclosed to the Applicant and/or their Agent, Licensing Sub-Committee Members, and relevant Licensing Officers for the purpose of the hearing and determination of the application.

In respect of the Licensing Application for the Reading Biscuit Factory, Oxford Road, Reading

Dear Licensing Officers,

As the former Lead Councillor for Community Safety in Reading, with responsibilities over Premises Licenses until the May elections of this year and as a former Councillor for Abbey ward, I would like to respectfully submit the following in support of the new Premises Licensing application for the Reading Biscuit Factory (RBF) situated at the Broad St Mall along the Oxford Road in Abbey ward.

I do not believe that by granting a new licence, the Reading Biscuit Factory would undermine the licensing objective of the Prevention of Crime and Disorder or that it would undermine in any way the other licensing objectives which I substantiate here below:

1.) The Prevention of Crime and Disorder:

The venue has never been one that has attracted any significant attention of the Police previously over its 5 years of operation. Because of the nature of what the RBF exists for, as a cultural film and community events centre, with reasonable opening hours, it is not one that attracts the types of persons prone to anti-social or criminal behaviour nor is it one that impinges negatively on the Night Time Economy (NTE) in Reading. There are no plans to change that offering in the future and thus no future risk is perceived.

In the few instances when there have been issues by undesirables entering the site to commit any sort of anti-social or criminal activity, the managers of the venue have collaborated well with the Police. RBF management has immediately called the Police on the few occasions when there have been those that have entered the site to take drugs, or misuse the space for activity that was of an ASB or criminal-type of behaviour. As a result of their direct engagement, in any instances that have occurred, the venue was able to be secured, undesirables removed, and the site kept safe and open for the clientele that they do cater to.

The RBF contrasts markedly to a number of entertainment sites in the town centre and immediate area. The venue caters to an older, more mature and quieter crowd which contrasts with some of the neighbouring "family entertainment venues" in the area, which can attract substantial crowds of young party-makers. The venue itself functions on the first floor and not directly out onto the street, and as such contributes to an air of calmer maturity in the area that is of benefit. The RBF is a welcome presence in the Queens Walk area.

Although alcohol is served, it is served with a Challenge 25 in place and is not a venue that focuses on alcohol consumption as a primary reason for its existence. Alcohol consumption is ancillary to attendance at films or attendance at events offered for the community. It is in no way, a "vertical drinking establishment" which would come at a higher risk to the area and that type of activity is not supported by RBF. There would be no benefit to the town to allow this large space to be replaced by any other sort of entertainment or evening venue that may come at higher risk of alcohol consumption or vertical drinking in the town centre. The RBF clientele and offering are a "low risk" contributor to challenges within the NTE in Reading.

Finally, the venue supports the employment of students and young people that are needing a job to supplement studies or as a second job. There has never been a question of the ability of anyone that has been employed by the site to possibly not have the "right to work" and as such, has not been highlighted as a venue of concern for illegal immigrant employment.

2.) Public Safety:

From prior conversations with the local RBF management, I know of their concern for ensuring that all staff are appropriately trained and that they consider that a priority. I also have seen that the local management regularly engages with local initiatives and training with Reading Pubwatch and Best Bar None. This is seen as a positive in ensuring that they are aware of their place and responsibilities within Reading's Night Time Economy structure ensuring the greater public safety of the town. I see no problems in this site contributing adversely to issues of Public Safety in the Town Centre, and in fact by its nature it provides a benefit to public safety.

3.) The Prevention of Public Nuisance:

Given the location of the site primarily on the first floor and not opening directly on to the street, the gathering and disbursement of individuals to and from events has never been a negative factor on the Night Time Economy of the town. The ground level coffee shop entrance has also helped the venue a bit under the radar" and "low-key" in terms

of attracting large groups of people. As such, the site is not a public nuisance, or one that attracts significant crowds and as such contributes positively to the street scene in the immediate area.

4.) **The Protection of Children from Harm:**

It is worth drawing attention to the use within the past year by the TVP to launch a video directly dealing with the prevention of Violence Against Women and Girls (VAWG). The event was especially directed to address the challenges of young people in the NTE. Despite it being an alcohol serving establishment, with alcohol served on a Challenge 25 basis, the venue was felt to be an appropriate site for young people to come and feel welcome and supported. This was of great benefit to the town and our challenges around VAWG especially within the NTE for Reading and one that I sense would be likely be welcomed again.

Films that are shown at the venue are also, as per licensing requirements, always rated for age- appropriate content. There is nothing to suspect that any of those practices would change and indeed the venue is entirely aware of its responsibilities in this area.

There can be no doubt that over the past 5 years that the Reading Biscuit Factory has become a beloved and valued institution in Reading. It offers a wide breadth of movies and entertainment, reasonably priced/free space for community events with versatile facility variety, and has been open to all our communities across Reading. Its loss as a licensed venue would mean a considerable and significant set-back to the town in delivering on Reading's Economic and Cultural Success as outlined in the Council's 2025-2028 Council Plan.

I feel that I must also take the opportunity to highlight but a few of the events that have benefitted Reading's communities:

1.) Last year, Thames Valley Police used the site to premiere one of their videos that they created to support the work in the fight against Violence Against Women and Girls (VAWG) especially directed to young people. The video was about "Consent Conversations" and how young women especially, need to understand their rights and the laws around what defines rape and non-consensual sexual aggression and rape. It highlighted a very important message for young people in understanding when "Yes means yes and no means no." This was of great support to the Night Time Economy and the struggles around dealing with VAWG that are magnified within NTE venue settings. This was a vital bit of work and the RBF venue provided the perfect sized space to hold that event, preview the film, and to hold a Q & A and net- working event around the launch.

2.) REDA and Reading Borough Council recently used the site to hold the Whats On Reading Awards. With awards being presented by the Mayor of Reading and others, this awards show highlighted the great work and energy across the Town in the area of culture, entertainment and heritage. With not really another affordable venue in Reading to hold an event such as this, the Biscuit Factory provided the cultural and creative back drop to stage this joyous celebration of Reading's best.

3.) Additionally, the site was able to support the High Street Heritage Action Zone (HSHAZ) with many of their events throughout the duration of that programme. This programme brought together the Oxford Road community and others to network, celebrate and help improve and shape that community. THE RBF proved to be a versatile art gallery, film space, book launching space and networking site that enabled the HSHAZ to make a positive mark on Oxford Road residents instilling pride in an area of town that benefitted greatly from the programme and RBF's support of their events.

4.) There are other events, large and small, from knitting groups to supporting young mums, to University of Reading lectures and countless other events that have all come to see the Reading Biscuit Factory as their "go-to" venue for smaller and larger events and get-togethers.

In summation, I would hope that my comments and points above will let officers reflect on the many positives of the Reading Biscuit Factory venue to Reading especially in its location, consider seriously its positive contributions to the Night Time Economy and my fervent belief that it poses no future risk to the four Licensing Objectives.

Respectfully Submitted,

Karen Rowland

Reading RG1

From: Dominguez, Jacqueline (Councillor) [REDACTED]

Sent: 24 May 2026 22:45

To: Licensing [REDACTED]

Subject: Reading Biscuit Factory

Hello team

As an Abbey Ward Councillor I am writing with my representation in support of the Grant of a new Premises Licence for Reading Biscuit Factory.

The venue is one of the few places in Reading where everyone feels welcome and it wouldn't be sustainable without the income from the bar and cinema. It is a gathering place for people of all ages and a safe space especially for minority groups. I'm also aware that groups like "Depression Xpression", "Compass Recovery College" and "Let's Connect" meet there. The cinema is the only alternative in the town centre to the large chain cinema and in addition, it screens movies that could never be found there.

The Reading Biscuit factory can be defined as the heart of the Community since the day it opened its doors and I do not believe that by granting a new licence it will undermine the licensing objective of the Prevention of Crime and Disorder, Public Safety or Protection of Children From Harm.

Thank you,

Cllr. Jacqueline Dominguez

Abbey Ward, Green Party

Reading Borough Council

Ground Floor, Civic Offices, Bridge Street, Reading, RG1 2LU

[REDACTED]

[REDACTED]

[Website](#)[Facebook](#)[Twitter](#)[YouTube](#)[Instagram](#)[LinkedIn](#)

Appendix RT009

From: PAGE TONY [REDACTED]
Sent: 22 May 2026 09:38
To: Licensing [REDACTED]
Cc: [REDACTED]
Subject: [EXTERNAL]Representation in Support of a Grant of Premises Licence - Reading Biscuit Factory

Dear Sir,

Representation in Support of Grant of a Premises License for Reading Biscuit Factory

I write in support of the application for a new premises license for Reading Biscuit Factory (RBF).

By way of background I was a long-standing former member of the Licensing Committee and its sub-committees during my service as a Reading Borough councillor from 1973 to 2024.

Throughout this period I represented the town centre area and, as Deputy Leader of the Council and Lead Member for Planning, was also heavily involved in planning discussions which led to the phased revival and regeneration of the Broad Street Mall (BSM).

Whilst the changes to the wider BSM are still an ongoing project the earlier part, focussed on the north-west section of the BSM, delivered the relocation of Iceland from its former Weldale Street site and, above it, the then new RBF.

The RBF now provides a unique town centre venue, popular across all age groups. It offers not only a relaxing and inviting social environment but also meeting spaces and small cinemas showing a number of films not readily viewable in the larger chains. The RBF has regularly allowed local voluntary groups the free use of its facilities, which has been greatly appreciated.

The RBF is not a conventional drinking establishment, and is well patronised throughout the day and evenings. Areas of the RBF offer a relaxed working environment during the day. It is popular with single people and groups of women, and is seen as a safe and welcoming institution.

I would contend that, far from undermining any licensing objectives, the continued operation of the RBF is in the interest of reducing crime and disorder by offering a welcoming and well-managed environment, seven days a week during the daytime as well as evenings.

I hope the new license can be issued and am copying in Bill Donne for his attention and information.

Yours sincerely,

Tony Page

TONY PAGE

General

Protection of Children from Harm

1. All staff shall be suitably trained for their job function for the premises.
2. Staff employed to sell alcohol shall undergo training upon induction before they are allowed to sell alcohol. This shall include, but not be limited to:
 - The premises age verification policy
 - The Four Licensing objectives
 - 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
 - Offences committed under the Licensing Act
 - Conditions of the Premises LicenceRefresher training shall be provided every 6 (six) months
 - a) Signed induction and refresher training records are to be kept for a minimum of 2 (Two) years of the date of training and made available for inspection by an authorised officer of Reading Borough Council or Thames Valley Police Upon request.

3. All staff employed to sell alcohol shall be trained to record refusals of sales of alcohol in a refusals book or electronic register, If the record is in written form then it should be documented in a bound book similar to a A4 day by day diary and marked refusals. The book/register 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
 - a) This book/register shall be available for inspection to an authorised officer of Reading Borough Council or Thames Valley Police. A weekly review of the refusals book/register shall also be carried out and signed off by the Designated Premises Supervisor or their nominated representative.

4. All staff employed to sell alcohol shall be trained to record any incident which has an impact on any of the four licensing objectives, or instances when
LA_Premiseslicence Part A Page 9 of 12

authorised officers from Reading Borough or Thames Valley Police have attended the premises. If the record is in written form, then it should be documented in a bound book similar to an A4 day by day diary and marked incident book. The book/register shall contain:

It must be completed within 24 hours of the incident and will record the following:

- all crimes relating to the premises
- all ejections of persons
- any complaints received
- any incidents of disorder
- any faults in the CCTV system

- any visit by a relevant authority or emergency service

The book/register shall be made available for inspection to an authorised officer of Reading Borough Council or Thames Valley Police upon request.

5. The premises shall at all times operate a Challenge 25 age verification policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Acceptable forms of ID for production at the delivery address are a passport, a photo card driving licence, a card bearing the 'PASS' hologram or Military ID (or any other nationally accredited scheme) or any other form or method of identification that complies with any mandatory condition that may apply to this licence are to be accepted as identification.

6. The premises shall at all times operate primarily as a Cinema and Arts complex.

7. Alcohol sales shall be supplied from the first-floor bar area only.

8. No provision of late night refreshment shall be authorised under this premises licence from the ground floor of the premises after 2300hrs.

9. The ground floor of the premises shall be closed to customers, other than for access to and egress from the first floor of the premises after 2300hrs.

10. No food or drink shall be provided to be consumed off the premises after 2300hrs.

11. Every poster, advertisement, photograph, sketch, synopsis or programme relating to a film exhibited, or to be exhibited at the premises, shall indicate clearly the age certification of the film.

12. Posters advertising the premises' Challenge 25 policy shall be displayed in prominent positions on the premises.

13. The Premises Licence Holder shall display a copy of their written age verification policy on checking proof of age in a prominent position on the premises.

14. A current written authorisation list shall be kept in the Licensing file on the premises confirming the details of all current staff that have been authorised to sell alcohol by a Personal Licence Holder. The authorisation list shall include, the name of the staff member authorised, the name and personal licence details of the person authorising them to sell alcohol. This list shall also contain the date and signature of the staff member authorised and countersigned by the authorising Personal Licence Holder.

15. The Premises Licence Holder/Designated Premises Supervisor shall ensure that they and staff who are authorised to sell alcohol, are able to converse with customers and representatives of Statutory Agencies to a level that they are able to satisfactorily meet the four licensing objectives as contained in the Licensing Act 2003.

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance

- The Protection of Children from Harm

16. The premises licence holder shall not sell super strength beer, lager or cider with an alcohol content of 6.0% ABV or greater.

Prevention of Crime and Disorder

CCTV

17. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record while the premises are open to the public and recordings shall be kept for a minimum of 31 days with correct time and date stamping. The entire licensable area shall be covered with the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises and in order to capture clear facial images of all patrons entering the premises. The CCTV views will not be obstructed. CCTV images and data recordings shall be made available, without delay 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 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.

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

19. If the CCTV system fails for any reason, then the designated premises supervisor or nominated representative are required to contact both Thames Valley Police at licensing@thamesvalley.pnn.police.uk and the Licensing Team at Reading Borough Council at licensing@reading.gov.uk outlining the reason if known and when it is likely to be repaired. This is to be done within 24hrs of the failure.

20. When the CCTV system has been repaired the designated premises supervisor or nominated representative are required to contact both Thames Valley Police at licensing@thamesvalley.pnn.police.uk and the Licensing Team at licensing@reading.gov.uk informing them of the repair again within 24hrs of the repair. LA_Premiseslicence Part A Page 11 of 12

21. The premises licence holder shall uphold a zero tolerance policy in relation to illegal drugs.

22. Any person entering the premises who appears to be under the influence of alcohol or illegal drugs shall in the interests of other members of the public using the premises be requested to leave the premises.

23. No person carrying visibly open or sealed vessels of alcohol coming from the outside shall be permitted in the venue at any time.

Prevention of Public Nuisance

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

25. A closure and dispersal policy, for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively operated. Staff shall be available to ensure that customers disperse quietly from the premises and the area immediately outside the premises.

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. This includes noise from any amplified music or speech played at the premises.

27. All doors and windows must be kept closed, other than for access and egress, when events involving regulated entertainment are taking place.

28. The playing of live, recorded music or background music in outside areas of the premises will not be permitted.

29. Any outside seating areas will be closed to customers at 23:00hrs.

30. The premises' frontage shall be regularly monitored and kept clear of all forms of litter whilst the premises is open for licensable activities.

31. Patrons smoking outside the premises shall be monitored regularly to ensure the potential for noise nuisance is controlled.

32. Clear and legible notices shall be prominently displayed at any area used for smoking requesting customers to respect the needs of local residents/ businesses and use the area quietly.

33. The Premises Licence Holder shall place signs at all exits informing customers that glassware and any open drink containers shall not be removed from the premises. Staff shall monitor this and take appropriate action to prevent any drinks being removed from the premises.

Other initiatives

34. The licence holder shall actively participate in initiatives set up by Thames Valley Police, Reading Borough Council or Reading Off- licence watch including initiatives to tackle drunken behaviour and street drinking, such as 'Reducing the Strength'.

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