



Reading
Application for a premises licence
Licensing Act 2003

For help contact
licensing@reading.gov.uk
 Telephone: 0118 937 3762

* required information

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

System reference

Not Currently In Use

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

Your reference

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

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

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

Applicant Details

* First name

AJEET SINGH

* Family name

CHOPRA

You must enter a valid e-mail address

* E-mail

NONE

Main telephone number

Include country code.

Other telephone number

☒ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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

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

Continued from previous page...

Address

* Building number or name	<input type="text"/>
* Street	<input type="text" value="DENBIGH DRIVE"/>
District	<input type="text"/>
* City or town	<input type="text" value="HAYES"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text" value="UB3 1QF"/>
* Country	<input type="text" value="United Kingdom"/>

Agent Details

* First name	<input type="text" value="MANPREET SINGH"/>	
* Family name	<input type="text" value="KAPOOR"/>	
* E-mail	<input type="text" value="info@personallicencecourses.com"/>	
Main telephone number	<input type="text" value="02086060558"/>	Include country code.
Other telephone number	<input type="text"/>	

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

Are you:

- ☐ An agent that is a business or organisation, including a sole trader
- ☒ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text" value="PERSONAL LICENCE COURSES UK"/>
* Street	<input type="text" value="145 STATION ROAD"/>
District	<input type="text"/>
* City or town	<input type="text" value="WEST DRAYTON"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text" value="UB7 7ND"/>
* Country	<input type="text" value="United Kingdom"/>

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PREMISES DETAILS

Continued from previous page...

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	UNION FOOD & WINE
Street	11B UNION STREET
District	
City or town	READING
County or administrative area	
Postcode	RG1 1EU
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	17,000

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

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

☒ Yes ☐ No

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

First name

Family name

Is the applicant 18 years of age or older?

☒ Yes ☐ No

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Current Residential Address

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

☒ Yes

☐ No

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

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

☒ Yes

☐ No

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

You must enter a valid email address

E-mail

Telephone number

Other telephone number

* Date of birth

 / /

* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

 / /

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

 / /

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.

Continued from previous page...

OFF LICENCE AND CONVENIENCE STORE

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☐ Yes

☒ No

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

See guidance on regulated entertainment

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

☐ Yes

☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes

☒ No

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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

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start 07:00

End 00:00

Start

End

SUNDAY

Start 07:00

End 00:00

Start

End

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.

NONE

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.

NONE

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

Name

First name

AJEET SINGH

Family name

CHOPRA

Date of birth

/ /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text" value="DENBIGH DRIVE"/>
District	<input type="text"/>
City or town	<input type="text" value="HAYES"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="UB3 1QF"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="APPLIED FOR"/>
Issuing licensing authority (if known)	<input type="text" value="LONDON BOROUGH OF HILLINGDON"/>

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'.

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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.

NONE

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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.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

NONE

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

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

NONE

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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)

Continued from previous page...

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

1. Strict implementation of challenge 25 policy
2. CCTV to be installed and 28 days recoding system
3. All staff to be trained in responsible alcohol retailing
4. Training manual will be available at the premises

b) The prevention of crime and disorder

1. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV.
2. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police and Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
3. Recorded images shall be of such quality as to be able to identify the recorded person in any light.
4. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.
5. A suitable trained staff member will be able to show and provide police or council licensing officers recent data footage with the minimum delay when requested.
6. The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members.
7. Right to work documents shall be kept at the premises and produced to authorised officers of Thames Valley Police or Reading Borough Council.
8. All alcohol products shall only be purchased from outlets registered with HMRC's Alcohol Wholesale Registration Scheme.

c) Public safety

1. Installation of appropriate safety equipment
2. Fire exit signs displayed
3. To comply with all current, fire, health and safety laws
4. CCTV working at all times

d) The prevention of public nuisance

1. Notice displayed asking customers to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighborhood
2. Strict policy in place to tell all staff not to serve alcohol to drunks at all
3. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV

e) The protection of children from harm

1. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold.
2. The only acceptable ID will be those with photographic identification documents; including passport, photo-card, driving license or proof of age card bearing the PASS hologram.
3. A refusal register whether written or electronic – shall be used, kept and maintained at the premises.
4. The refusal register shall record the time and date of the refusal; which age restricted product was refused, details of the staff member refusing service and a description of the person refused.
5. The refusal log shall be produced to authorised officers of Thames Valley Police and Reading Borough Council upon request

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

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

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

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

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

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

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

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NOTES ON REGULATED ENTERTAINMENT

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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.

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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)

☒ 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

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.

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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

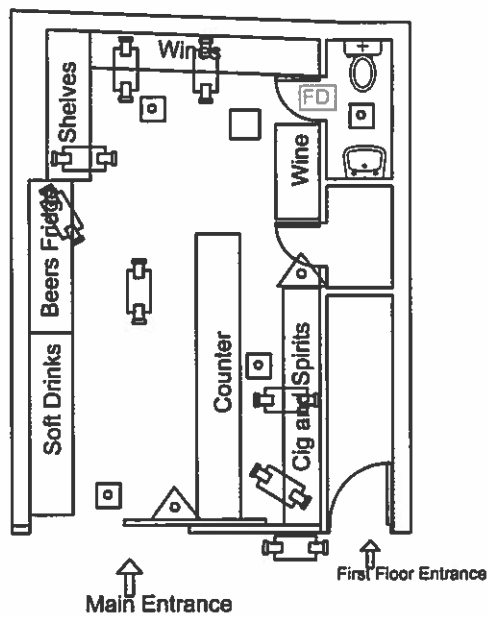
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT 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"/>
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 >](#)

PROPOSED LICENSING PLAN



Property Address:
11B Union Street
Reading
RG1 1EU

Drawing no: P/HBS/160		Date: 10th Dec 2018
Key	Scale:1:100	Paper: A4
	FIRE EXTINGUISHER	
	FIRE EXIT SIGNS	
	EMERGENCY LIGHTING	
	Fire Check Door	
	CCTV CAMERAS	
CCTV RECORDING 31 DAYS		
SHUTTERS PROVIDED		
ALARM SYSTEM TO AOISPEC OR SIMILAR FITTED		

Name of Officer	Richard French						
Type of Application	Grant of Premises Licence - Licensing Act 2003						
Name of Premises	Union Food and Wine						
Address	11b Union Street						
	Reading						
	RG1 1EU						
Proposed Licensable Activities	Sale of Alcohol (off the premises)						
	Monday to Sunday from 0700hrs until 0000hrs						
Finish Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	0000	0000	0000	0000	0000	0000	0000
Content of Application: The application was submitted on behalf of Ajeet Singh Chopra on 18 th December 2018. The application seeks the grant of a premises licence pursuant to the Licensing Act 2003 for the sale of alcohol off the premises. The proposed hours are from 0700 to midnight - 7 days a week. The premises are within the Council's Town Centre Cumulative Impact Area.							
Licensing Officer's Comments: The Licensing Authority as a Responsible Authority under the Licensing Act 2003 object to this application and respectfully ask for the application to be refused. The reasons for this are: 1. The application is contrary to the Council's Cumulative Impact Assessment specifically paragraph 12.7 which states that it is likely that granting further licences or variations to licences would be inconsistent with the Authority's duty to promote the licensing objectives. This is also consistent with paragraph 5A of the Licensing Act 2003. By adopting a Cumulative Impact Policy, the Authority has already deemed it necessary to do so because of the sheer number of premises in the town centre and the negative impact that creates are incompatible with it's duty to promote the four licensing objectives. Paragraphs 12.13 and 12.23 also state that it will be the general presumption and policy of the Authority that any applications for the grant or material variation of a premises licence shall be refused if relevant representations are received. We would also refer to paragraphs 12.7; 12.20 and specifically 12.32 which outlines how applications for off licences							

will be dealt with. The applicant has not rebutted, or even mentioned the Cumulative Impact policy - therefore the application should be refused.

2. The application is contrary to the Council's Licensing Policy - specifically paragraphs 2.12/2.13/2.14/6.2/6.11/6.12 and 6.16.

3. The application is inconsistent with the Secretary of State's Guidance to the Licensing Act - current edition dated April 2018. I would specifically point to paragraphs 8.41/8.43 and 8.47. Indeed, the applicant has made no mention at all within the application of the Council's Cumulative Impact Assessment and what steps they propose to mitigate the effects of such a policy. The application seems to be just a set of copied and pasted statements with no explanation as to why they may be appropriate.

4. The operating schedule does not contain sufficient measures to actively promote the four licensing objectives. As stated above, they appear to be copied and pasted statements with no rationale as to why they are appropriate.

Therefore, and due to the above reasons, the granting of this application will undermine the promotion of the licensing objectives; add to the cumulative impact within the town centre and is therefore inconsistent with the Authority's duty to promote the licensing objectives and should be refused.

I will now take all of the above points in turn:

1. Application contrary to the Council's Cumulative Impact Assessment

1.1 Reading Borough Council, as the relevant licensing authority, has had a Cumulative Impact area in the town centre since late 2010.

1.2 Paragraph 12.7 and paragraph 5A of the Licensing Act 2003 state that a Cumulative Impact Assessment can be published if the Authority is of the opinion that granting further licences or variations in the town centre area would be inconsistent with the Authority's duty to promote the licensing objectives. **Therefore the Council, by publishing such an assessment, has already reached the conclusion that there are too many licensed premises in the town centre and granting further licences would likely undermine the promotion of licensing objectives.**

1.3 Paragraph 12.10 of the Council's Cumulative Impact Assessment clearly states that it applies to all grants and material variations for premises licences and club premises certificates and relates to the potential impact on the promotion of the licensing objectives of a significant number of premises concentrated in one area - in this case, the town centre. There are currently 181 premises in the town centre cumulative impact area. 142 of the premises have a licence to operate past 2300hrs and 132 of those premises are licensed to sell alcohol.

1.3 Paragraph 12.13 of the Council's Cumulative Impact Assessment states that the effect of the assessment is to create a presumption that applications for the

grant or material variation of a premises licence will be refused if relevant representations are received. This is also stated within paragraph 12.23 and reiterates that the policy refers to all licensable activities and to grants and material variations of licences.

1.4 Paragraph 12.14 of the Assessment states that whilst applications will be dealt with on a case by case issue, the applicant should address issues of cumulative impact within their application and that failure to do this will lead to representations being made with a recommendation for refusal. This is also consistent with the Secretary of State's Guidance at paragraph 8.43. (below)

1.5 Paragraph 12.21 of the Assessment states Applications for the grant or variation of a premises licence or club premises certificate who wish to operate up to 0000hrs must also demonstrate how their operation is consistent with the provisions and aims laid out in this assessment and the statements within the main body of the licensing policy. For example, an off licence would have to demonstrate how their operation is consistent with the Authority's ambition to reduce the sale of super strength alcohol and to reduce incidents of street drinking. If an application for the grant or variation of a premises licence or club premises certificate within the Town Centre Cumulative Impact Area is unable to demonstrate how it will promote the licensing objectives and is inconsistent with the aims within the Council's licensing policy, then it is likely to attract representations. The likely recommendation of that representation is for the application to be refused.

1.6 Paragraph 12.24 of the Assessment does state that applicants will have an opportunity to address the issues of Cumulative Impact but this should be done, in the first instance, within the application. The applicant in this case has not done this.

1.7 Paragraph 12.32 of the Cumulative Impact Assessment specifically lays out the Authority's view of off licence applications:

Premises that wish to sell alcohol for the consumption off the premises have and continue to cause issues within the town centre. Applications for the sale of alcohol for consumption off the premises will likely be refused if the Authority is satisfied that granting such a licence would undermine the promotion of the licensing objectives.

Applications for off sales may be granted subject to certain caveats. Any application that wishes to sell alcohol for consumption off of the premises up until 0000hrs should familiarise themselves with the contents of the Council's Licensing Policy - particularly the concerns around the sale of high strength beers, ales and ciders. Any application for an off licence should familiarise themselves with the Council's 'Reducing the Strength' initiative and the concerns around selling single cans to street drinkers. The Authority is of the view that street drinking is a major contributor to anti social behaviour

within the town centre and elsewhere.

It is expected that any applicant for an off licence will put forward robust measures within their application that mitigates such issues. Applications that put forward measures such as not selling high strength products; robust staff training and an age verification policy of at least Challenge 25 as well as other crime prevention measures such as CCTV covering the entire licensable area, are less likely to attract representations.

Applications for an off licence looking to sell alcohol past 0000hrs are likely to attract representations as it is likely that granting such licences will undermine the ability of the Authority to promote the licensing objectives. Therefore any application will be refused unless it can be shown by the applicant that there will be a no negative cumulative impact by granting such a licence.

1.8 The approach taken in the Council's Cumulative Impact Assessment and Licensing policy is supported by case law. The Council has clearly stated in the Assessment and Licensing policy it's approach to applications within the Town Centre Cumulative Impact Area as noted within the paragraphs above. The case of British Beer and Pub Association (and others) v Canterbury City Council (2005) EWHC 1318 (Admin) is clear on the importance of the licensing policy; it's importance in setting out it's expectations regarding licensing and guiding applicants in relation to those expectations. Mr Justice Richards stated:

(Para 82) A policy relating to the decision-making stage under s 18(3) not only guides the decision-maker but also serves to inform an Applicant about what he should consider in preparing his application.... An application that takes account of the matters set out in the policy, for example by including what is referred to in the policy or by giving a reasoned justification for not doing so, is less likely to give rise to relevant representations and more likely to be granted without additional conditions, whether under the administrative procedure in the absence of relevant representations or on a decision by the council under s 18(3) in the event of relevant representations.

(Para 83) The council is entitled to indicate in the policy its own expectations with regard to the promotion of the licensing objectives; and I do not think that an Applicant can legitimately complain if a failure to take account of those expectations gives rise to representations.

1.9 The applicant in this instance has failed to mention the cumulative impact area contained within the Assessment; failed to mention the policy in the application form and has seemingly not taken cognisance of the Council's licensing policy which lays out the expectations of such applications in the CIA. Therefore this application, having elicited a relevant representation, should be refused.

1.10 Applicants for grant and variation applications within the Cumulative Impact Area have to rebut the presumption that the application will be refused. It is not incumbent on the Council or police to adduce evidence to prove there will be a negative effect on the promotion of the licensing objectives. The evidence within the Cumulative Impact Assessment has already been produced. The Council - by producing a Cumulative Impact Assessment has, by doing so, already arrived at the conclusion that the town centre is under stress from too many licensed premises and that adding more would be incompatible with the Authority's duty to promote the licensing objectives. The onus is entirely on the applicant to demonstrate that their proposed operation should be the exception that leads to the Council overturning its own policy. This reverse burden was confirmed in the case of (R) on the application of Portsmouth City Council v 3D Entertainment Group (2011) EWHC 507 (Admin) where J Supperstone found that Magistrates had erred in law by incorrectly applying Portsmouth City Council's Cumulative Impact Policy to put the onus on the Council and Police to adduce evidence of a negative cumulative impact. He stated:

(Para 18) The magistrates, in my judgment, erred in law in concluding that the Appellant (Portsmouth City Council) had to have "hard evidence" from the police and that there was duty upon it to "investigate the cumulative impact". The burden was on the Respondent (3D Entertainment) to persuade the Appellant (Portsmouth City Council) that the operating schedule was such that there would be no cumulative impact. In applying the wrong test, the magistrates fell into error in finding that the Appellant (Portsmouth City Council) had acted unreasonably.

1.11 The onus is on the applicant to rebut the Council's policy. It is not for the Council or police to adduce any further evidence - which is already contained within the policy. Again, the applicant has failed to mention or address this matter at all within the application form. Therefore the application, having elicited relevant representations must be refused.

1.12 The Licensing Authority must consider each application on its own merits with a view to assessing the likely effect of varying such a licence on the promotion of the licensing objectives (Paragraph 35 (5) of the Licensing Act 2003). This is confirmed in (R) on the application of Hope and Glory Public House v Westminster City Council (2011) EWCA Civ31 where Lord Justice Toulson stated:

(Para 42) Licensing decisions often involve weighing a variety of competing considerations: the demand for licensed establishments, the economic benefit to the proprietor and to the locality by drawing in visitors and stimulating the demand, the effect on law and order, the impact on the lives of those who live and work in the vicinity, and so on. Sometimes a licensing decision may involve narrower questions, such as whether noise, noxious smells or litter coming from premises amount to a public nuisance.

Although such questions are in a sense questions of fact, they are not

questions of the 'heads or tails' variety. They involve an evaluation of what is to be regarded as reasonably acceptable in the particular location. In any case, deciding what (if any) conditions should be attached to a licence as necessary and proportionate to the promotion of the statutory licensing objectives is essentially a matter of judgment rather than a matter of pure fact.

1.13 The above approach to grant applications and the prospective nature of the licensing objectives was confirmed in East Lindsey DC v Abu Hanif (2016) EWHC 1265 Admin, where Mr Justice Jay stated:

(Para 18) 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.

1.14 Therefore the application is inconsistent with the Authority's duty to promote the licensing objectives which is the key reason the Council adopted a Cumulative Impact Assessment for the Town Centre Cumulative Impact Area. By adopting this assessment the Council has already determined that granting further licences or material variations will be detrimental. The Assessment lays out the reasons for this which are entirely consistent with the relevant case law stated above. Therefore, given the applicant hasn't even mentioned the policy in their application and provided no information in respect of the policy; the application has elicited representations and should therefore be refused.

2. Application inconsistent with the Council's Licensing Policy (April 2018)

2.1 The Council's Licensing Policy - which came into force on 22nd October 2018 - contains a number of provisions that applicants for off licences should take cognisance of. This is due to the serious issues around street drinking; the selling of super strength beers and ciders and the anti social behaviour that stems from this - especially in the town centre and Oxford Road areas. These measures are expected to be addressed by all applicants - this applicant has not addressed them at all.

2.2 Paragraphs 2.11 to 2.14 make specific reference to the 'Reducing the Strength' initiative that has been introduced in the town centre and the issues surrounding the sale of high strength alcohol.

2.11 The Council recognises the link between high strength alcohol products, anti social behaviour and poor health outcomes. In 2017, the Licensing Authority in conjunction with partners at Thames Valley Police and the Community Alcohol Partnership launched a voluntary initiative to try and reduce the availability and sale of high strength beers and cider above 6.5% ABV.

2.12 There is a significant issue in the town centre and Oxford Road with persons identified as street drinkers purchasing single cans of high strength beers and ciders from licensed off licences. This has led to issues of anti social behaviour in local communities. Most off licences in the town centre

and Oxford Road areas have voluntarily agreed to stop selling single cans of high strength beers and ciders. Some have agreed to only sell packs of four whilst others have agreed not to sell these products at all. This has led to a reduction in the number of incidents of street drinking.

2.13 We would expect all licence holders and potential applicants to have regard to this initiative and include measures to restrict the sale of high strength products in single quantities or to not sell them at all. Failure to do so could lead to representations being made against applications for licences or applications to review licences that may be undermining the licensing objectives by selling these products in an irresponsible way.

2.14 The Licensing authority, in conjunction with relevant partners, will be expanding this initiative to include all off licences in Reading and would expect all applicants and current licence holders to take cognisance of this fact. Current licence holders are also expected to take steps to prevent any irresponsible retailing of these products.

2.3 The Licensing Policy also contains specific provisions and expectations in relation to off licences within Chapter 6. Indeed, paragraphs 6.11, 6.12, 6.13 and 6.16 are very specific about the Council's expectations:

6.11 Shops selling alcohol for consumption off the premises can be the focus of antisocial behaviour, crime and disorder and public disturbance. In the town centre and Oxford Road area, for example, there are significant issues with street drinking and the associated anti social behaviour this causes.

6.12 Any applications for off licences shall be considered in the light of all relevant matters that may undermine the licensing objectives such as street drinking in that locality as well as the availability of high strength beers, lagers and ciders and the detrimental effect those products have on health outcomes. This approach will apply to the whole Borough of Reading and the authority will seriously consider any representation made to it by Thames Valley Police, Public Health or other responsible authorities which indicate that the availability or sale of high strength beers, lagers and cider are likely to be detrimental to the promotion of the four licensing objectives.

6.13 When considering applications for off licences, the authority would expect applicants to acknowledge the above issues within their operating schedule.

6.16 All licence holders will be expected to actively participate in initiatives set up in Reading which aim to tackle the issues of alcohol related anti social behaviour and the proliferation of high strength beers, lagers and ciders above 6.5%. Initiatives such as 'Reducing the Strength' are

proven to reduce alcohol related anti social behaviour in the Borough.

2.4 The applicant has failed to address the matters stated in the licensing policy despite the policy being clear on what the Authority expects. Therefore, and as per the case law mentioned at 1.8, an applicant that disregards the policy and the expectations of the licensing authority should expect their application to be objected to.

3. Application inconsistent with Secretary of States Guidance (April 2018)

3.1 This application, as set out on previous pages, is inconsistent with the Council's Licensing Policy and the Cumulative Impact Assessment and thus undermines the Authority's duty to promote the four licensing objectives.

3.2 The Secretary of State's Guidance also outlines what applicants should take into account when applying for a licence with an Authority. I draw specific attention to paragraphs 8.41; 8.43 and 8.47.

3.3 Paragraph 8.41 of the guidance clearly states that applicants should have regard to the Council's policy and expectations for the area in which they are applying. The applicant does not appear to have done this:

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.

3.4 Paragraph 8.43 is particularly pertinent to applications within a Cumulative Impact Area. The applicant has failed to make any reference at all to the Council's Cumulative Impact Assessment or the area it applies to:

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

3.5 Paragraph 8.47 also states that applicants should not just include a set of standard conditions. They should also state why the measures they have proposed are suitable.

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.

3.6 The application has not been made in accordance with the Secretary of State's Guidance. No mention of Cumulative Impact has been made within it nor has any attempt been made to mitigate the potential issues surrounding granting a licence in an area already deemed by the Council to be under stress. Given the applicant has failed to demonstrate any cognisance of the Council's Cumulative Impact Assessment despite the Guidance giving clear advice that applicants should do so; the application should be refused.

Summary

The Licensing team respectfully ask that the application for the grant of a premises licence for Union Food and Wine at 11b Union Street, Reading, be refused for the reasons and rationale stated in this representation. The application is contrary to the Council's Cumulative Impact Assessment; does not seem to take cognisance of the Council's Licensing policy; does not appear to have been made in line with the Secretary of State's Guidance and does not even mention Cumulative Impact within the application let alone provide any mitigation towards rebutting the presumption of refusal. Therefore granting this application will be inconsistent with the Authority's duty to actively promote the licensing objectives.

However, if the Licensing Sub-Committee were to become satisfied that the applicant has rebutted the Council's Cumulative Impact policy and Licensing policy and that granting the application would actively promote the four licensing objectives then we would ask for stringent conditions to be imposed given the issues in the town centre.

Staff Training

1. Staff employed to sell alcohol shall undergo training upon induction before they are permitted to work at the premises. This shall include, but not be limited to:-

- a. Dealing with refusal of sales
- b. Knowledge of the Four Licensing Objectives
- c. Identifying signs of intoxication
- d. Conflict management
- e. How to identify and safeguard vulnerable persons who attend and leave the premises.
- f. Proxy purchasing and identifying attempts by intoxicated persons to purchase alcohol.

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

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

2. Staff authorised to sell alcohol shall be accredited to BII Level 1 Award in Responsible Alcohol Retailing (ARAR) or any other similarly nationally recognized approved accreditation curriculum within four weeks for existing and subsequent employees.

Refusal Book

3. The premises licence holder shall ensure that a refusal log (either written or electronic) is in operation at the premises. All staff involved in the sale of alcohol shall be trained in how to use and maintain said log. The log shall contain the following:

- a) Description of person attempting to purchase alcohol
- b) Time said person attempted to purchase alcohol
- c) The reason for refusing a person alcohol
- d) Name of staff member dealing with the refusal

The log shall be signed off weekly by the Designated premises supervisor or nominated representative and shall be made available for inspection to officers of Reading Borough Council and Thames Valley Police.

Age Verification Policy

4. The premises shall, at all times, operate at least 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. Only a valid driver's licence showing a photograph of the person, a valid passport, Military ID or proof of age card showing the 'Pass' hologram (or any other nationally accredited scheme as set down within the mandatory conditions) are to be accepted as identification.

5. The premises age verification policy shall be in a written form and displayed in a prominent position on the premises;

6. Notices advertising the premises' Challenge 25 scheme shall be displayed in prominent positions on the premises;

CCTV

7. The Premises Licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV and an

appropriate number of cameras shall be installed to cover the external areas immediately outside the premises. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or a Thames Valley Police officer, together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. Recorded images shall be of such a 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.

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

Incident Register

9. An incident log/register shall be maintained to record:

- All incidents of crime and disorder occurring at the premises;
- Details of occasions when the police are called to the premises.

This log/register will be available for inspection to an authorised Officer of Reading Borough Council or Thames Valley Police upon request.

Public Nuisance

10. Notices shall be placed at all exits asking customers to respect the needs of local residents and to leave the premises quietly.

11. Staff shall actively discourage and disperse persons who congregate outside the premises so as to minimise disturbance to local residents

12. The Premises and area immediately outside the premises shall be kept clear of all forms of litter whilst the premises is open for licensable activities. Adequate waste receptacles for use by the customers shall be provided.

Other initiatives

13. The premises licence holder shall not sell super strength beer, lager or cider with an alcohol content of 5.5% ABV (alcohol by volume) or greater. This restriction shall not apply in respect of the specialist branded, premium priced, product - for example craft ales, local or microbrewery specialist product, boxed gifts or national celebratory/ commemorative beer, lager or cider with an alcohol content of 5.5% ABV or greater.

14. No single cans of beer, lager or cider shall be sold at any time.

15. There shall be no self-service of spirits except for spirit mixtures.

16. The Premises Licence Holder shall have available on the premises, for inspection by an authorised officer of Reading Borough Council or Thames Valley Police at any reasonable time, true copies of invoices, receipts or other records of transactions for all alcohol products purchased in the preceding three months. All

alcohol products shall only be purchased from outlets registered with HMRC's Alcohol Wholesale Registration Scheme.

Right To Work

17. The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.

NB: The applicant shall put in writing to the Licensing Authority that all of the above measures have been put in place before opening the premises and conducting any licensable activities.

Date Received	18/12/2018	Date Due	15/01/2019
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Date	04	01	2019
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Division/Station : Reading Police Station Licensing Dept

From : C2107 Declan Smyth

To : Reading Borough Council

Ref : Union Food & Wine, 11B Union Street, Reading, RG1 1EU

Date : 3rd January 2018

Subject :

Objection

To whom it may concern

I C2107 Declan Smyth on behalf of the Chief Officer of Thames Valley Police wish to formally object to the proposed application for a premises licence submitted in relation to Union Food & Wine, 11B Union Street, Reading, RG1 1EU as it is believed that this application in its current format will undermine the four licensing objectives with specific regard to that of the prevention of public nuisance and the prevention of crime & disorder.

The proposal before the Sub-Committee is for:

- Supply Of Alcohol, Monday to Sunday 07:00-00:00
- Hours Premises Are Open To The Public, Monday to Sunday 07:00-00:00

The operating schedule within the application form contains a lack of detail and does not contain sufficient measures wherein we can be satisfied that the four licensing objectives will be actively promoted.

Paragraph 8.41 to 8.49 of the Secretary of States Guidance issued under Sec 182 Licensing Act 2003 states:-

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

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

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

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

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 websites;
- 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.**

Thames Valley Police feel that the applicant has failed to submit sufficient detailed measures in their proposed operating schedule to demonstrate that there will be no increase in crime and disorder and Anti-Social behaviour in the local area. Prior to this application Thames Valley Police can confirm that no contact has been received from the applicant in relation to this application in order to discuss any concerns which we may have had in relation to this and to determine any information that could have been supplied relating to our advice on local issues.

Reading Borough Council Licensing Policy Statement includes detail of its Cumulative Impact policy which exists in order to address the cumulative stress that is caused by the high concentration of Off Licences premises within the defined area of Reading Town Centre. This cumulative impact has been determined within the policy to have a negative impact on crime and disorder within the town due to the sheer volume and concentration of licensed premises which has a negative impact on the four licensing objectives.

The Council Licensing Policy Statement states:-

2.12 There is a significant issue in the town centre and Oxford Road with persons identified as street drinkers purchasing single cans of high strength beers and ciders from licensed off licences. This has led to issues of anti social behaviour in local communities. Most off licences in the town centre and Oxford Road areas have voluntarily agreed to stop selling single cans of high strength beers and ciders. Some have agreed to only sell packs of four whilst others have agreed not to sell these products at all. This has led to a reduction in the

number of incidents of street drinking.

2.13 We would expect all licence holders and potential applicants to have regard to this initiative and include measures to restrict the sale of high strength products in single quantities or to not sell them at all. Failure to do so could lead to representations being made against applications for licences or applications to review licences that may be undermining the licensing objectives by selling these products in an irresponsible way.

The Council Licensing Policy Statement paragraph 12.32, states:-

12.32 Off Licences: Premises that wish to sell alcohol for the consumption off the premises have and continue to cause issues within the town centre. Applications for the sale of alcohol for consumption off the premises will likely be refused if the Authority is satisfied that granting such a licence would undermine the promotion of the licensing objectives.

Applications for off sales may be granted subject to certain caveats. Any application that wishes to sell alcohol for consumption off of the premises up until 0000hrs should familiarise themselves with the contents of the Council's Licensing Policy - particularly the concerns around the sale of high strength beers, ales and ciders. Any application for an off licence should familiarise themselves with the Council's 'Reducing the Strength' initiative and the concerns around selling single cans to street drinkers. The Authority is of the view that street drinking is a major contributor to anti social behaviour within the town centre and elsewhere.

It is expected that any applicant for an off licence will put forward robust measures within their application that mitigates such issues. Applications that put forward measures such as not selling high strength products; robust staff training and an age verification policy of at least Challenge 25 as well as other crime prevention measures such as CCTV covering the entire licensable area, are less likely to attract representations.

Thames Valley Police believe that the Cumulative Impact Policy (CIP) has not been adequately addressed by the applicant and in its current format that this application including the proposed operating schedule and hours of operation regarding the sale of alcohol will undermine the four licensing objectives. The applicant has not sufficiently taken into account concerns relating to public nuisance and crime and disorder within the local area and in our opinion not therefore provided sufficient steps to promote the licensing objectives.

Thames Valley Police submit the following licence conditions for the consideration of the licensing sub-committee which we feel are appropriate in order to promote the four licensing objectives:-

Staff Training

1. Staff employed to undergo training upon induction before they are allowed to work. This shall include, but not be limited to:-
 - a. Dealing with refusal of sales
 - b. Knowledge of the Four Licensing Objectives
 - c. Identifying signs of intoxication
 - d. Conflict management
 - e. How to identify and safeguard vulnerable persons who attend and leave the premises.
 - f. Proxy purchasing and identifying attempts by intoxicated persons to purchase alcohol.

Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. Records of training

shall be kept for a minimum of two years and be made available to an authorised officer of Reading Borough Council or Thames Valley Police upon request.

2. The premises licence holder shall ensure that a refusal log (either written or electronic) is in operation at the premises. All staff involved in the sale of alcohol shall be trained in how to use and maintain said log. The log shall contain the following:
 - a) Description of person attempting to purchase alcohol
 - b) Time said person attempted to purchase alcohol
 - c) The reason for refusing a person alcohol
 - d) Name of staff member dealing with the refusal

The log shall be signed off weekly by the Designated premises supervisor or nominated representative and shall be made available for inspection to officers of Reading Borough Council and Thames Valley Police.

3. The Designated Premises Supervisor shall ensure 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.
 - i. The Prevention of Crime and Disorder.
 - ii. Public Safety.
 - iii. Public Nuisance.
 - iv. The Protection of Children from Harm.

Age Verification Policy

4. 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. Only a valid driver's licence showing a photograph of the person, a valid passport, Military ID or proof of age card showing the 'Pass' hologram (or any other nationally accredited scheme as set down within the mandatory conditions) are to be accepted as identification.
5. The premises age verification policy shall be in a written form and displayed in a prominent position on the premises;
6. Notices advertising the premises' Challenge 25 scheme shall be displayed in prominent positions on the premises;

CCTV

7. The Premises Licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV and an appropriate number of cameras shall be installed to cover the external areas immediately outside the premises. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or a Thames Valley Police officer, together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. Recorded

images shall be of such a 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.

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

Incident & Refusal Register

9. A refusal register – whether written or electronic – shall be used, kept and maintained at the premises. The refusal register shall record the time and date of the refusal; which age restricted product was refused, details of the staff member refusing service and a description of the person refused. The refusal log shall be produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.
10. An incident log/register shall be maintained to record:
 - All incidents of crime and disorder occurring at the premises;
 - Details of occasions when the police are called to the premises.This log/register will be available for inspection to an authorised Officer of Reading Borough Council or Thames Valley Police upon request.

Public Nuisance

11. Notices shall be placed at all exits asking customers to respect the needs of local residents and to leave the premises quietly.
12. Staff shall actively discourage and disperse persons who congregate outside the premises so as to minimise disturbance to local residents
13. The Premises and area immediately outside the premises shall be kept clear of all forms of litter whilst the premises is open for licensable activities. Adequate waste receptacles for use by the customers shall be provided.

Other initiatives

14. The premises licence holder shall not sell super strength beer, lager or cider with an alcohol content of 5.5% ABV (alcohol by volume) or greater. This restriction shall not apply in respect of the specialist branded, premium priced, product – for example craft ales, local or microbrewery specialist product, boxed gifts or national celebratory/ commemorative beer, lager or cider with an alcohol content of 5.5% ABV or greater.
15. No single cans of beer or cider shall be sold at any time.
16. There shall be no self-service of spirits except for spirit mixtures.

Right To Work

17. Before any person is employed at the premises sufficient checks will be made of their bona fides to ensure they are legally entitled to employment in the UK. Such checks will include:
 - Proof of identity (such as a copy of their passport)
 - Nationality
 - Current immigration status

- Employment checks will be subject of making copies of any relevant documents produced by an employee, which will be retained on the premises and kept for a minimum period of two years. Employment records as they relate to the checking of a person's right to work will be made available to an authorised officer of Reading Borough Council or Thames Valley Police upon request.

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

APPENDIX LIC-4

From: Graham Bates [mailto: [REDACTED]]
Sent: 05 January 2019 23:01
To: Licensing
Subject: Licence application for 11b Union Street

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Reading Borough Council.
Licensing Department.

Dear Sirs,

I object to the application for a new off licence at 11b Union Street, open 7am-midnight, for the following reasons:

1. There is no need for alcohol to be sold at 7am, nor indeed before evening time, to anyone without an addiction. To sell alcohol at this time is purely to cater for and encourage those with a drink problem.
2. Two other off licences exist within 100 metres and several major supermarkets operate locally and across the borough, some of which also open late. Anyone who wants alcohol off licensed premises is already well served.
4. Police and emergency services would be expected to operate in a restricted space in response to the inevitable anti-social behaviour which would follow. Perpetrators could easily escape to Broad Street and beyond as police are forced to pursue on foot, not in a car.
5. Another off licence/convenience shop only goes to impoverish the retail landscape. The council is cultivating Identikit rows of phone shops and convenience off-licences and would end up with a new Gin Alley. Do they have any idea that ordinary, often elderly, customers want

personal service for food and groceries in a shop? Until last year this end of Union Street was a convenient and complete food shopping location offering small amounts cheaply. With the loss of the butcher and greengrocer this has gone, altering the character of the town centre. It was untidy, no doubt, but much character, individuality and "life" has vanished now that only the fishmonger remains.

6. New proprietors have already gone ahead with property conversion obviously in the belief permission was a rubber-stamp exercise. Clearly, this modus operandi is standard practice but is wrong and cannot be allowed to continue.

Sincerely,
Graham Bates

[REDACTED]

[REDACTED]
[REDACTED]



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