

**LICENSING ACT 2003 HEARING THURSDAY 30 JUNE 2022 @ 0930HRS**  
**APPLICATION FOR THE GRANT OF A PREMISES LICENCE**

**1. Premises:**

Bowl Central  
65 Caversham Road  
Reading  
RG1 8AD

**2. Applicant:**

KTO (Reading) Ltd

**3. Background:**

There is currently no licence in force at this location. The premises was most recently a music shop selling musical instruments and associated products. Previously, a premises licence application from a different applicant to authorise the sale by retail of alcohol and other licensable activities between 1000hrs and 0600hrs was refused at a sub-committee 1 hearing on 11/12/2007.

The application has been submitted by KTO (Reading) Ltd and is attached as **Appendix RS-1**

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

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

**Provision of Recorded Music**

Sunday to Thursday            from 1000hrs to 0000hrs  
Friday to Saturday            from 1000hrs to 0100hrs  
From the start of permitted hours on New Year's Eve to 0100hrs on New Year's Day

**Provision of Late Night Refreshment**

Sunday to Thursday            from 2300hrs to 0000hrs  
Friday to Saturday            from 2300hrs to 0100hrs  
From the 2300hrs on New Year's Eve to 0100hrs on New Year's Day

**Sale by Retail of Alcohol (On the Premises)**

Sunday to Thursday            from 1000hrs to 0000hrs  
Friday to Saturday            from 1000hrs to 0100hrs  
From the start of permitted hours on New Year's Eve to 0100hrs on New Year's Day

**Opening Hours**

Sunday to Thursday            from 1000hrs to 0030hrs  
Friday to Saturday            from 1000hrs to 0130hrs  
From the start of permitted hours on New Year's Eve to 0130hrs on New Year's Day

## **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 (or 20 events in 2022 & 2023 only) 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 (or 26 in 2022 & 2023) per calendar year.

**6. Date of receipt of application: 26 April 2022**

**7. Date of closure of period for representations: 24 May 2022**

## **8. Representations received:**

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

1. Mr Peter Narancic - Reading Borough Council - Licensing - Attached as **Appendix RS-2**
2. Mr Declan Smyth - Thames Valley Police - Licensing - Attached as **Appendix RS-3**
3. Mr David Neale - Bell Tower Community Association - Attached as **Appendix RS-4**

## **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. Amended Guidance issued under section 182 of the Licensing Act 2003 (April 2018)**

### Licensing Objectives and Aims:

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

1.3 The licensing objectives are:

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

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

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

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

### Steps to promote the licensing objectives:

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

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

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;

- any risk posed to the local area by the applicants' proposed licensable activities; and
- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.

8.44 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.

#### The role of responsible authorities

9.12 Each responsible authority will be an expert in their respective field, and in some cases, it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area<sup>5</sup>. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

#### Hearings

9.39 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.

#### 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.

## **12. The Council's Licensing Policy Statement (2018):**

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

### 3. Licensing and integration with other legislation

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

#### Crime and Disorder Act 1998

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

### 5. Licensing Applications

#### Grant and Full Variations

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

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

## 6. Licensing Conditions

### General Approach

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

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

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

## 7. Licensing Hours

### General Approach

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

#### Licensed Premises in Residential Areas

7.6 When dealing with applications and issuing licences, the authority is likely to impose stricter conditions on premises operating in residential areas if it considers it appropriate and proportionate to do so. This will apply to all premises types.

7.8 Premises that wish to provide regulated entertainment may be subject to additional conditions to ensure that residents are not disturbed. This may include the use of sound limiters; keeping doors and windows closed and restricting the hours when music is played.

7.11 Premises that are planning to put on events that involve regulated entertainment may be required to provide the authority with a detailed event management plan of that event which may include a detailed noise risk assessment.

7.12 The licensing authority will seek the input of the Council's Environmental Protection and Nuisance team when looking at measures that may be appropriate for the prevention of public nuisance. This will include taking cognisance of any representations that are submitted as part of the application process or any enforcement action they have taken under their own legislation - such as noise abatement notices.

#### 8. Children in Licensed Premises

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

#### 10. Administration, Exercise and Delegation of Functions

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

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



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

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

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

### **14. Appendices**

**Appendix RS-1: Premises Licence Application Form**

**Appendix RS-2: Representation from Mr Peter Narancic - Reading Borough Council  
- Licensing**

**Appendix RS-3: Representation from Mr Declan Smyth - Thames Valley Police -  
- Licensing**

**Appendix RS-4: Representation from Mr David Neale - Bell Tower Community  
Association**



**Reading**  
**Application for a premises licence**  
**Licensing Act 2003**

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

\* required information

### Section 1 of 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	SDG01/KTO4/1	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 checked="" type="radio"/> Yes <input 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	KTO (READING) LTD	
* Family name	KTO (READING) LTD	
* E-mail	[REDACTED]	
Main telephone number		Include country code.
Other telephone number		
<input type="checkbox"/> 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.

### Applicant Business

Is the applicant's 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	13854898	
Business name	KTO (READING) LTD	If the applicant's business is registered, use its registered name.
VAT number	<input style="width: 30px;" type="text" value="GB"/> <input style="width: 100px;" type="text" value="408062911"/>	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

*Continued from previous page...*

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

include country code.

Other telephone number

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

Are you:

- 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.

**Agent Business**

Is your business registered in the UK with Companies House?  Yes  No

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent 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 Her 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...

Private Limited Liability Company

### Address

Building number or name	Rossland House, Headlands Business Park
Street	Salisbury Road
District	
City or town	Ringwood
County or administrative area	Hampshire
Postcode	BH24 3PB
Country	United Kingdom

### Contact Details

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

[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?  /  /   
dd mm yyyy

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

Provide a general description of the premises

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

The premises are situated on the main Caversham Road with a car park to the rear and are adjacent to other leisure facilities, namely a gym. The premises comprise ground floor area where licensed facilities will be situate together with mezzanine area above where toilets, storage and staff facilities are situated. It is understood that previously the premises held a Premises Licence. It is proposed to operate the premises as a ten-pin bowling centre providing 7 lanes and ancillary facilities including provision of food and a small bar and lounge area.

**Continued from previous page...**

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

### 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

[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

### 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

Continued from previous page...

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

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.

Recorded music may be provided as an ancillary facility to the ten-pin bowling and may be amplified although for some of the time the recorded music is likely to be exempt background music.

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.



Continued from previous page...

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.

From the start of permitted hours on New Year's Eve to 01.00am on New Year's Day each year

### 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

#### 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

*Continued from previous page...*

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>

SUNDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

Hot food and drink is likely to be on offer to customers until half an hour before the premises close each evening.

State any seasonal variations

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

Non-standard timings. Where the premises will be used for the 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.

From 23.00 hours on New Year's Eve to 01.00 hours on New Year's Day each year

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes       No

Continued from previous page...

### 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

End

Start

End

SUNDAY

Start

End

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.

**Continued from previous page...**

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.

From the start of permitted hours on New Year's Eve to 01.00 am on New Year's Day each year

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

**Name**

First name

Family name

Date of birth   
dd mm yyyy

**Enter the contact's address**

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

Country

Personal Licence number (if known)

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'.

Continued from previous page...

**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.

N/A

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

**Continued from previous page...**

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

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.

From the start of permitted hours on New Year's Eve to 01.30 hours on New Year's Day each year.

## 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 persons with significant control of the corporate applicant are experienced and responsible operators of similar venues and have assessed the risks in respect of the licensing objectives as applied to these proposals, having borne in mind the provisions of the Licensing Act 2003, section 182 Government Guidance and the Licensing Authority's Statement of Policy. It is proposed that these premises will provide entertainment facilities within this small retail & leisure complex, and will complement the existing leisure and fitness facilities in the area, providing an attraction for residents and visitors to the area without any adverse impact on the licensing objectives. In order to promote the licensing objectives, the applicant, having considered the above, offers the following conditions:

1. Non-intoxicating beverages, including drinking water, shall be available to patrons throughout the permitted hours for the sale of alcohol
2. All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises licence. Refresher training shall be provided at least once every 6 months. A record shall be maintained of all staff training and that record shall be signed by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by police, licensing officers or authorised officers from other responsible authorities.
3. An incident log shall be kept at the premises. The log shall include the date and time of any incident, and the name of the member of staff who witnessed any incident and shall record the following:
  - (a) any incidents of crime and disorder
  - (b) any faults causing the CCTV system to be inoperable
  - (c) any refusal of the sale of alcohol
  - (d) any visit by a responsible authority or emergency service
  - (e) any patrons ejected from the premises
  - (f) any seizures of drugs or offensive weapons

Such records of incidents shall be retained for a minimum of 1 year and be made available on request to a licensing officer of the licensing authority or the Police.

b) The prevention of crime and disorder

A CCTV system shall be installed and maintained enabling frontal identification of persons entering the premises in any light condition. The CCTV system shall continually record and cover areas where alcohol is provided to customers whilst the

***Continued from previous page...***

premises is open for licensable activities (unforeseen faults excepted). All recordings shall be stored for a minimum period of 31 days with correct date and time stamping. Recordings shall be made available upon the reasonable request of the Police or an authorised officer of the licensing authority throughout the preceding 31 day period provided that such requests are in connection with the prevention or detection of crime and subject to current Data Protection legislation.

**c) Public safety**

No additional conditions are proposed in respect of public safety over and above those relevant under other statutory provisions.

**d) The prevention of public nuisance**

It is not anticipated that any public nuisance issues should arise as a result of ten-pin bowling activities inside the premises, however, notices will be displayed at the exit to the premises requesting that patrons respect the neighbourhood and leave the premises quietly.

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

A Challenge 25 policy will be operated at the premises under which the only acceptable forms of identification are recognised photographic identification cards (such as a driving licence or passport or holographically marked PASS scheme identification cards). Appropriate signage advising customers of the policy shall prominently displayed in the premises.

**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)

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" value="SDG01/KTO4/1"/>
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"/>

**18.05.2022**

**Licensing Team Representation**

**Officer : Peter Narancic Senior Licensing and Enforcement Officer**

**Grant Application**

**KTO (READING) LTD**

**Bowl Central**

**65 Caversham Road**

**Reading**

**RG1 8AD**

**Licensable Activities and Hours applied for:**

**Supply of Alcohol (On licence only)**

Sunday to Thursday from 1000hrs to 0000hrs

Friday and Saturday from 1000hrs to 0100hrs

From the start of permitted hours on New Year's Eve to 0100hrs on New Year's Day each year

**Provision of Recorded Music (Indoors)**

Sunday to Thursday from 1000hrs to 0000hrs

Friday and Saturday from 1000hrs to 0100hrs

**Late Night Refreshment (Indoors)**

Sunday to Thursday from 2300hrs to 0000hrs

Friday and Saturday from 2300hrs to 0100hrs

From 23.00 hours on New Year's Eve to 0100hrs on New Year's Day each year

### Hours Open to the Public

Sunday to Thursday from 1000hrs to 0030hrs

Friday and Saturday from 1000hrs to 0130hrs

Application received 26.04.2022

Consultation ends 24.05.2022

### Officer Comments

The Licensing team wish to make representation in respect this grant application for a Bowling Alley in Caversham Road, Reading (formally a retail unit) which wishes to operate 7 days a week in a residential area, due to the potential undermining of the licensing objectives. The Licensing team believe that the operating schedule contained within the application does not include enough information or suitable measures to promote the licensing objectives to operate a new Entertainments Centre (Ten Pin Bowling) supplying alcohol, recorded music and late night refreshment in the town centre. It is also noted that no documentation has been supplied to confirm this business can operate lawfully in regard to planning legislation. The Licensing team do not believe the measures outlined in the operating schedule are robust enough to ensure the promotion of the four licensing objectives - particularly the prevention of crime and disorder, prevention of public nuisance, public safety and the protection of children from harm.

There is a general concern surrounding the supply of alcohol specifically in a residential areas. Reading Borough Council understands that the Licensing Objectives are prospective and preventative, and as such submit that in order to ensure that the licensing objectives are upheld. The Licensing officer has noted that the applicant has made no specific references to the Council's Statement of Licensing policy in the application, or made references to any current issues of crime and disorder in the area where the premises is located.

The new Premises is located in the Town centre/cumulative impact borders, on the main Caversham Road (A329), which is a well used busy road to and from Reading town centre by pedestrians and vehicles. Possible confrontations between Bowling customers and other groups in Caversham Road. Possible noise and anti-social behaviour and other crimes from Bowling customers leaving and walking through residential areas in Caversham Road/Northfield Road/Swansea Road/York Road/Addison Road/Cardiff Road/Richfield Avenue (South)/Gt Knollys Street/Station Road. No information was

provided in regard to planning (late hours/change of use/changes to structure). It is assumed outside areas of the premises will not be used for drinking or eating.

When looking to grant a premises licence, the licensing authority and other Responsible Authorities have to determine what the **likely effect** of granting any licence would be on the promotion of the licensing objectives. This is consistent with section 18 (6) and 59 (1) of the Licensing Act 2003. The licensing objectives are prospective as outlined below and given all of the above reasons and the rationale given for them below, respectfully submit that the application be refused if the applicant is unwilling to accept more robust conditions, than those offered by the applicant.

The Licensing team have taken some time to look at this application in some detail, as it is located within a challenging area in regards crime and disorder. Additional information was sought from the applicant regarding staffing levels, the capacity and planning permissions. However, at the time of drafting this representation, no response was received.

The conditions below are based on Applicant's Operating Schedule, Reading Borough Council's Statement of Licensing Policy, Licensing Act Guidance, local crime statistics and the Officer's local area knowledge of the area and will assist the applicant in supporting the four licensing objectives whilst operating their business near the town centre, in a residential area.

As mentioned above, there is a significant issue in the Reading area with crime and disorder, including street crime, use of bladed weapons, drug taking, sexual assaults and drunkenness. This has led to issues of anti-social behaviour in local communities.

Sections 8.41 to 8.49 of the Secretary of State's Guidance outline what applicant's should consider when they are filling out their operating schedule - including sufficient measures and why those measures are deemed sufficient. Section 18 (6) of the Licensing Act 2003 makes clear that representations should be about the likely effect of granting a licence on the promotion of the licensing objectives. The case law of East Lindsey DC v Abu Hanif also clearly outlines that the licensing objectives require a prospective consideration of what is warranted in the public interest having regard to the twin interests of prevention and deterrence. In other words, responsible authorities do not have to wait for the licensing objectives to be undermined before considering taking action to prevent and deter that action from taking place in the first place. Further, the licensing authority cannot just simply duplicate what is in the operating schedule of an application - particularly if it is unclear or likely to be unenforceable (sections 10.4 to 10.7 of the guidance)

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

Secretary of State's Guidance



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.

Reading Borough

Council Licensing Policy statement (2018) states:  
(22nd October 2018 until 21st October 2023)

1.1 This policy sets out how the Council as the Licensing Authority for Reading promotes the four licensing objectives stated in the Licensing Act 2003. The four licensing objectives, as outlined in Section 4 (2) of the Licensing Act 2003, are of equal importance and the Council along with other named Responsible Authorities, stakeholders, residents and licence holders shall work together in order to actively promote them. Those four licensing objectives are:

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

1.2 The Council must have regard to the four licensing objectives when carrying out its functions under the Licensing Act 2003. The Licensing Authority will also have regard to other Council policies which have been introduced to tackle issues that may undermine crime and disorder or any of the other licensing objectives. The Licensing Authority will have regard to the contents of this policy as well as the Secretary of State's Guidance issued under Section 182 of the Licensing Act 2003. It may also depart from this policy and the Secretary of State's Guidance if there are exceptional circumstances and it is appropriate to do so to promote the licensing objectives. If the Licensing Authority departs from the Secretary of State's Guidance it will give reasons as per paragraph 1.9 of that guidance. 1.3 The legislation also supports other key aims and purposes. These are outlined in paragraph 1.5 of the guidance and should be principal aims for all parties involved in licensing for the promotion of the licensing objectives. The licensing authority will have regard to these key aims in its decision making. They are:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance associated and caused by irresponsible licensed premises;
- Giving the police and licensing authorities the powers they need to effectively manage and police the night time economy and take action against those premises that are causing problems;

- Recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area;
- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

### **Licensing and Planning integration**

2.2 The planning authority of Reading Borough Council is a responsible authority under the Licensing Act 2003. It can make representations on applications or call for reviews of existing licences based upon any of the four licensing objectives. The prevention of crime and disorder and prevention of public nuisance are shared concerns of the planning and licensing authorities.

2.3 The planning authority have a number of policies that impact on Reading's night time economy. The Licensing authority recognises that licensing applications should not be a rerun of the planning application process. The planning authority remains the regime that is directed at development of land and the use of premises upon it. The licensing authority remains the regime that is directed at the licensable activities and responsible management of said premises upon that land.

2.4 Whilst there is a clear distinction and separation between the licensing authority and planning authority in terms of their remit, there are times when there are overlapping considerations. In order to secure proper integration across the Council's range of policies, the Licensing authority will expect applicants to demonstrate that their proposed use of a premises is lawful in planning terms, including complying with any conditions and timings that may be imposed upon a planning consent prior to any application being submitted under the Licensing Act.

2.5 Where the planning authority has granted planning consent to a specific time, the Licensing authority would expect any applicants under the Licensing Act to not exceed that time within any application.

2.6 Where the planning authority has granted a planning consent that contains conditions that may undermine the promotion of the licensing objectives (such as a restriction in the opening hours based on potential public nuisance issues), the licensing authority would expect applicants to demonstrate how they will mitigate those issues within any application. Failure to do so could lead to representations being made against an application.

2.7 Whilst acknowledging that planning and licensing are separate regimes and that licensing authorities are not bound by the decisions of planning committees (and vice versa), the licensing authority shall aim for the proper integration between licensing and all other Council policies, strategies and initiatives in order to actively promote the licensing objectives.

2.8 When licensing applications are determined by officers of the Licensing Authority or by the Licensing Sub Committee, conditions may be imposed upon a licence in order

to ensure consistency between the licensing objectives and any measures already determined by the planning authority that could impact the licensing objectives.

2.9 The Council's 'Reading Central Area Action Plan' identifies in more detail those issues relating to licensed premises, the 24 hour economy and the general organisation of retailing within the town centre.

2.10 The key issues surrounding the determination of planning permission are as follows:

- Impact on residential amenity through noise, odour, disturbance, litter, etc
- Impact on the viability of the town centre
- Potential financial contribution to a safer borough (CCTV)

These are all matters that are also proper concerns of the licensing authority and will be taken into account when determining applications. If appropriate to the promotion of the licensing objectives, conditions may be added to licences so as to ensure proper integration of Council policies and strategies

### **Other Legislation that the Licensing Authority will consider**

3.7 The Licensing Authority will also have cognisance to the following legislation when it decides to discharge its responsibilities under the Licensing Act. This list is not exhaustive:

- Environmental Protection Act 1990 which deals with noise and nuisance
- Regulatory Reform Order 2005 which deals with fire safety
- Highways Act 1980 which deals with pavement café licences
- Reading Borough Council Act 2013 which deals with street trading and touting
- Health and Safety at Work Act 1974 and Food Hygiene regulations
  - Planning legislation (see paragraphs 2.2-2.9 of this policy)

### **General Approach**

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

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

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

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

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

### **Licensed Premises**

7.6 When dealing with applications and issuing licences, the authority is likely to impose stricter conditions on premises operating in residential areas if it considers it appropriate and proportionate to do so. This will apply to all premises types.

7.7 Generally, any licensed premises looking to open past 11pm (2300hrs) in a residential area will need to demonstrate clearly in their operating schedule that public nuisance will not result from later operation. As part of the operating schedule, applicants should read the Secretary of State's Guidance, this policy and any other relevant document and ensure that robust measures are included in any application.

7.8 Premises that wish to provide regulated entertainment may be subject to additional conditions to ensure that residents are not disturbed. This may include the use of sound limiters; keeping doors and windows closed and restricting the hours when music is played.

7.12 The licensing authority will seek the input of the Council's Environmental Protection and Nuisance team when looking at measures that may be appropriate for the prevention of public nuisance. This will include taking cognisance of any representations that are submitted as part of the application process or any enforcement action they have taken under their own legislation - such as noise abatement notices.

7.16 There are concerns about noise, nuisance, crime and disorder and anti social behaviour in respect of premises open late and providing hot food and drink. Operators and potential applicants of late night refreshment venues wishing to open past 11pm will need to demonstrate that there are suitable policies and procedures in place to mitigate any undermining of the licensing objectives from their operation. If suitable practices and policies are not put in place and it is the belief of the Authority that crime and disorder and/or a public nuisance is likely to occur due to the late operation of late night refreshment premises, then the Authority will look at reducing the hours and or (subject to relevant representations being received) removing late night refreshment from an

application in its entirety.

7.17 The Authority - whilst taking each application on its own merits - is unlikely to grant excessive hours to any premises if it believes it will undermine the promotion of the licensing objectives in the locality where it proposes to operate. Applicants should ensure that their application takes cognisance of the information available - including crime data - and ensure that the operating schedule is tailored accordingly. Premises within the Council's town centre Cumulative Impact Area will also need to ensure that they rebut the presumption of refusal against applications in that area.

8.1 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). The Secretary of State's Guidance to the Licensing Act 2003 also makes clear that the authority must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

8.2 Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.

### **Conditions Consistent with the Operating Schedule**

#### **Close Circuit Television (CCTV)**

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

system shall always be available to enable access to recordings for viewing or downloading images.

a) The designated premises supervisor or nominated representative are required to contact both Thames Valley Police at [licensing@thamesvalley.pnn.police.uk](mailto:licensing@thamesvalley.pnn.police.uk) and the Licensing Team at Reading Borough Council at [licensing@reading.gov.uk](mailto:licensing@reading.gov.uk) within 24 hours of when they become aware that the CCTV system is not functioning correctly, outlining the reason if known and when it is likely to be repaired and in due course confirmation once the CCTV system is repaired.

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

## DOOR SUPERVISORS

3. Subject to the conditions below SIA accredited security staff will be employed on Friday and Saturday (and on New Year's Eve when this does not fall on a Friday and Saturday) from 20:00 until at least half an hour after the end of permitted hours for the sale of alcohol.

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

5. The requirement for SIA accredited security staff to be employed by virtue of condition 3. above at times when Government lockdown regulations are in force relating to the Covid 19 pandemic (or similar pandemics) shall be suspended. During this time the requirement for door supervisor shall be risk assessed

6. The risk assessment shall be reviewed and updated at least once every 6 months.

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

(a) The SIA accredited security staff shall be employed solely for vetting, regulating, controlling and supervising patrons whilst entering and whilst on the premises and to ensure the maintenance of good order, public safety and internal security.

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

(c) The register shall contain the following details:

- Full SIA registration number.

- Date and time that the SIA security staff commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Date and time that the SIA security staff finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the SIA accredited security staff involved.
  - Training records
  - ID Photo and scan of SIA badge
  - A record will be kept on site of all SIA checks, on the validity of all door staff licences.
  - The name, home address and registration number of all SIA accredited security staff working at the premises;
  - The SIA accredited security staff register must be kept at the premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for a period of 1 Year.
- (d) SIA accredited security staff shall wear clothing that makes them clearly identifiable to patrons and staff of the premises, and identifiable on CCTV in all lights
- (e) Where SIA accredited security staff are employed at the premises and are deployed with digitally recording Body Worn Video (BWV) the BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives.
- (f) Data recordings shall be made immediately available to an authorised officer from Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
- (g) A BWV weekly log must be kept at the premises - This will record all the incidents reported by the security team and what actions the premises management have taken to promote the four licensing objectives.

## SEARCH POLICY

8. An active search policy shall be put in place to prevent illegal drugs and weapons being brought on to the premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer from Reading Borough Council or Thames Valley Police. Notices shall also be put in place informing customers that the management reserve the right to conduct an outer body search and/or bag as a condition of entering the premises.
9. Regular checks of high risk areas for drug use (including the toilets) shall be carried out by door staff and premises staff when door staff are not available. A written record of all checks shall be maintained and made available upon request by an authorised officer from Reading Borough Council or Thames Valley Police.

## DISPERSAL POLICY

10. A written 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. This policy shall be made available to an authorised officer from Reading Borough council or Thames Valley Police.

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

12. At the conclusion of licensable activities staff will be available to assist with dispersing customers from the premises and the immediate vicinity.

13. Any person who refuses to leave the area and is identified as causing or potentially about to cause antisocial behaviour, will be a subject to a ban from the premises. A record of banned individuals shall be maintained in the premises and all staff made aware of the persons who are currently banned so that entry may be refused. This record shall be available to an authorised officer from Reading Borough Council or Thames Valley Police upon request and shall be retained for one year.

## INCIDENT REGISTER

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

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

## STAFF TRAINING

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

- The premises age verification policy
- The law relating to underage sales
- Dealing with refusal of sales
- Proxy purchasing
- Recognising valid identity documents



- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises
- Identifying signs of drug usage and prevention
- Child Sexual Exploitation
- The four licensing objectives
  - Drinks spiking

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

#### AGE VERIFICATION

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

19. The Premises shall at all times operate a Challenge 25 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.

20. Posters advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally;

21. No person under the age of 18 years will be permitted on the premises after 21:00 hours without being accompanied by a responsible adult.

22. Prominent, clear notices shall be displayed at every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.

#### REFUSAL BOOK

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

- Details of the time and date the refusal was made;

- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why.
- This book /register will be available for inspection by an authorised officer from Reading Borough Council or Thames Valley police upon request.

#### PUBWATCH

24. The premises licence holder or nominated representative shall actively participate in the town centre Pubwatch scheme should one be operating in the area.

#### TOWN SAFE RADIO

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

#### REMOVAL OF GLASSWARE AND OPEN CONTAINERS

26. No alcohol shall be removed from the premises or consumed outside.

27. Drinks shall be served in containers made from toughened glass (tempered glassware).

#### PLANNING PERMISSION

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

(This has been included as we have not been provided documentation regarding lawful planning permission for these premises).

#### OTHER INITIATIVES

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

#### Background Information

RBC Licensing Policy

<https://www.reading.gov.uk/business/licences/beer-and-entertainment-licences/premises-licence/licensing-policy/>

### Local Crime Stats

<https://www.streetcheck.co.uk/crime/rg17ay>

<https://www.streetcheck.co.uk/crime/rg18ew>

<https://www.streetcheck.co.uk/crime/rg18ey>

<https://www.streetcheck.co.uk/crime/rg17hu>

<https://www.streetcheck.co.uk/crime/rg11lg>

### Local Press

<https://www.readingchronicle.co.uk/news/19773806.reading-town-centre-among-crime-ridden-england-wales/>

Division/Station : Reading Police Station Licensing Dept

From : C2107 Declan Smyth

To : Reading Borough Council

Ref : KTO (Reading) LTD, 65 Caversham Road, Reading, Berkshire RG1 8AD Date :19<sup>th</sup> May 2022

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 by KTO (Reading) LTD, 65 Caversham Road, Reading, Berkshire RG1 8AD 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:

- Provision Of Recorded Music (Indoors)  
Sunday to Thursday From 10:00hrs until 24:00hrs  
Friday & Saturday From 10:00hrs until 01:00hrs
- Late Night Refreshment  
Sunday to Thursday From 23:00hrs until 24:00hrs  
Friday & Saturday From 23:00hrs until 01:00hrs
- Supply Of Alcohol (On the premises)  
Sunday to Thursday From 10:00hrs until 24:00hrs  
Friday & Saturday From 10:00hrs until 01:00hrs
- Hours Premises Are Open To The Public  
Sunday to Thursday From 10:00hrs until 00:30hrs  
Friday & Saturday From 10:00hrs until 01:30hrs

The operating schedule within the application form contains some proposed conditions but does not contain sufficient measures wherein we can be satisfied that the four licensing objectives will be actively promoted. The applicant intends to operate the premises as a ten-pin bowling centre providing 7 lanes and ancillary facilities including provision of food and a small bar and lounge area.

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.**

Paragraph 6.24 to 6.26 of the Reading Borough Council Licensing Policy (effective from: 22nd October 2018 until 21st October 2023) states:-

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

6.27 The licensing authority is of the opinion that premises that are alcohol led; provide limited seating for customers; provide little food and provide entertainment facilities have the strongest potential to undermine the promotion of the licensing objectives. The licensing authority believes that venues that encourage up right vertical drinking and the sale of alcohol – often at cheap prices – leads to a negative impact on the town and only serves to promote drunkenness and crime and disorder. Any applicant who wishes to operate such a venue will have to demonstrate that it's proposed use does not undermine the promotion of the licensing objectives and the authority would expect any operating schedule to contain stringent policies and procedures to achieve this. Measures such as CCTV, employment of door supervisors and the use of a club scan device will be expected as a minimum requirement. Door staff will also be expected to wear high visibility jackets and armbands so that they can be easily identified as well utilising – where appropriate – body worn video to help promote the prevention of crime and disorder licensing objective. The use of breathalysers is also to be encouraged in venues that are alcohol led and should – where appropriate – be advertised as a condition of entry to a licensed premises – particularly given the current prevalence for pre-loading.

### **Licensed Premises in Residential Areas**

**7.6 When dealing with applications and issuing licences, the authority is likely to impose stricter conditions on premises operating in residential areas if it considers it appropriate and proportionate to do so. This will apply to all premises types.**

**7.7 Generally, any licensed premises looking to open past 11pm (2300hrs) in a residential area will need to demonstrate clearly in their operating schedule that public nuisance will not result from later operation. As part of the operating schedule, applicants should read the Secretary of State's Guidance, this policy and any other relevant document and ensure that robust measures are included in any application.**

**7.8 Premises that wish to provide regulated entertainment may be subject to additional conditions to ensure that residents are not disturbed. This may include the use of sound limiters; keeping doors and windows closed and restricting the hours when music is played.**

7.9 Premises with outdoor areas such as beer gardens and smoking areas may also be subject to further restrictions in regard to their operation and use.

7.10 Where any outside area is used for drinking and/or smoking – including the public highway outside of a licensed premises – and complaints of public nuisance or noise are received the authority will consider controls to limit the disturbance.

7.11 Premises that are planning to put on events that involve regulated entertainment may be required to provide the authority with a detailed event management plan of that event which may include a detailed noise risk assessment.

17.12 The licensing authority will seek the input of the Council's Environmental Protection and Nuisance team when looking at measures that may be appropriate for the prevention of public nuisance. This will include taking cognisance of any representations that are submitted as part of the application process or any enforcement action they have taken under their own legislation – such as noise abatement notices.

Thames Valley Police believe 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 four licensing objectives.

If the applicant, KTO (READING) LTD agrees to the conditions (listed below) being placed onto the premises licence the Thames Valley Police would be willing to withdraw their representation.

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:-

### **Close Circuit Television (CCTV)**

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

a) The designated premises supervisor or nominated representative are required to contact both Thames Valley Police at [licensing@thamesvalley.police.uk](mailto:licensing@thamesvalley.police.uk) and the Licensing Team at Reading Borough Council at [licensing@reading.gov.uk](mailto:licensing@reading.gov.uk) within 24 hours of when they become aware that the CCTV system is not functioning correctly, outlining the reason if known and when it is likely to be repaired and in due course confirmation once the CCTV system is repaired.

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

### **DOOR SUPERVISORS**

3. Subject to the conditions below SIA accredited security staff will be employed on Friday and Saturday (and on New Year's Eve when this does not fall on a Friday and Saturday) from 20:00 until at least half an hour after the end of permitted hours for the sale of alcohol.

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

5. The requirement for SIA accredited security staff to be employed by virtue of condition 3. above at times when Government lockdown regulations are in force relating to the Covid 19 pandemic (or similar pandemics) shall be suspended. During this time the requirement for door supervisor shall be risk assessed

6. The risk assessment shall be reviewed and updated at least once every 6 months.

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

- (a) The SIA accredited security staff shall be employed solely for vetting, regulating, controlling and supervising patrons whilst entering and whilst on the premises and to ensure the maintenance of good order, public safety and internal security.
- (b) A register shall be kept at the premises to record the details of the SIA accredited security staff, the number of persons on the premises and any incidents. The register shall be produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.
- (c) The register shall contain the following details:
- Full SIA registration number.
  - Date and time that the SIA security staff commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Date and time that the SIA security staff finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the SIA accredited security staff involved.
  - Training records
  - ID Photo and scan of SIA badge
  - A record will be kept on site of all SIA checks, on the validity of all door staff licences.
  - The name, home address and registration number of all SIA accredited security staff working at the premises;
  - The SIA accredited security staff register must be kept at the premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for a period of 1 Year.
- (d) SIA accredited security staff shall wear clothing that makes them clearly identifiable to patrons and staff of the premises, and identifiable on CCTV in all lights
- (e) Where SIA accredited security staff are employed at the premises and are deployed with digitally recording Body Worn Video (BWV) the BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives.
- (f) Data recordings shall be made immediately available to an authorised officer from Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
- (g) A BWV weekly log must be kept at the premises – This will record all the incidents reported by the security team and what actions the premises management have taken to promote the four licensing objectives.

### **SEARCH POLICY**

8. An active search policy shall be put in place to prevent illegal drugs and weapons being brought on to the premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer from Reading Borough Council or Thames Valley Police. Notices shall also be put in place informing customers that the management reserve the right to conduct an outer body search and/or bag as a condition of entering the premises.

9. Regular checks of high risk areas for drug use (including the toilets) shall be carried out by door staff and premises staff when door staff are not available. A written record of all checks shall be maintained and made available upon request by an authorised officer from Reading Borough Council or Thames Valley Police.

### **DISPERSAL POLICY**

10. A written 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. This policy shall be made available to an authorised officer from Reading Borough council or Thames Valley Police.



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

12. At the conclusion of licensable activities staff will be available to assist with dispersing customers from the premises and the immediate vicinity.

13. Any person who refuses to leave the area and is identified as causing or potentially about to cause antisocial behaviour, will be a subject to a ban from the premises. A record of banned individuals shall be maintained in the premises and all staff made aware of the persons who are currently banned so that entry may be refused. This record shall be available to an authorised officer from Reading Borough Council or Thames Valley Police upon request and shall be retained for one year.

### **INCIDENT REGISTER**

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

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

### **STAFF TRAINING**

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

- The premises age verification policy
- The law relating to underage sales
- Dealing with refusal of sales
- Proxy purchasing
- Recognising valid identity documents
- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises
- Identifying signs of drug usage and prevention
- Child Sexual Exploitation
- The four licensing objectives
- Drinks spiking

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

### **AGE VERIFICATION**

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

19. The Premises shall at all times operate a Challenge 25 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.

20. Posters advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally;

21. No person under the age of 18 years will be permitted on the premises after 21:00 hours without being accompanied by a responsible adult.

22. Prominent, clear notices shall be displayed at every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.

### **REFUSAL BOOK**

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

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why.
- This book /register will be available for inspection by an authorised officer from Reading Borough Council or Thames Valley police upon request.

### **PUBWATCH**

24. The premises licence holder or nominated representative shall actively participate in the town centre Pubwatch scheme should one be operating in the area.

### **TOWN SAFE RADIO**

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

### **REMOVAL OF GLASSWARE AND OPEN CONTAINERS**

26. No alcohol shall be removed from the premises or consumed outside.

27. Drinks shall be served in containers made from toughened glass (tempered glassware).

### **PLANNING PERMISSION**

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

### **OTHER INITIATIVES**

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

E-mail Received – 24/05/2022 – 1355hrs

Dear Sir/Madam,

The Bell Tower Community Association would like to express its opposition to the proposed licensing hours for 65 Caversham Road.

After hearing about the proposal we put up a short article on our noticeboard and online at <https://bell-tower.org.uk/bowling-alley-proposal-for-caversham-road-shop/> and invited comments from local residents. The feedback we have had so far is that the general use for the site as a bowling alley with other games represents a welcome new leisure development, particularly as such venues are lacking in Reading, but with concerns from nearby residents about the proposal to apply for a late alcohol and entertainment licence.

There are no existing late night entertainment venues adjacent to the residential area, and the residents we have heard from are concerned that they would be adversely affected by late night traffic and noise from customers leaving the venue. In the case of an entertainment venue with a bar we could foresee a significant number of customers leaving around the same time after midnight (or 1am at weekends) and creating a disturbance, as the main route inwards for traffic from the east and Caversham will be through the residential area (implying potentially a lot of late night taxi traffic), and pedestrians exiting towards parts of West Reading would walk through the area too.

Similar objections were made to the nearby Phantom Brewing Company's application in 2020 to extend its licence from 10pm to midnight - in this case we have always been satisfied that the venue is well-managed but there is still significant noise around 10.30pm when customers are walking away from the premises, which would have been after midnight with an extended licence. We understand that this licence application was refused by the council.

In short, we believe that the general use of the venue will represent a welcome new leisure facility but we are concerned about the proposed licensing hours. We would suggest that an alcohol and entertainment licence restricted to no later than 11pm would be more appropriate.

Kind regards,

David Neale

Secretary, Bell Tower Community Association

[www.bell-tower.org.uk](http://www.bell-tower.org.uk)