

**LICENSING ACT 2003 HEARING TUESDAY 12 DECEMBER 2023 - 09:30HRS**  
**APPLICATION FOR THE VARIATION OF A PREMISES LICENCE**

**1. Premises:**

Raver Tots  
Prospect Park  
Reading

**2. Applicant:**

Tots Events Ltd

**3. Background:**

The premises is located in Prospect Park, a public park owned by Reading Borough Council and found in the west of the town. There is currently a licence in force at the premises and is attached as **Appendix RS-1**. The event is an outdoor music festival which currently targets an 18+ demographic on the Saturday and a family demographic on the Sunday. This variation proposes adding Friday to the event and this will be another 18+ event, similar to Saturday. Furthermore, this application seeks to increase the capacity for each day of the event to 9999.

The application has been submitted by Tots Events Ltd and is attached as **Appendix RS-2**

Conditions have been agreed between Thames Valley Police, Reading Borough Council and the Applicant and are attached as **Appendix RS-3**

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

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

**Increase the capacity to 9999 persons.**

**Add Friday to the event with the following activities:**

**Provision of Live Music:**

From 1500hrs to 2200hrs

**Provision of Recorded Music:**

From 1500hrs to 2200hrs

**Performances of Dance:**

From 1500hrs to 2200hrs

**Provision of Anything Similar to Live Music, Recorded Music or Dance:**

From 1500hrs to 2200hrs

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

From 1500hrs to 2200hrs

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

From 1500hrs to 2200hrs

**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:** 19 October 2023

**7. Date of closure of period for representations:** 16 November 2023

**8. Representations received:**

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

1. Ms Marcia Rowlinson - Local Resident - Attached as **Appendix RS-4**
2. Mrs Anne Atkinson - Local Resident - Attached as **Appendix RS-5**
3. Mr Michael Atkinson - Local Resident - Attached as **Appendix RS-6**

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

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

- Grant the application as applied for
- Modify the conditions of the licence
- Reject the whole or part of the application

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

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

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

Any conditions that are placed on a premises licence should be appropriate and

proportionate with a view to promoting the licensing objectives. The Licensing Authority can amend, alter, or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

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

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

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

### 3. Licensing and integration with other legislation

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

#### Crime and Disorder Act 1998

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

### 5. Licensing Applications

#### Grant and Full Variations

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

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

## 6. Licensing Conditions

### General Approach

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

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

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

## 7. Licensing Hours

### General Approach

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

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.

### 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.

7.9 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.

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.

## **12. Amended Guidance issued under section 182 of the Licensing Act 2003 (August 2023)**

### Licensing Objectives and Aims:

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

1.3 The licensing objectives are:

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

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

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

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

8.13 As well as responsible authorities, any other person can play a role in a number of licensing processes under the 2003 Act. This includes any individual, body or business entitled to make representations to licensing authorities in relation to applications for the grant, variation, minor variation or review of premises licences and club premises certificates, regardless of their geographic proximity to the premises. In addition, these persons may themselves seek a review of a premises licence. Any representations made by these persons must be 'relevant', in that the representation relates to one or more of the licensing objectives. It must also not be considered by the licensing authority to be frivolous or vexatious. In the case of applications for reviews, there is an additional requirement that the grounds for the review should not be considered by the licensing authority to be repetitious.

Steps to promote the licensing objectives:

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

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

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

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

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

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

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

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

8.46 While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. Licensing authorities may wish to encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.

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

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

to premises licences with the minimum of fuss.

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

#### The role of responsible authorities

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

#### Licensing authorities acting as 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.

9.13 Licensing authorities are included in the list of responsible authorities. A similar framework exists in the Gambling Act 2005. The 2003 Act does not require responsible authorities to make representations about applications for the grant of premises licences or to take any other steps in respect of different licensing processes. It is, therefore, for the licensing authority to determine when it considers it appropriate to act in its capacity as a responsible authority; the licensing authority should make this



decision in accordance with its duties under section 4 of the 2003 Act.

### Hearings

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **15. Appendices**

**Appendix RS-1: Copy of the Current Premises Licence**

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

**Appendix RS-3: Agreed Conditions between Thames Valley Police, Reading Borough Council and the Applicant**

**Appendix RS-4: Representation by Ms Marica Rowlinson – Local Resident**

**Appendix RS-5: Representation by Mrs Anne Atkinson – Local Resident**

**Appendix RS-6: Representation by Mr Michael Atkinson – Local Resident**

**LICENSING ACT 2003 PREMISES LICENCE - PART A**

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

<b>Premises Licence Number</b>	<b>LP2003006</b>
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**Premises Details**

<b>Trading name of Premises and Address</b>	
Raver Tots Festival Reading Prospect Park Liebenrod Road Reading	
<b>Telephone Number</b>	

<b>Where the Licence is time limited the dates the Licence is valid</b>
<b>2 days per calendar year only (Saturday &amp; Sunday), notified to Reading Borough Council's Licensing Team and Thames Valley Police at least 90 days before the event starts</b>

**Licensable Activities**

<b>Licensable Activities authorised by the Licence</b>
Performance of Live Music - Indoor & Outdoor Playing of Recorded Music - Indoor & Outdoor Performance of Dance - Indoor & Outdoor Anything similar to Live Music, Recorded Music & Performance of Dance - Indoor & Outdoor Sale of Alcohol by Retail - On the Premises

**Authorised Hours for Licensable Activities**

<b>The times the licence authorises the carrying out of licensable activities</b>
<b>Hours for the Performance of Live Music</b>
Saturday      from 1200hrs to 2200hrs Sunday        from 1130hrs until 1900hrs
<b>Hours for the Playing of Recorded Music</b>
Saturday      from 1200hrs to 2200hrs Sunday        from 1130hrs until 1900hrs

**Hours for the Performance of Dance**

Saturday from 1200hrs to 2200hrs  
Sunday from 1130hrs until 1900hrs

**Hours for anything similar to Live Music, Recorded Music & Performance of Dance**

Saturday from 1200hrs to 2200hrs  
Sunday from 1130hrs until 1900hrs

**Hours for the Sale by Retail of Alcohol**

Saturday from 1200hrs to 2200hrs  
Sunday from 1130hrs until 1900hrs

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

Saturday from 1200hrs to 2230hrs  
Sunday from 1130hrs until 1930hrs

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

Sale of Alcohol by Retail - On the Premises

**Premises Licence Holder****Name, (registered) address of holder of premises licence**

**Name:** Tots Events Ltd  
**Address:** C/O The Financial Management Centre, Meads Business Centre,  
19 Kingsmead, Farnborough, Hants GU14 7SR

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

12043049

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

**Name:** Shane Barry Levey  
**Address:**

**Designated Premises Supervisor**

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

**Personal Licence Number:** 05/13150/LAPER  
**Issuing Authority:** Bracknell Forest Borough Council

This Licence shall continue in force from **14/07/2023** unless previously suspended or revoked.

Dated: 14 July 2023

Signed on behalf of the issuing licensing authority



Emma Gee  
Interim Executive Director for Economic Growth and Neighbourhood Services

## Mandatory Conditions

### Supply of Alcohol

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

- 1 No supply of alcohol may be made under the premises licence:-
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
- 2 Every supply of alcohol made under the premises licence must be made or authorised by a person who holds a personal licence.

### Film Exhibitions

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

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

### Door Supervisors

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

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

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

- 1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- 2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

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

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

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

1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

2. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

3. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

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

1. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”



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

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

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

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

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

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

where—

(i) P is the permitted price,

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

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

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

(i) the holder of the premises licence,

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

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

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

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

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

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

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

## Annex 2

### Conditions Consistent with the Operating Schedule

#### General

Conditions that apply to Saturday & Sunday:

1. This licence shall be valid for 2 consecutive days per calendar year only. The date of the event shall be notified to Reading Borough Council's Licensing Team and Thames Valley Police at least 90 days before the first date of said event.
2. The Event Management Plan (EMP) working document shall be provided to Reading Borough Council's Licensing Team and Thames Valley Police at least 90 days before the first date of the event each year.
3. The Premises Licence Holder shall keep an incident book/register at the premises. The incident book/register shall be made available for inspection on request to a Police Officer or Authorised Council Officer.
4. The incident book/register shall record:
  - a. The name of the person making the entry;
  - b. The names of any staff/security personnel members dealing with the incident;
  - c. Where known, the names of all persons involved in the incident;
  - d. Any visits by the Police or Responsible Authorities;
  - e. Any refusals of entry;
  - f. Any refusals of service.
5. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The only forms of ID that will be accepted are passports, driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
6. The Premises Licence Holder shall keep and maintain a register of door supervisors. The register will show the following details:
  - a. The name, home address and registration number of all door supervisors working at the premises;
  - b. SIA registration number;
  - c. Date and time that the door supervisor commenced duty, countersigned by the DPS or duty manager;
  - d. Any incident of crime and disorder must be recorded giving names of the door supervisors involved;
  - e. Date and time the door supervisor finished work, countersigned by the DPS or duty manager;
  - f. A record will be kept on site of all SIA checks, on the validity of all door staff licences;
  - g. The door supervisor register must be kept at the premises and be made available for inspection to an officer of Thames Valley police or an authorised officer from Reading Borough Council.

7. One in every two (1:2) Door Supervisors working within the premises will be 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. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or an officer from Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

8. A BWV 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 4 licensing objectives. The event organiser or a nominated representative shall check and sign each entry in the log to ensure that there is BWV for each relevant recorded incident. This log shall be retained for 31 days following the event and shall be provided to an authorised officer of Thames Valley Police or an officer from Reading Borough Council immediately upon request.

9. The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets/ tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges. If hi visibility full sleeved jackets are worn the PLH must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.

10. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards are over the age of 18.

11. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards understand that:

- a. They must remain positioned in accordance with the security plan;
- b. Not consume alcohol or illegal drugs.

12. The Premises Licence Holder will ensure that SIA registered door supervisors and Stewards are trained (as appropriate) in:

- a. Their general responsibilities regarding health and safety of all persons at the event;
- b. Carrying out pre-event safety checks;
- c. The layout of the site and the locations of key facilities such as toilets, first aid, water and welfare facilities for persons with special needs;
- d. The locations of entrances and exits, how they are to be staffed and potential pinch points within the site;
- e. Controlling and directing dispersal;
- f. Keeping gangways and exits clear;
- g. Investigating incidents;
- h. Ensuring that combustible refuse does not accumulate;
- i. Responding to emergencies;
- j. Evacuation procedures;
- k. Communicating with incident control.

13. The Premises Licence Holder shall ensure that all security personnel have received the appropriate level of training for the duties they have been assigned 14 days prior to the commencement of the event.

14. A policy covering searching of patrons and staff members must be submitted to and approved by Thames Valley Police. The approved policy must be actively operated within the licensed premises/area.

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

16. A safeguarding officer to circulate the venue monitoring standards of behaviour and levels of alcohol consumption; such Customer Welfare Officer to be trained in first aid including intoxication and drug awareness, and providing free drinking water to customers, where appropriate.

17. All drinks shall be decanted into polycarbonate glasses, plastic cups or shall be served in plastic. No glassware is to be used.

18. No children shall be permitted on-site without a responsible adult.

19. In advance of the event, the event will be notified to local residents via a letter drop which shall include a contact name and telephone number via which complaints about noise can be made on the day of the event. During operating hours, the licensee or a nominated representative shall be available to receive and respond to nuisance- related complaints.

20. A noise propagation test shall be undertaken prior to the start of each event in order to set appropriate control limits at the sound mixer position to ensure compliance with the noise limit. The sound system shall be configured and operated in a similar manner as intended for the events. The sound source used for the test shall be similar in character to the music likely to be produced during the event. The timing of the noise propagation test and any rehearsals shall be agreed with the Environmental Protection team prior to the event and shall be included in the resident's letter.

21. The Premises Licence Holder shall provide means of communication to enable contact to be made between fixed external noise monitoring points and the central control console(s) on site.

22. The control limits set at the mixer position shall be adequate to ensure that the music noise level shall not at any noise sensitive premises exceed 65 dBA over a 15 minute period throughout the duration of the licensable activities involving music. If there are more than 3 such licensable activities during the year, a lower limit of 62 dBA shall be in place.

23. A written log shall be kept of measured noise levels and any actions taken to control the noise and this log shall be made available to an authorised officer of Reading Borough Council on request.

24. A noise control consultant shall be appointed and shall be capable of exercising control over all of the music and amplified speech sound levels by liaising with the Site Manager and the Stage Managers. The noise control consultant shall be on site for the duration of the event.

25. The appointed noise control consultant shall continually monitor noise levels at the sound mixer position and at least one of the agreed noise monitoring locations and shall carry out regular spot checks at other agreed locations at reasonable time intervals.

26. Means of radio, telephone or any other agreed form of communication shall be provided to enable contact to be made between officers of the Local Authority and any person in control of the noise source(s) on site.

27. The Premises Licence Holder or noise control consultant/chief sound engineer shall make available a debrief report detailing the noise levels being produced by the stage, as recorded at the stage and at each noise monitoring location within five days of the event and any actions taken in response to complaints.

**Conditions that apply to Saturday only (condition 2 below amended via minor variation June 2023):**

1. The capacity for the Saturday event shall be no more than 4999 attendees at any one time.

2. A minimum of 20 SIA registered door staff shall be employed for the first 2500 attendees.

Another 1 SIA registered door staff shall be employed for every 1 to 125 attendees thereafter up to the capacity of 4999 as follows:

- 2500 attendees = 20 SIA registered door staff
- 2501 to 3000 attendees = 24 SIA registered door staff
- 3001 to 3500 attendees = 28 SIA registered door staff
- 3501 to 4000 attendees = 32 SIA registered door staff
- 4001 to 4500 attendees = 36 SIA registered door staff
- 4501 to 4999 attendees = 40 SIA registered door staff

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

- a. For 100% bag search of all customers aged 18 years or over (or could be reasonably identified as being aged 18 years or over) attempting to enter the premises;
- b. Customer searching of at least 1 in every 3 customers aged 18 years or over (or could be reasonably identified as being aged 18 years or over);
- c. For the operation of intelligence lead searches of any customer as required;
- d. Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/area.

## **Conditions that apply to Sunday only:**

1. The capacity for the Sunday event shall be no more than 8000 attendees at any one time.
2. A minimum of 15 SIA registered door staff and 8 stewards shall be employed for the first 4000 attendees. Another 2 SIA registered door staff and 1 steward shall be employed for every 1 to 500 attendees thereafter up to the capacity of 8000 as follows:
  - 4000 attendees = 15 SIA registered door staff & 8 Stewards
  - 4001 to 4500 attendees = 17 SIA registered door staff & 9 Stewards
  - 4501 to 5000 attendees = 19 SIA registered door staff & 10 Stewards
  - 5001 to 5500 attendees = 21 SIA registered door staff & 11 Stewards
  - 5501 to 6000 attendees = 23 SIA registered door staff & 12 Stewards
  - 6001 to 6500 attendees = 25 SIA registered door staff & 13 Stewards
  - 6501 to 7000 attendees = 27 SIA registered door staff & 14 Stewards
  - 7001 to 7500 attendees = 29 SIA registered door staff & 15 Stewards
  - 7501 to 8000 attendees = 31 SIA registered door staff & 16 Stewards
3. No individual or groups of customers aged 18 years or older shall be permitted on-site without at least one member of their group being aged 17 years or younger.
4. The Sunday event day shall have terms advertised stating 'Strictly no adults admitted without a child'.
5. The Premises Licence Holder shall implement a written search policy to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures.

The search policy shall provide, as a minimum:

- a. For randomised bag search of customers attempting to enter the premises;
- b. For randomised searching of customers attempting to enter the premises;
- c. For the operation of intelligence lead searches of any customer as required;
- d. Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/area.

## **Annex 3**

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

N/A

## **Annex 4**

### **Plans**

As attached plan received 12<sup>th</sup> May 2021.

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

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Tots Event Ltd  
*(Insert name(s) of applicant)*

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

Premises licence number LP2003006

### Part 1 – Premises Details

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

Prospect Park, Liebenrood Rd

Post town	Reading	Postcode	RG30 2ND
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Telephone number at premises (if any)	n/a
---------------------------------------	-----

Non-domestic rateable value of premises	£
-----------------------------------------	---

### Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	[REDACTED]		
Post town	guilford	Postcode	[REDACTED]

### Part 3 - Variation

Please tick as appropriate

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

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

DD	MM	YYYY

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

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

- A) Adding a Friday night to the event licenced for 9999 people (3pm to 10pm)
  - B) Increasing capacity for the Saturday event to 9999 people (no changes to time)
  - C) Increasing capacity for the Sunday event to 9999 people (no changes to time)
- No Changes to licensable activities

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

9999
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#### Part 4 Operating Schedule

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

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

**Provision of late night refreshment** (if ticking yes, fill in box I) **NO**

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

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

A

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

B

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

C

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

D

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

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	<input type="checkbox"/>
				<b>Outdoors</b> <input type="checkbox"/>
Day	Start	Finish		<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)  Amplified music including DJ's and live acts	
Tue				
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)	
Thur				
Fri	15:00	22:00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sat	12:00	22:00		
Sun	11:30	19:00		

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	<input type="checkbox"/>
				<b>Outdoors</b> <input type="checkbox"/>
Day	Start	Finish		<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)  DJ's playing recorded music	
Tue				
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)	
Thur				
Fri	15:00	22:00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sat	12:00	22:00		
Sun	11:30	19:00		

G

Performances of dance Standard days and timings (please read guidance note 8)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	<input type="checkbox"/>
				<b>Outdoors</b> <input type="checkbox"/>
Day	Start	Finish		<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)  Dancers on and off stage supporting live and recorded music.	
Tue				
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)	
Thur				
Fri	15:00	22:00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sat	12:00	22:00		
Sun	11:30	19:00		



# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	<input type="checkbox"/>
Mon	-----	-----		<b>Outdoors</b>
Tue	-----	-----	<b><u>Please give further details here</u></b> (please read guidance note 5)	
Wed	-----	-----	Music, Singers, Vocalists, DJ's, Dancers, Fun Fair Rides and with Catering and Bar and refreshments.	
Thur	-----	-----	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)	
Fri	15:00	22:00		
Sat	12:00	22:00	<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)	
Sun	11:30	19:00		

I

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

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	<b>On the premises</b>	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Day	Start	Finish	<p><b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 6)</p> <p><b><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)</p>		
Mon					
Tue					
Wed					
Thur					
Fri	15:00	22:00			
Sat	12:00	22:00			
Sun	11:30	19:00			

K

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

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b>State any seasonal variations</b> (please read guidance note 6)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri	15:00	22:00	
Sat	12:00	22:00	
Sun	11:30	19:00	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 7)

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

Please tick as appropriate

• **I have enclosed the premises licence**

•

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

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

N/A

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

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

In adding the additional day will retain the objectives from our current licence objectives. The Friday will have a strict ID check policy as only adults 18 and over will be permitted

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

As per current licensing conditions and EMP

**c) Public safety**

As per current licensing conditions and EMP

**d) The prevention of public nuisance**

As per current licensing conditions and EMP

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

As per current licensing conditions and EMP

Checklist:

**Please tick to indicate agreement**

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

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

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

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

Signature	Mike Pickets
Date	19.10.23
Capacity	9999

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

Signature	
Date	
Capacity	

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

<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
<b>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</b>			

## Notes for Guidance

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

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:



- any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.

**Tots Events Ltd**  
**Prospect Park**

**Variation to add Friday to the licence and increase Saturday & Sunday capacity to 9999.**

**Conditions that apply to Friday, Saturday & Sunday:**

1. This licence shall be valid for 3 consecutive days per calendar year only. The date of the event shall be notified to Reading Borough Council's Licensing Team and Thames Valley Police at least 90 days before the first date of said event.
2. The Event Management Plan (EMP) working document shall be provided to Reading Borough Council's Licensing Team and Thames Valley Police at least 90 days before the first date of the event each year.
3. The Premises Licence Holder shall keep an incident book/register at the premises. The incident book/register shall be made available for inspection on request to a Police Officer or Authorised Council Officer.
4. The incident book/register shall record:
  - a. The name of the person making the entry;
  - b. The names of any staff/security personnel members dealing with the incident;
  - c. Where known, the names of all persons involved in the incident;
  - d. Any visits by the Police or Responsible Authorities;
  - e. Any refusals of entry;
  - f. Any refusals of service.
5. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The only forms of ID that will be accepted are passports, driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
6. The Premises Licence Holder shall keep and maintain a register of door supervisors. The register will show the following details:
  - a. The name, home address and registration number of all door supervisors working at the premises;
  - b. SIA registration number;
  - c. Date and time that the door supervisor commenced duty, countersigned by the DPS or duty manager;
  - d. Any incident of crime and disorder must be recorded giving names of the door supervisors involved;
  - e. Date and time the door supervisor finished work, countersigned by the DPS or duty manager;
  - f. A record will be kept on site of all SIA checks, on the validity of all door staff licences;

g. The door supervisor register must be kept at the premises and be made available for inspection to an officer of Thames Valley police or an authorised officer from Reading Borough Council.

7. One in every two (1:2) Door Supervisors working within the premises will be 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. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or an officer from Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

8. A BWV 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 4 licensing objectives. The event organiser or a nominated representative shall check and sign each entry in the log to ensure that there is BWV for each relevant recorded incident. This log shall be retained for 31 days following the event and shall be provided to an authorised officer of Thames Valley Police or an officer from Reading Borough Council immediately upon request.

9. The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets/ tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges. If hi visibility full sleeved jackets are worn the PLH must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.

10. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards are over the age of 18.

11. The Premises Licence Holder shall ensure that all SIA registered door supervisors and Stewards understand that:

- a. They must remain positioned in accordance with the security plan;
- b. Not consume alcohol or illegal drugs.

12. The Premises Licence Holder will ensure that SIA registered door supervisors and Stewards are trained (as appropriate) in:

- a. Their general responsibilities regarding health and safety of all persons at the event;
- b. Carrying out pre-event safety checks;
- c. The layout of the site and the locations of key facilities such as toilets, first aid, water and welfare facilities for persons with special needs;
- d. The locations of entrances and exits, how they are to be staffed and potential pinch points within the site;
- e. Controlling and directing dispersal;

- f. Keeping gangways and exits clear;
- g. Investigating incidents;
- h. Ensuring that combustible refuse does not accumulate;
- i. Responding to emergencies;
- j. Evacuation procedures;
- k. Communicating with incident control.

13. The Premises Licence Holder shall ensure that all security personnel have received the appropriate level of training for the duties they have been assigned 14 days prior to the commencement of the event.

14. A policy covering searching of patrons and staff members must be submitted to and approved by Thames Valley Police. The approved policy must be actively operated within the licensed premises/area.

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

16. A safeguarding officer to circulate the venue monitoring standards of behaviour and levels of alcohol consumption; such Customer Welfare Officer to be trained in first aid including intoxication and drug awareness, and providing free drinking water to customers, where appropriate.

17. All drinks shall be decanted into polycarbonate glasses, plastic cups or shall be served in plastic. No glassware is to be used.

18. No children shall be permitted on-site without a responsible adult.

19. In advance of the event, the event will be notified to local residents via a letter drop which shall include a contact name and telephone number via which complaints about noise can be made on the day of the event. During operating hours, the licensee or a nominated representative shall be available to receive and respond to nuisance- related complaints.

20. A noise propagation test shall be undertaken prior to the start of each event in order to set appropriate control limits at the sound mixer position to ensure compliance with the noise limit. The sound system shall be configured and operated in a similar manner as intended for the events. The sound source used for the test shall be similar in character to the music likely to be produced during the event. The timing of the noise propagation test and any rehearsals shall be agreed with the Environmental Protection team prior to the event and shall be included in the resident's letter.

21. The Premises Licence Holder shall provide means of communication to enable contact to be made between fixed external noise monitoring points and the central control console(s) on site.

22. The control limits set at the mixer position shall be adequate to ensure that the music noise level shall not at any noise sensitive premises exceed 65 dBA over

a 15 minute period throughout the duration of the licensable activities involving music. If there are more than 3 such licensable activities during the year, a lower limit of 62 dBA shall be in place.

23. A written log shall be kept of measured noise levels and any actions taken to control the noise and this log shall be made available to an authorised officer of Reading Borough Council on request.

24. A noise control consultant shall be appointed and shall be capable of exercising control over all of the music and amplified speech sound levels by liaising with the Site Manager and the Stage Managers. The noise control consultant shall be on site for the duration of the event.

25. The appointed noise control consultant shall continually monitor noise levels at the sound mixer position and at least one of the agreed noise monitoring locations and shall carry out regular spot checks at other agreed locations at reasonable time intervals.

26. Means of radio, telephone or any other agreed form of communication shall be provided to enable contact to be made between officers of the Local Authority and any person in control of the noise source(s) on site.

27. The Premises Licence Holder or noise control consultant/chief sound engineer shall make available a debrief report detailing the noise levels being produced by the stage, as recorded at the stage and at each noise monitoring location within five days of the event and any actions taken in response to complaints.

**Conditions that apply to Friday & Saturday only (condition 2 below amended via minor variation June 2023):**

1. The capacity for the Saturday event shall be no more than 9999 attendees at any one time.

2. A minimum of 20 SIA registered door staff shall be employed for the first 2500 attendees.

Another 1 SIA registered door staff shall be employed for every 1 to 125 attendees thereafter up to the capacity of 9999 as follows:

- 2500 attendees = 20 SIA registered door staff
- 2501 to 3000 attendees = 24 SIA registered door staff
- 3001 to 3500 attendees = 28 SIA registered door staff
- 3501 to 4000 attendees = 32 SIA registered door staff
- 4001 to 4500 attendees = 36 SIA registered door staff
- 4501 to 5000 attendees = 40 SIA registered door staff
- 5001 to 5500 attendees = 44 SIA registered door staff
- 5501 to 6000 attendees = 48 SIA registered door staff
- 6001 to 6500 attendees = 52 SIA registered door staff
- 6501 to 7000 attendees = 56 SIA registered door staff
- 7001 to 7500 attendees = 60 SIA registered door staff
- 7501 to 8000 attendees = 64 SIA registered door staff

- 8001 to 8500 attendees = 68 SIA registered door staff
- 8501 to 9000 attendees = 72 SIA registered door staff
- 9001 to 9501 attendees = 76 SIA registered door staff
- 9501 to 9999 attendees = 80 SIA registered door staff

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

- a. For 100% bag search of all customers aged 18 years or over (or could be reasonably identified as being aged 18 years or over) attempting to enter the premises;
- b. Customer searching of at least 1 in every 3 customers aged 18 years or over (or could be reasonably identified as being aged 18 years or over);
- c. For the operation of intelligence lead searches of any customer as required;
- d. Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/area.

**Conditions that apply to Sunday only:**

- 1. The capacity for the Sunday event shall be no more than 9999 attendees at any one time.
- 2. A minimum of 15 SIA registered door staff and 8 stewards shall be employed for the first 4000 attendees. Another 2 SIA registered door staff and 1 steward shall be employed for every 1 to 500 attendees thereafter up to the capacity of 8000 as follows:

- 4000 attendees = 15 SIA registered door staff & 8 Stewards
- 4001 to 4500 attendees = 17 SIA registered door staff & 9 Stewards
- 4501 to 5000 attendees = 19 SIA registered door staff & 10 Stewards
- 5001 to 5500 attendees = 21 SIA registered door staff & 11 Stewards
- 5501 to 6000 attendees = 23 SIA registered door staff & 12 Stewards
- 6001 to 6500 attendees = 25 SIA registered door staff & 13 Stewards
- 6501 to 7000 attendees = 27 SIA registered door staff & 14 Stewards
- 7001 to 7500 attendees = 29 SIA registered door staff & 15 Stewards
- 7501 to 8000 attendees = 31 SIA registered door staff & 16 Stewards
- 8001 to 8500 attendees = 33 SIA registered door staff & 17 Stewards
- 8501 to 9000 attendees = 35 SIA registered door staff & 18 Stewards
- 9001 to 9500 attendees = 37 SIA registered door staff & 19 Stewards
- 9501 to 9999 attendees = 39 SIA registered door staff & 20 Stewards

3. No individual or groups of customers aged 18 years or older shall be permitted on-site without at least one member of their group being aged 17 years or younger.

4. The Sunday event day shall have terms advertised stating 'Strictly no adults admitted without a child'.

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

The search policy shall provide, as a minimum:

- a. For randomised bag search of customers attempting to enter the premises;
- b. For randomised searching of customers attempting to enter the premises;
- c. For the operation of intelligence lead searches of any customer as required;
- d. Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/area.



## Appendix RS-4

From: Marcia Rowlinson  
Sent: 26 October 2023 13:50  
To: Licensing <[Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk)>  
Subject: Raver tots

I have seen the application in Prospect Park to extend RaverTots.

As a Liebenrood Road resident, events held in the park should be more considerate to residents. Last year at this particular event, traffic built up right back towards Reading town centre while people tried to access the event with very poor stewarding whilst everyone tried to park. As residents we were unable to get in or out of our homes. People were having to abandon cars! This was all over social media so as a weekend set up, I suggest you involve correct policing on this event. Parking was very poor even though RBC claim they have now given 100 spaces inside the park which is untrue unless everyone drives a small car and are able to park correctly.

The noise is always too loud and why you allow events to be set up on top of the houses when there is such a huge area that events could be set up is also inconsiderate of residents. You have a big dip in the park away from the play area and housing, why not put events in there?

The danger these events bring to the area for pedestrians is incredibly high and we witness regular near misses on pedestrian crossing where you allow people to park on the main road obstructing side streets and crossings. Then there are always the issues of gates being left opened for travellers to set up in the park after the events.

There is one large event in this park held each year which is organised the way events should be. Signs are put up to stop people from parking in the streets off Liebenrood, such as Penroath and Kearsley and along Liebenrood itself and noise is stopped at a reasonable hour. It is also held across the weekend and I understand it is a Race for Life event.

It appears that you are very keen to extend events in the park, bringing in funding but are less considerate to the people who live and use the area every day

# Appendix RS-5

**From:** Anne Atkinson  
**Sent:** 28 October 2023 10:14  
**To:** Licensing <[Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk)>  
**Subject:** 31.10.23 Raver Tots planning application 2024

Dear Sir or Madam

I would like to object to the plans Raver Tots have to expand to cover the whole weekend in 2024.

Last year's one day event was by far the most annoying event in Prospect Park as regards to the noise level (especially from the person introducing the acts) which could be clearly heard over a large part of West Reading – a densely populated residential area.

A whole weekend of it would be unbearable.

I also don't understand why an event presumably aimed at toddlers needs to have an alcohol licence.

Yours faithfully

Mrs Anne Atkinson  
Windrush Way  
Reading

# Appendix RS-6

**From:** Mike Atkinson  
**Sent:** 31 October 2023 21:35  
**To:** Licensing [Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk)  
**Subject:** Objection to Raver Tots licencing application

Dear Sir/Madam

I would like to register an objection to Raver Tot's application for an extension to their licence. This is on the basis of the public nuisance that they have caused in the past.

Raver Tots staged a one day event in Prospect Park on 23<sup>rd</sup> July 2023. I live a few streets away in Windrush Way but found the noise from both the compere and bands to be unbearable – even with my windows closed. It is billed as being a child friendly concert, yet by their own admission children might need ear defenders (see the Terms & Conditions para 7 on their website) and are unlikely to benefit from an alcohol licence! It was just an excuse for unacceptable levels of noise that excluded other park users and upset locals.

I understand that Raver Tots plan a return to Prospect Park on 21<sup>st</sup> July 2024 but that this time they want it to go on all weekend. I urge you to reject this application.

Yours faithfully

Mr Michael Atkinson  
Windrush Way  
Reading