

LICENSING ACT 2003 HEARING THURSDAY 05 DECEMBER 2024 @ 09:30HRS
APPLICATION FOR THE GRANT OF A PREMISES LICENCE

1. Premises:

Milestone Centre
Northbrook Road
Caversham
Reading
RG4 6PF

2. Applicant:

Caversham Park Village Social Club Limited

3. Background:

There is currently a Club Premises Certificate (no. LP5000007 attached as **Appendix MH-1**) in force at this premises which authorises the following:

Playing of Recorded Music:

Friday from 2000hrs to 0030hrs

Provision of Indoor Sporting Events

Friday from 2000hrs to 0030hrs

Supply of Alcohol for Members & Guests

Monday to Thursday & Saturday	from 1000hrs to 2300hrs
Friday	from 1000hrs to 0030hrs
Sunday	from 1200hrs to 2230hrs

The site that this premises is located on is a cluster of three buildings and a play park, with the premises occupying one of these buildings. The other two buildings consist of indoor squash courts and a mixed use building which do not form part of this premises licence application. This application was submitted following a consultation with the Licensing Department wherein the current club committee expressed their desire to hire out the premises for events to non-members without having to give Temporary Event Notices. Furthermore, they wish to admit customers to the premises without having to be a member of the club or the guest of a member. Memberships will still be available.

The application has been submitted by Caversham Park Village Social Club Limited and is attached as **Appendix MH-2**.

Appendix MH-3 contains a list of conditions that have been agreed between Reading Borough Council's Licensing team, Thames Valley Police and the Applicant.

4. Proposed licensable activities and hours:

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

Provision of Regulated Entertainment (Films – Indoor Sporting Events – Live Music – Recorded Music – Anything Similar to Live Music, Recorded Music or Performance of Dance):

Sunday to Thursday from 0800hrs to 0000hrs
Friday to Saturday from 0800hrs to 0100hrs
New Years' Eve from 0800hrs to 0200hrs

Provision of Late Night Refreshment:

Sunday to Thursday from 2300hrs to 0000hrs
Friday to Saturday from 2300hrs to 0100hrs
New Years' Eve from 2300hrs to 0200hrs

Sale by Retail of Alcohol (On & Off Sales):

Sunday to Thursday from 0800hrs to 2330hrs
Friday to Saturday from 0800hrs to 0030hrs
New Years' Eve from 0800hrs to 0130hrs

Hours the Premises is Open to the Public:

Sunday to Thursday from 0800hrs to 0000hrs
Friday to Saturday from 0800hrs to 0100hrs
New Years' Eve from 0800hrs to 0200hrs

5. Temporary Event Notices

In considering any application the Licensing Authority should be aware of the possible use of Temporary Event Notices to authorise licensable activities. A premises can extend the hours or scope of their operation by the use of Temporary Event Notices. Up to 15 events per year can be held under this provision at a particular premises. These events may last for up to 168 hours provided less than 500 people are accommodated and provided the total number of days used for these events does not exceed 21 per calendar year.

6. Date of receipt of application: 10 October 2024

7. Date of closure of period for representations: 07 November 2024

8. Representations received:

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

1. Ms Rebecca Hartley – Local Resident – Attached as **Appendix MH-4**
2. Ms Megan Esslemont - Local Resident – Attached as **Appendix MH-5**
3. Mr George Ellerton - Local Resident – Attached as **Appendix MH-6**
4. Mr Taka Wong - Local Resident – Attached as **Appendix MH-7**
5. Mr Cyrus NG Ethan – Local Resident – Attached as **Appendix MH-8**
6. Ms Emmeline Smart - Local Resident – Attached as **Appendix MH-9**
7. Mr & Mrs Lohan - Local Residents – Attached as **Appendix MH-10**

Further representations were received, both for and against the application, but were deemed invalid. These have been included for completeness and are attached as **Appendix MH-11**

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

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

- Grant the application as applied for
- Grant the application with modifications
- Refuse the application

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

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

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

Any conditions that are placed on a premises licence should be appropriate and proportionate with a view to promoting the licensing objectives. The Licensing Authority can amend, alter, or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

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

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

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

Licensing and Planning Integration

2.9 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.

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.

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

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

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.

7.7 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.

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

8.5 The Act makes it an offence to permit children under the age of 16 who are not accompanied by an adult to be present on premises being used exclusively or primarily for the supply of alcohol for consumption on those 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 (December 2023)

Licensing Objectives and Aims:

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

1.3 The licensing objectives are:

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

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

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

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

Steps to promote the licensing objectives:

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

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

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

congregate;

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

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

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

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

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

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

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

8.48 All parties are expected to work together in partnership to ensure that the licensing objectives are promoted collectively. Where there are no disputes, the steps that applicants propose to take to promote the licensing objectives, as set out in the

operating schedule, will very often translate directly into conditions that will be attached to premises licences with the minimum of fuss.

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

The role of responsible authorities

9.12 Each responsible authority will be an expert in their respective field, and in some cases, it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area⁵. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

Hearings

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

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

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

hearing has not been necessary.

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

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

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

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

13. The Licensing Act 2003

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

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

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

14. Relevant Case law for consideration:

(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 MH-1: Club Premises Certificate

Appendix MH-2: Premises Licence Application Form
**Appendix MH-3: Conditions Agreed between Reading Borough Council's
Licensing Team, Thames Valley Police & the Applicant**
Appendix MH-4: Representation by Rebecca Hartley – Local Resident
Appendix MH-5: Representation by Megan Esslemont – Local Resident
Appendix MH-6: Representation by George Ellerton – Local Resident
Appendix MH-7: Representation by Taka Wong – Local Resident
Appendix MH-8: Representation by Cyrus NG Ethan – Local Resident
Appendix MH-9: Representation by Emmeline Smart – Local Resident
Appendix MH-10: Representation by Mr & Mrs Lohan – Local Resident
Appendix MH-11: List of Invalid Representations for and against the Application



LICENSING ACT 2003
SCHEDULE 13
PART A
CLUB PREMISES CERTIFICATE

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

Club Premises Certificate Number	LP5000007
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Club Details

Name of club in whose name this certificate is granted and relevant postal address of club.	
Caversham Park Village Social Club Northbrook Road Caversham Reading, Berkshire RG6 4PF	
Telephone Number	0118 947 2589

If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description	
N/A	
Telephone Number	N/A

Where the Club Premises Certificate is time limited the dates the certificate is valid
N/A

Qualifying Club Activities

Qualifying Club Activities authorised by the Certificate
Supply of Alcohol for Members & Guests - On & Off the Premises Indoor Sporting Events Provision of Recorded Music - Indoors

Authorised Hours for Qualifying Club Activities

The times the licence authorises the carrying out of qualifying club activities
Provision of Indoor Sporting Events
Friday from 2000hrs until 0030hrs

Provision of Recorded Music

Friday from 2000hrs until 0030hrs

Hours for the Supply of Alcohol for Members & Guests

Monday from 1000hrs until 2300hrs
Tuesday from 1000hrs until 2300hrs
Wednesday from 1000hrs until 2300hrs
Thursday from 1000hrs until 2300hrs
Friday from 1000hrs until 0030hrs
Saturday from 1000hrs until 2300hrs
Sunday from 1200hrs until 2230hrs

Good Friday from 1200hrs until 2230hrs
Christmas Day from 1200hrs until 1500hrs and 1900hrs until 2230hrs New Year's Eve in addition to the permitted hours for that day, the period between the end of permitted hours on that day and the beginning of permitted hours the following day.

Opening Hours

Not stated

Alcohol

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

Supply of Alcohol for Members & Guests - On & Off the Premises

This Certificate shall continue in force from **12/05/2017** unless previously suspended or revoked.

Dated: 15 May 2017

Head of Environment & Consumer Services



Annex 1

Mandatory Conditions

Supply of Alcohol for Consumption Off the Premises

To be applied where a club premises certificate authorises the supply of alcohol off the premises

- 1 The supply of alcohol must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
- 2 Any supply of alcohol for consumption off the premises must be in a sealed container.
- 3 Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

Film Exhibitions

To be applied only where the 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.

This certificate is subject to the qualifying conditions for clubs as defined in the

Licensing Act 2003. Extracts from the Licensing Act 2003 outlined below:-

62 The general conditions

- (1) The general conditions which a club must satisfy if it is to be a qualifying club in relation to a qualifying club activity are the following.
- (2) Condition 1 is that under the rules of the club persons may not -
 - (a) be admitted to membership, or
 - (b) be admitted, as candidates for membership, to any of the privileges of membership,

Without an interval of at least two days between their nomination or application for membership and their admission.
- (3) Condition 2 is that under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.
- (4) Condition 3 is that the club is established and conducted in good faith as a club (see section 63).
- (5) Condition 4 is that the club has at least 25 members.
- (6) Condition 5 is that alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

64 The additional conditions for the supply of alcohol

- (1) The additional conditions which a club must satisfy if it is to be a qualifying club in relation to the supply of alcohol to members or guests are the following.
- (2) Additional condition 1 is that (so far as not managed by the club in general meeting or otherwise by the general body of members) the purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members -
 - (a) are members of the club;
 - (b) have attained the age of 18 years; and
 - (c) are elected by the members of the club.

This subsection is subject to section 65 (which makes special provision for industrial and provident societies, friendly societies etc).

- (3) Additional condition 2 is that no arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by club.
- (4) Additional condition 3 is that no arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from -
 - (a) any benefit accruing to the club as a whole, or
 - (b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

Embedded Restrictions from the Licensing Act 1964 as listed below to be carried forward to the club premises certificate in accordance with Schedule 8 to the Licensing Act 2003.

Unless otherwise stated this licence is issued subject to the imposition of all the relevant embedded restrictions required by the:-

Licensing Act 1964

s.59, 60, 63, 67A, 68, 70, 74, 76, 78

Club premises - Permitted hours

- 1 Alcohol shall not be sold or supplied except during permitted hours. In this condition, permitted hours means:

- a) On weekdays, other than Christmas Day, Good Friday or New Year's Eve, 11 a.m. to 11 p.m.
- b) On Sundays, other than Christmas Day or New Year's Eve, 12 noon to 10.30 p.m.
- c) On Good Friday, 12 noon to 10.30 p.m.
- d) On New Year's Eve, except on a Sunday, 11 a.m. to 11 p.m.
- e) On New Year's Eve on a Sunday, 12 noon to 10.30 p.m.
- f) On New Year's Eve from the end of permitted hours to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).
- g) On Christmas day, as provided by the rules of the club and notified in writing by the chairman or secretary of the club to the chief executive of the justices for the petty sessions area in which the premises are. The said hours shall:
 - i. not exceed six and a half hours;
 - ii. not begin earlier than 12 noon;
 - iii. not end later than 10.30 p.m.
 - iv. provide for a break of at least 2 hours, including 3 p.m. to 5 p.m.;
 - v. not extend for more than three and a half hours after 5 p.m.

2 The above restrictions do not prohibit:

- (a) during the first twenty minutes after the above hours, the consumption of the alcohol on the premises;
- (b) during the first twenty minutes after the above hours, the taking of alcohol from the premises, unless the alcohol is supplied or taken in an open vessel;
- (c) during the first thirty minutes after the above hours, the consumption of the alcohol on the premises by persons taking meals there if the alcohol was supplied as ancillary to the meals;
- (d) the supply to, or consumption by, any person of alcohol in any premises where they are residing.

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Licensed Premises - Credit Sales

1 Alcohol shall not be sold or supplied unless it is paid for before or at the time when it is sold or supplied, except alcohol sold or supplied:

- (a) with and for consumption at a meal supplied at the same time, consumed with the meal and paid for together with the meal;
- (b) for consumption by a person residing in the premises or his guest and paid for together with his accommodation;
- (c) to a canteen or mess.

Licensed Canteens & Club Premises - Credit Sales

1 Alcohol shall not be sold or supplied unless it is paid for before or at the time when it is sold or supplied, except alcohol sold or supplied with and for

consumption at a meal supplied at the same time, consumed with the meal and paid for together with the meal.

Annex 2

Conditions consistent with the Club Operating Schedule

None

Annex 3

Conditions attached after a hearing by the Licensing Authority

N/A

Annex 4

Plans

As attached plan.

Appendix MH-2

Application for a premises licence to be granted 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 Caversham Park Village Social Club Limited

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
The Milestone Centre Northbrook Road Caversham Park Village			
Post town	Reading	Postcode	RG4 6PF

Telephone number at premises (if any)	██████████
Non-domestic rateable value of premises	£ 17,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i as a limited company/limited liability partnership	X	please complete section (B)
	ii as a partnership (other than limited liability)		please complete section (B)
	iii as an unincorporated association or		please complete section (B)
	iv other (for example a statutory corporation)		please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

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Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

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

Name Caversham Park Village Social Club Limited
Address The Milestone Centre Northbrook Road Caversham Park Village Reading RG4 6PF

Registered number (where applicable) IP24686R
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
A	S	A P

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1) Social Club with Bar and entertainment

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	
b) films (if ticking yes, fill in box B)	X
c) indoor sporting events (if ticking yes, fill in box C)	X
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	

e)	live music (if ticking yes, fill in box E)	X
f)	recorded music (if ticking yes, fill in box F)	X
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	X

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	X
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			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 (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	08.00	00.00	<u>Please give further details here</u> (please read guidance note 4)		
Tue	08.00	00.00			
Wed	08.00	00.00	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur	08.00	00.00			
Fri	08.00	01.00	<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 6) New Year's Eve – 08.00 – 02.00		
Sat	08.00	01.00			
Sun	08.00	00.00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon	08.00	00.00	
Tue	08.00	00.00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed	08.00	00.00	
Thur	08.00	00.00	<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 6) New Year's Eve – 08.00 – 02.00
Fri	08.00	01.00	
Sat	08.00	01.00	
Sun	08.00	00.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
			<u>Please give further details here</u> (please read guidance note 4)		
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
			<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 6)		

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	08.00	00.00	Please give further details here (please read guidance note 4)		
Tue	08.00	00.00			
Wed	08.00	00.00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	08.00	00.00			
Fri	08.00	01.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) New Year's Eve – 08.00 – 02.00		
Sat	08.00	01.00			
Sun	08.00	00.00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	08.00	00.00	Please give further details here (please read guidance note 4)		
Tue	08.00	00.00			
Wed	08.00	00.00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	08.00	00.00			
Fri	08.00	01.00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) New Year's Eve – 08.00 – 02.00		
Sat	08.00	01.00			
Sun	08.00	00.00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				<u>Please give further details here</u> (please read guidance note 4)	Both
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
Mon	08.00	00.00		Outdoors	
				Both	
Tue	08.00	00.00	<u>Please give further details here</u> (please read guidance note 4)		
Wed	08.00	00.00			
Thur	08.00	00.00	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri	08.00	01.00			
Sat	08.00	01.00	<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> (please read guidance note 6) New Year's Eve – 08.00 – 02.00		
Sun	08.00	00.00			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
				Outdoors	
Day	Start	Finish		Both	
Mon	23.00	00.00	<u>Please give further details here</u> (please read guidance note 4)		
Tue	23.00	00.00			
Wed	23.00	00.00			
Thur	23.00	00.00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Fri	23.00	01.00			
Sat	23.00	01.00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6) New Year's Eve – 23.00 – 02.00		
Sun	23.00	00.00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	08.00	23.30	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	08.00	23.30			
Wed	08.00	23.30			
Thur	08.00	23.30	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 (please read guidance note 6) New Years' Eve – 08.00 – 01.30		
Fri	08.00	00.30			
Sat	08.00	00.30			
Sun	08.00	23.30			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	Jacqueline Anne Dandridge
Date of birth	██████████
Address	████████████████████ ██████████████████ ██████████
Postcode	██████████
Personal licence number (if known)	██████████

Issuing licensing authority (if known)

Reading Borough Council

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	08.00	00.00	
Tue	08.00	00.00	
Wed	08.00	00.00	
Thur	08.00	00.00	
Fri	08.00	01.00	
<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>New Year's Eve – 08.00 – 02.00</p>			

Sat	08.00	01.00	
Sun	08.00	00.00	

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

To be discussed with Robert Smalley

b) The prevention of crime and disorder

To be discussed with Robert Smalley

c) Public safety

To be discussed with Robert Smalley

d) The prevention of public nuisance

To be discussed with Robert Smalley

e) The protection of children from harm

To be discussed with Robert Smalley

Checklist:

Please tick to indicate agreement

•	I have made or enclosed payment of the fee.	X
•	I have enclosed the plan of the premises.	X
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	X
•	I understand that I must now advertise my application.	X
•	I understand that if I do not comply with the above requirements my application will be rejected.	X
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

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.

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	Jacqueline Anne Dandridge
Date	10/10/2024
Capacity	Designated Premises Supervisor

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. 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 for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the 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.

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. 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.
8. 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'.
9. 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.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability 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 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 the right 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 which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 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).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, 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 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, 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 shared digitally. 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 copies of documents as set out above.

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.

Milestone Centre
Northbrook Road, Caversham, Reading

Agreed Conditions

1. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.
2. Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.
3. An incident book shall be used to record details of incidents which impact the four licensing objectives that occur in and around the venue. The incident book shall truly reflect what has occurred and shall be specific in detail. The names of the person recording the incident and members of staff who deals with any incident shall also be recorded. Where known any offenders name(s) shall also be recorded. If incidents involve members of staff, including door supervisors their names shall be entered onto the log book. All incidents shall be signed off either by the DPS or the nominated individual when the DPS is not on site.

The Incident book shall include, but not be limited to:

- a. all crimes reported to or by the venue;
- b. all ejections of patrons;
- c. any complaints received concerning crime and disorder;
- d. any incidents of disorder;
- e. all seizures of drugs or offensive weapons;
- f. any faults in the CCTV system
- g. any visit by a relevant authority or emergency service.

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

The record shall be signed off by the DPS or nominated representative at the end of each trading session.

4. The need for door supervisors to possibly be employed on any day when the premises is operating, shall be risk assessed. A written risk assessment for every day shall be carried out by the DPS or nominated representative and produced upon request to authorised officers of Reading Borough Council and Thames Valley Police.
5. Where door supervisors are employed a register of door supervisors shall be kept. The register will show the following details:
 - a. Full SIA registration number.
 - b. Date and time that the Door Supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
 - c. Date and time that the Door Supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
 - d. Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the Door Supervisor involved.
 - e. A record of the number of patrons on site shall be made hourly in the door register
 - f. Training records
 - g. ID Photo and scan of SIA badge
 - h. A record will be kept on site of all SIA checks, on the validity of all door staff (SIA) licences.

The door supervisor 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.

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

7. A refusal book shall be used, maintained and kept on the premises. The book shall record all alcohol sales that have been refused. Details of the person dealing with the refusal and description of the persons attempting to purchase alcohol shall also be recorded. The refusal log shall be produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.
8. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:
 - i. The premises age verification policy
 - ii. The law relating to underage sales
 - iii. Dealing with refusal of sales
 - iv. Proxy purchasing
 - v. Recognising valid identity documents produced as proof of age
 - vii. Identifying signs of intoxication
 - viii. Conflict management
 - ix. How to identify and safeguard vulnerable persons who attend and leave the premises
 - x. Identifying signs of drug usage
 - xi. The four licensing objectives

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

9. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, military ID or proof of age card showing the 'Pass' hologram (or any other nationally accredited scheme) are to be accepted as identification.
10. Notices advertising the Challenge 25 policy shall be displayed in prominent positions on the premises.
11. All external doors / windows must be kept closed, other than for access and egress, when events involving amplified music or speech are taking place.

12. Clearly legible and suitable notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.
13. No music, speech or other entertainment shall be relayed via external speakers except for background music.
14. During any provision of regulated entertainment staff shall conduct noise monitoring checks every 2 hours in external areas of the premises to determine if the regulated entertainment is likely to cause a nuisance. These checks shall be recorded in writing and these records shall be made available, upon request, to authorised officers of Reading Borough Council and Thames Valley Police
15. A closure and dispersal policy for controlling the closing of the premises and the departure of customers from the premises at the conclusion of licensed activities shall be put in place and shall be actively operated. At the end of licensable activities, staff - including door staff - shall be available to disperse customers away from the premises in line with the dispersal policy. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.
16. No unaccompanied children shall be permitted on the premises at any time.
17. The DPS or their nominated representative shall ensure that no open containers of alcohol leave the premises, other than to be consumed in any outside seating area.

From: Rebecca Hartley
Sent: 22 October 2024 18:32
To: Licensing <Licensing@reading.gov.uk>
Subject: Milestone centre objection

To whom it may concern

I wish to object to the proposed extended hours for the licence at The Milestone Centre. I live in Whitby Green and we often get rowdy drinkers leaving the venue late evening which disturbs residents particularly as the bedrooms to the houses in Whitby Green back onto the Green where the Milestone sits. We also experience glass and bottles being left on the Milestone Way at present which will increase with longer opening hours. This centre has had a number of events recently whereby locals have been disturbed by those attending events at the centre late evening and arguments between those attendees have spread to the car park making locals feel unsafe when walking by and noise coming from those arguing.

The centre sits directly in amongst a residential area with young and elderly living close by. This extension is wholly inappropriate.

I therefore strongly object to the proposed hours extension.

Kind Regards

Rebecca Hartley

Resident of Caversham Park Village, Reading , RG4 6SL

Appendix MH-5

From: Megan Esslemont

Sent: Sunday, October 27, 2024 8:27 PM

To: Licensing <Licensing@reading.gov.uk>

Subject: Milestone Centre, Rg4

Hi there

I'm emailing having read an article in the Reading chronicle (posted via Facebook) that explains of the Milestone social club's wishes to extend their hours to 1am.

I wish to share with you that I am strongly opposed to this plan. As a very immediate neighbour, with a young family and my property backing onto the public footpath, we are inundated by late night noise and disturbances weekly!

I am happy to elaborate if you wish, but feel it is immediately necessary to simply voice my disagreement.

Kind regards

Megan Esslemont

Appendix MH-6

> From: George Ellerton

> Sent: 25 October 2024 11:51

> To: Licensing <Licensing@reading.gov.uk>

> Subject: Caversham Social club

> Hi there my house backs on to the social club I live on Queensway, I would like to comment I am not happy about the application to increase the opening hours to 12AM on Friday and Saturday, the social club is already noisy as it is and I feel like extending the opening hours would only make it worse for residents near by like myself.

> Thankyou

> George Ellerton,

> Address: Caversham, RG4 6SJ

Appendix MH-7

From: Taka Wong

Sent: Monday, October 28, 2024 10:44 PM

To: Licensing <Licensing@reading.gov.uk>

Subject: Comment against "Caversham social club could stay open until 1am for events"

Hi

I am a homeowner in Caversham Park Village, and my property is located on [REDACTED]. I want to express my concerns regarding the proposal to extend the social club's opening hours to midnight.

[REDACTED] is a peaceful street, but I have noticed that teenagers occasionally gather there to drink, leaving behind trash, including glass bottles. This poses a safety risk for my children.

I am particularly worried that extending the club's hours would lead to more frequent gatherings and an increase in noise during the week, which would significantly impact my quality of life in Caversham.

While I understand that longer hours could generate more revenue, I hope that the well-being of the residents will not be compromised. I would support allowing alcohol to be served until 9 PM on weekdays and weekends instead.

Thank you for considering my concerns.

Regards

Taka Wong

From: Ng Ethan

Sent: Tuesday, October 29, 2024 12:38 PM

To: Licensing <Licensing@reading.gov.uk>

Subject: Concerns on the Application for Extended Caversham Social Club Operating Hours

Dear Sir/Madam,

I am a resident living nearby RG4 and recently heard about the application submitted by Caversham Social Club requesting permission to host events, parties, and to provide live and recorded music, and film screenings until 1 am. While I recognize the role of community activities in fostering engagement, I have concerns about the potential adverse effects this extension may have on our neighborhood. My concerns are outlined as follows:

1. Increased Risk of Crime and Anti-Social Behavior

Extending operating hours and alcohol service until 1 am raises concerns about increased crime rates, including anti-social behavior and vehicle-related incidents. Experience shows that late-night events, especially those involving alcohol, can attract large crowds and may lead to disturbances that undermine the safety and peace of our residential area.

2. Risk to Sanitation and Child Safety

A children's playground is just near the social club. The potential for litter, including broken bottles and glasses, poses a significant safety hazard. This environment could create harmful conditions for children during playtime, compromising both their safety and the cleanliness of our community.

3. White Horse Pub is within 5-10 mins walking distance

With the White Horse pub located within a 5-10 minute walking distance, there is already an established venue nearby capable of hosting social gatherings and events. Granting additional permissions for late-night events at the social club seems unnecessary and may result in overcrowding and increased disturbances in an already well-served area.

4. Limited Parking Facilities and Potential Resident Disruption

Parking for the social club is currently shared with local residents, and there are concerns that increased demand for parking may exceed available space. Such a situation would likely lead to visitors parking in neighboring residential areas, causing inconvenience to residents and possibly jeopardizing pedestrian safety.

Given these considerations, I wish that the application for extended operating hours at Caversham Social Club be reconsidered. I believe maintaining the current operation strikes a more appropriate balance, allowing for community events while upholding residents' well-being and safety.

Thank you for your attention to this matter.

Regards

Cyrus

From: Emmeline Smart

Sent: 05 November 2024 13:54

To: Licensing <Licensing@reading.gov.uk>

Subject: Re: Representation on Milestone Centre Social Club alcohol licence application

Good afternoon,

Name and address: Emmeline Smart, [REDACTED], RG4 6PQ

Representation: That allowing extended hours from 10pm at night for serving alcohol and noise generating events at the Milestone Way Social Club will create a public nuisance. Therefore it does not meet the licensing objective of '2. The Prevention of Public Nuisance'.

Reasons for representation that it will not meet objective 2:

- At night we already experience disturbance from groups of drunken adults walking along the Milestone Way footpath. There is already a police operation at the Budgens precinct for antisocial behaviour. Serving alcohol until late at night will accerbate both of these issues as well as wider issues of noise disturbance and public disorder. For example, getting to and from the Social Club is through footpaths and roads that run very close to family homes. The Milestone Way footpath connects the shop precinct selling alcohol and food to the Social Club creating an opportunity for people to create a disturbance as they travel between the two. Serving alcohol beyond 10pm will lead to higher levels of alcohol-related crime and disorder along this footpath and local roads at a time most people will be going to sleep. In particular as people exit the premises late at night drunk. Therefore for these reasons this licence application can't meet the objective of preventing a public nuisance.

- This licence request would allow for serving alcohol and hosting events much later than any other pub or business in the Caversham Park area. For example, pubs close at or before 11pm. It is therefore reasonable to predict that having licenses extended to much later at night will introduce a public nuisance in an area that doesn't experience it at the moment.

- The social club is in the centre of Caversham Park Village which is predominantly a residential area with a high number of young working families, a primary school and nursery and elderly residents. The area is densely populated and therefore noise travels far affecting large numbers of people. Therefore loud noises beyond 10pm at the Social Club will affect and be a nuisance to local families at a time when they will be going to bed. In particular serving alcohol (generating noise and disorder such as when people exit the Club) and noise Sunday to Thursday until 11.30pm will be a serious public nuisance.

Please can you confirm that this now contains the information that you need?

Many thanks

Emmeline

From: John Lohan

Sent: 06 November 2024 21:39

To: Licensing <Licensing@reading.gov.uk>

Subject: The Milestone Centre Social Club, Caversham Park Village

Dear Sirs,

We wish to place on record our concern and objection to the proposed, extended alcohol licence times and live music/events at the Social Club at the Milestone Centre Club in Caversham Park Village.

As residents of Caversham Park Village and living in [REDACTED] we believe that allowing the Social Club to serve alcohol and have live music and events so late into the evening would be a public nuisance to neighbouring properties and Caversham Park as a whole.

The Social Club is in a predominantly residential area and therefore loud noises beyond 10p.m. would be a nuisance and affect families, elderly residents etc in the surrounding area.

The Milestone Way footpath connects the Social Club to the Emmer Green shopping precinct (where there is already anti-social behaviour).

We already experience disturbance along the Milestone Way late at night. We feel that extending the licence beyond 10 p.m. could create further opportunity for people to generate noise and disorder as they travel between the Budgens precinct and the Social Club.

It is our view that the alcohol and live music/events licence should not be approved beyond 10 p.m. because of the high risk of public disorder and nuisance in Caversham Park residential area.

We hope you will take our views into consideration.

Yours faithfully,

Mr John & Mrs Karen Lohan

[REDACTED] Reading, RG4 6PQ

Representations against the Application:

From: Jeremy.Ann Dawson

Sent: 23 October 2024 16:28

To: Licensing <Licensing@reading.gov.uk>

Subject: Milestone Centre Caversham

I am very much against the times of opening of the above club albeit not approved yet.

This community is a nice quiet place to live and these opening times will result on noise, litter and other unmentionables bring strewn all over the place.

Do not grand permission please

Regards

A Concerned Resident

Representations supporting the Application:

From: Den Cichocki
Sent: 22 October 2024 19:12
To: Licensing <Licensing@reading.gov.uk>
Subject: consultation for milestone centre

rg4 6pa

I think it's a great idea to extend the opening hours.

It's a great social club that serves the whole community. It holds family events, bands, summer/easter/halloween and xmas events for kids and the whole family. As well as hosting sporting events on the big screen, hosting darts and pool competitions/teams.

I have recently joined as a member having lived in the village for 15 years. I've used it over the years for kids events and now my kids are older I've been to watch bands play and private events.

It's always a good atmosphere, I've never seen any trouble in there and it needs the extra revenue to survive.

Kind regards

Denise Cichocki.

From: Maria Talboys
Sent: 23 October 2024 08:39
To: Licensing <Licensing@reading.gov.uk>
Subject: Caversham Social Club late license application

I'd just like to give my support for the late license application.

The social club is a great community hub offering many people a space to meet for many different reasons.

Pubs and social clubs are really struggling at the moment and I think they are important community hubs.

Kind regards

Maria Talboys

From: Sarah Pett
Sent: 23 October 2024 10:49
To: Licensing <Licensing@reading.gov.uk>
Subject: Milestone Social Club

Dear sir or madam,

I am writing to enquire about the extended licence the Milestone Social Club has requested.

How do I go about agreeing with the proposal as I think it will be very useful for the benefit of the club as I know they've had financial problems recently.

Kind regards

Sarah Pett

From: Marcus Pett

Sent: 23 October 2024 21:44

To: Licensing <Licensing@reading.gov.uk>

Subject: Milestone social club extended hours

Hi,

Agree to the proposed extended opening hours at the Milestone social club.

Kind regards

Marcus Pett

From: Wendy Dodds

Sent: 24 October 2024 08:06

To: Licensing <Licensing@reading.gov.uk>

Subject: CPVSC Late licence application

Hi

I would like to say I am in full support of Caversham Park Village Social Club in their application for a late licence. This is a valuable community resource that manages the events they do run on a responsible basis. They put on events that are inclusive to families and have in my opinion always been aware of the local community and their responsibilities towards the community. As someone who lives on the village I personally think it would be detrimental if the licence were not to be granted. If required I can supply my address to prove I am local

Kind Regards

Wendy Dodds

From: Charlie Holloway

Sent: 24 October 2024 19:14

To: Licensing <Licensing@reading.gov.uk>

Subject: Caversham Park Village social club

To whom it may concern,

I just wanted to share my support of the social club and their request to apply for a late licence.

The social club is a fantastic family hub offering a wide range of entertainment and activities.

Some of the entertainment also includes live music and the club currently individually requests a TEN when required. There is never a trouble on the late opening nights and a great night is had by all.

By granting a late licence it would allow the club to plan and host great events enjoyed by many.

Many thanks to

Charlie Holloway

From: Natalya Smallbone
Sent: 26 October 2024 11:58
To: Licensing <Licensing@reading.gov.uk>
Subject: Caversham milestone centre

Me and my partner live on Caversham park village and are in support of their request to extend their opening hours until 1am at the weekends. We think it will be good for the community and the club

Thank you

From: Chris Howell
Sent: 27 October 2024 05:47
To: Licensing <Licensing@reading.gov.uk>
Subject: Caversham Park Social Club

Morning,

I have seen a lot of comments online about a review for 1am licence for the Caversham Park Social Club.

I am a member, section pool player and ex volunteer down there and also happen to be one of the closest houses residing on [REDACTED].

I back this decision as I know for a long time the place was struggling and is slowly getting back to it's old way, this type of change appeals to other customer bringing in more money for the area and more for the local residents.

This means more for our children to do, more bands for everyone and likely and increase in the function room usage for celebrations and or wakes, etc.

I can't see a downside to this so hope you approve to help the local community.

Regards,

Chris

From: Tom Walker

Sent: 05 November 2024 11:15

To: Licensing <Licensing@reading.gov.uk>

Subject: Consultation on Caversham Park Village Social Club premises licence extension

Hi there,

I wish to speak in favour of the above consultation. Although I no longer live locally I am confident in this licence extension being positive for the local community. I grew up in CPV, went to school there and still have plenty of friends and family who live in the area. The Milestone Centre is a key social hub for the area, it needs to be empowered to continue to run as it has been for the last 50+ years. I have never encountered anti-social behaviour there, I believe that the club is run in line with the licensing objectives.

I held my 30th birthday party there with friends who I grew up with and still live locally, my father also held his there in the early 90s. I am an admin of a local FB page and have seen overwhelmingly positive comments when the subject was mentioned – I am happy to provide more info on this if necessary.

Tom Walker
