

**LICENSING ACT 2003 HEARING TUESDAY 29 APRIL 2025 @ 17:00HRS**  
**APPLICATION FOR THE VARIATION OF A PREMISES LICENCE**

**1. Premises:**

Market House  
1-2 Market Place  
Reading  
RG1 2EQ

**2. Applicant:**

The City Pub Group Ltd

**3. Background:**

There is currently a premises licence (no. LP9000629 attached as **Appendix RS-1**) in force at this premises which authorises the following:

**Provision of Late Night Refreshment:**

Monday to Sunday                      from 2300hrs to 0500hrs

From the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day for non-overnight residents.

**Sale by Retail of Alcohol (On Sales):**

Monday to Sunday                      from 1000hrs to 2300hrs

The supply of alcohol shall be 24hrs for residents of the hotel and their bona fide guests.

From the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day

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

Monday to Sunday                      from 0700hrs to 2330hrs

The roof terrace will open from 0800hrs to 2300hrs daily.

Opening hours shall be 24hrs for residents of the hotel and their bona fide guests.

From the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day.

The application has been submitted by The City Pub Group Ltd and is attached as **Appendix RS-2**.

**Appendix RS-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 variation of a premises licence for the following:

##### **Add the Provision of Recorded Music:**

Wednesday to Saturday            from 2300hrs to 0100hrs

New Years Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

##### **Sale by Retail of Alcohol (On Sales):**

Wednesday to Saturday            from 1000hrs until 0100hrs

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

Wednesday to Saturday            from 0700hrs until 0130hrs

To remove the current restriction that states 'The roof terrace will open from 0800hrs to 2300hrs daily'

To amend conditions attached to the licence. The agreed upon conditions are attached at **Appendix RS-3**

All other licensable activities and hours to remain as per the current licence.

#### **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:** 03 March 2025

**7. Date of closure of period for representations:** 31 March 2025

#### **8. Representations received:**

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

1. Mr Andrew Strong on behalf of Sykes Capital – Attached as **Appendix RS-4**

#### **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
- Grant the application with modifications
- Refuse the application

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

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

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

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

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

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

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

### **3. Licensing and integration with other legislation**

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

#### **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.

### Hotels - General Approach to Conditions

6.28 Hotels – where alcohol is predominantly sold to hotel guests – are expected to include measures within the operating schedule in relation to a robust age verification

policy; robust staff training procedures and the use of modern, full coverage CCTV. Applicants are expected to take cognisance of this policy and the relevant sections of the Guidance.

6.29 The licensing authority believes that Child Sexual Exploitation (CSE) is an issue of serious national importance. This clearly fits under the remit of preventing crime and disorder and protecting children from harm as well as other Council and nationwide policies. It is expected that applicants and existing licence holders have robust measures in place to prevent child sexual exploitation taking place at their premises. The authority may, if it believes the issue has not been adequately addressed in the operating schedule or believes that children are being placed in harms way at a licensed premises, may make representations so as to impose conditions on a licence to address those issues. The authority would expect all licence holders to have robust procedures in place to prevent any potential child exploitation taking place and will take the utmost serious consideration of any representations received by Thames Valley Police or the Council's Safeguarding team that outline that any child or vulnerable person is being placed at risk in any licensed premises.

## 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.

## 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.

### Drinking up/Winding down time/Dispersal

7.14 Premises that provide licensable activity that may undermine the promotion of the four licensing objectives; cause disturbance to residents or in any way exacerbate issues of anti-social behaviour and crime and disorder, are expected to adopt, implement and maintain a robust dispersal policy. Licensed premises in residential areas or within the Council's Cumulative Impact Areas (if there are any in force - see 4.3) are also expected to outline measures such as a suitable wind down time where licensable activities will come to a gradual conclusion before closing time to allow for a gradual and orderly dispersal from the premises and area. It is expected that all staff will be aware of any dispersal policy and wind down times so as to ensure that customers actively leave the premises and area within permitted hours and with the minimum of disturbance to local residents.

7.15 In the case of nightclubs, dance venues and similar premises, it is expected

that licence holders and designated premises supervisors instigate and operate a wind down time starting at least thirty minutes before closing time. During this time, the pace, volume and type of music played should be slowed down and reduced to background levels. The sale of alcohol should also cease and staff should be available to assist in the gradual dispersal of patrons from the premises and the immediate area. It is expected that door supervisors should also assist with the gradual dispersal of patrons from the premises and the area and direct people to public transport if appropriate.

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

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

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

#### **12. Amended Guidance issued under section 182 of the Licensing Act 2003 (February 2025)**

##### 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.

### Variations

8.50 Where a premises licence holder wishes to amend the licence, the 2003 Act in most cases permits an application to vary to be made rather than requiring an application for a new premises licence. The process to be followed will depend on the nature of the variation and its potential impact on the licensing objectives.

8.76 However, it should be noted that a section 34 application cannot be used to vary a licence so as to:

- extend a time limited licence; vary substantially the premises to which the licence relates;
- transfer the licence from one holder to another; or
- transfer the licence from one premises to another.

### The role of responsible authorities

9.12 Each responsible authority will be an expert in their respective field, and in some cases, it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area<sup>5</sup>. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any



of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

### Hearings

9.38 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 RS-1: Current Premises Licence**

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

**Appendix RS-3: Conditions Agreed between Reading Borough Council's  
Licensing Team, Thames Valley Police & the Applicant**

**Appendix RS-4: Representation by Mr Andrew Strong on behalf of Sykes Capital**

**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>LP9000629</b>
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**Premises Details**

<b>Trading name of Premises and Address</b>	
Market House 1-2 Market Place Reading RG1 2EQ	
<b>Telephone Number</b>	██████████

<b>Where the Licence is time limited the dates the Licence is valid</b>
N/A

**Licensable Activities**

<b>Licensable Activities authorised by the Licence</b>
Late Night Refreshment - Indoor 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 Provision of Late Night Refreshment</b>	
Monday	from 2300hrs until 0500hrs
Tuesday	from 2300hrs until 0500hrs
Wednesday	from 2300hrs until 0500hrs
Thursday	from 2300hrs until 0500hrs
Friday	from 2300hrs until 0500hrs
Saturday	from 2300hrs until 0500hrs
Sunday	from 2300hrs until 0500hrs
From the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day for non-overnight residents.	
<b>Hours for the Sale by Retail of Alcohol</b>	
Monday	from 1000hrs until 2300hrs
Tuesday	from 1000hrs until 2300hrs
Wednesday	from 1000hrs until 2300hrs
Thursday	from 1000hrs until 2300hrs
Friday	from 1000hrs until 2300hrs
Saturday	from 1000hrs until 2300hrs
Sunday	from 1000hrs until 2300hrs

The supply of alcohol shall be 24hrs for residents of the hotel and their bona fide guests.

From the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day

### Opening Hours

#### Hours the Premises is Open to the Public

Monday from 0700hrs until 2330hrs  
Tuesday from 0700hrs until 2330hrs  
Wednesday from 0700hrs until 2330hrs  
Thursday from 0700hrs until 2330hrs  
Friday from 0700hrs until 2330hrs  
Saturday from 0700hrs until 2330hrs  
Sunday from 0700hrs until 2330hrs

The roof terrace will open from 0800hrs to 2300hrs daily.

Opening hours shall be 24hrs for residents of the hotel and their bona fide guests.

From the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day.

### 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: The City Pub Group Ltd  
Address: Copper House, 5 Garratt Lane, Wandsworth, London, SW18 4AQ

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

07814568

### Additional Details

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

Name: Richard Robinson  
Address: [REDACTED]

## 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: PA106984  
Issuing Authority: Royal Borough of Windsor & Maidenhead

This Licence shall continue in force from **25/10/2024** unless previously suspended or revoked.

Dated: 29 October 2024

Signed on behalf of the issuing licensing authority



Emma Gee  
Acting 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.

### Conditions Consistent with the Operating Schedule

#### General

#### The Ground Floor Market

1. A minimum of two SIA licensed door supervisors shall be employed specifically to monitor and control patrons within the ground floor market. These two door supervisors shall be employed on a Friday and Saturday trading period from 1900hrs until the last customer has left the premises. The requirement for door supervisors to be employed on Sunday to Thursday trading periods shall be determined by written risk assessment. The risk assessment shall be produced to officers of Reading Borough Council and Thames Valley Police upon request.

When the capacity of the market exceeds 200, a further door supervisor shall be employed to monitor and control patrons within the market. When the capacity of the market exceeds 300, a fourth door supervisor shall be employed to monitor and control patrons within the market.

2. The Premises Licence Holder (PLH) shall ensure that all door supervisors whilst employed at the premises shall be highly visibility in a design of uniform and colour agreed by the police (such agreement not to be unreasonably withheld), in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. If 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.'

3. When employed, a register of Door Supervisors shall be kept. The register must include the following details:

- Full SIA registration number.
- Date and time that the Door Supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
- Date and time that the Door Supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
- Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.

The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised officer of Thames Valley Police, or an authorised officer from Reading Borough Council and shall be retained for a period of six months.

4. 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.

5. Whilst Door Supervisors are employed at the premises a minimum of one Door Supervisor working on the entrance/ exit to the premises, and one internally 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 Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

6. 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. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.

7. Notices shall be displayed at all exits, requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

8. The Premises Licence Holder shall ensure that all staff employed in the sale of alcohol shall be trained in their responsibilities and a record of their training shall be maintained. Refresher training shall be carried out every six months and documented. These records shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council.

9. Staff shall be trained on the Premises Licence Holder's policies on intoxication, age verification and customer welfare and vulnerability. Refresher training shall be carried out every six months and documented. These records shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council.

10. The premises shall at all times operate an age verification policy of at least Challenge 25 to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent positions on the premise.

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

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

12. An incident log shall be maintained to record all incidents of crime and disorder occurring at the premises. Details of occasions when the police are called to the premises shall be recorded. This log 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 log shall be signed off by the Designated Premises Supervisor or nominated representative at the end of each trading session.

13. Substantial food shall be available for purchase at all times when the premises is open to members of the public.

14. The permitted maximum capacity for the ground floor market excluding staff will be 360. A minimum of 300 seats shall be available for customer use within the ground floor market and mezzanine area at all times.

15. All customers shall be off the premises by 2330hrs and staff will be available to assist with dispersal from the premises and immediate area outside.

16. Alcohol shall not be permitted to be removed from the premises at any time.

17. No deliveries or contracted waste removal services shall be permitted to attend the premises between 2000hrs and 0800hrs the following day.

18. The premises licence holder or nominated representative shall ensure that the premises actively participates in the local pub watch scheme as well as utilising the Reading Town Safe Radio scheme.

### **The Roof top bar (Third Floor)**

1. Conditions 4 to 12 above as well as conditions 16, 17 and 18 under the heading 'The ground floor market' shall also apply to the roof top bar and any other bar area within the premises known as Market House. The following conditions will also apply to the roof top bar:

2. A minimum of one SIA licensed door supervisors shall be employed specifically to monitor and control patrons within the rooftop bar. This door supervisor shall be employed on a Friday and Saturday trading period from 1900hrs until the last customer has left the premises. The requirement for door supervisors to be employed on a Sunday to Thursday trading periods shall be determined by written risk assessment. The risk assessment shall be produced to officers of Reading Borough Council and Thames Valley Police upon request.

When the capacity of the rooftop bar exceeds 100, a further door supervisor shall be employed to monitor and control patrons within the rooftop bar.

Whilst on duty Door Supervisors shall be clearly identifiable and display Hi-Vis personalised armbands containing their SIA badge.

3. When employed, a register of Door Supervisors shall be kept. The register must include the following details:

- Full SIA registration number.
- Date and time that the Door Supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
- Date and time that the Door Supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.

- Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.

The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised officer of Thames Valley Police, or an authorised officer from Reading Borough Council and shall be retained for a period of six months.

4. The permitted maximum capacity for the top floor bar excluding staff will be 120. A minimum of 60 seats shall always be available for customer use within the rooftop bar.

5. All customers shall be off the premises by 2330hrs and staff will be available to assist with dispersal from the premises.

#### **Condition added via Variation March 2019**

6. Plan number 3172-85 Rev B shall not form part of this licence until the premises licence holder has applied for and been granted planning permission for the layout shown on the plan.

#### **The Hotel**

1. Conditions 4 to 13 and conditions 16, 17 and 18 under the heading 'The Ground Floor Market' shall apply to the area defined as the hotel and any associated bars within it. The following conditions will also apply to the hotel and associated bars:

2. The permitted maximum capacity for the hotel excluding staff will be 60.

3. None of the bars within the hotel shall operate beyond 2300hrs and staff shall be available at 2300hrs to ensure that non guests of the hotel leave and disperse in an efficient and orderly manner.

4. The hotel shall not be used for externally promoted events involving the sale of alcohol or regulated entertainment after 2300hrs.

#### **Annex 3**

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

N/A

#### **Annex 4**

##### **Plans**

As attached plan no. 3172-80 Rev A, 3172-81 Rev A, 3172-82, 3172-83 Rev B, 3172-84 Rev B, 3172-85 Rev B





**Reading**  
**Application to vary a premises licence**  
**Licensing Act 2003**

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

\* required information

### Section 1 of 18

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

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

### Applicant Details

* First name	The City Pub Group Ltd	
* Family name	The City Pub Group Ltd	
* E-mail	[REDACTED]	
Main telephone number		Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

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

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

### Applicant Business

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Note: completing the Applicant Business section is optional in this form.</p>
Registration number	07814568	
Business name	The City Pub Group Ltd	If the applicant's business is registered, use its registered name.
VAT number	<input style="width: 40px;" type="text" value="GB"/> <input style="width: 150px;" type="text" value="Not Known"/>	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

*Continued from previous page...*

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

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

**Agent Business**

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

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

Is your business registered outside the UK?  Yes  No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status



*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

**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.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

*Continued from previous page...*

Non-domestic rateable  
value of premises (£)

147,500

### Section 3 of 18

#### VARIATION

Do you want the proposed  
variation to have effect as  
soon as possible?  Yes  No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?

Yes  No

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 to the  
late night levy.

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

#### Describe Briefly The Nature Of The Proposed Variation

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.

To vary the premises licence to:-

1. To extend the terminal hour for the sale of alcohol (on sales only) from 11pm to 1am on Wednesday to Saturday inclusively.
2. To extend the closing time Wednesday to Saturday until 01:30.
3. To add recorded music (indoors) until 0100 hours on Wednesday to Saturday and New Year's Eve into New Year's Day.
4. To remove and amend the following conditions:-

Remove the restriction that the roof terrace will open from 08:00 to 23:00 daily (under the opening hours)

Under Annex 2 (The ground floor market):-

Amend condition 5 to read:

- (a) All Door Supervisors employed at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record all 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 the Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
- (b) All security and management are to be trained on the premises practices, policies and procedures on how to best use Body Worn Video (BWV).
- (c) Document and record the training sessions within the security staff files.
- (d) A questionnaire/test must be in place for the security staff, this will demonstrate the door supervisors' understanding, correct use of the BWV equipment. This will be documented and secure in the security files.
- (e) Ensure that all the BWV devices are recording for the duration of the shift when being worn by security and staff.
- (f) A BWV weekly log must be kept at the premises. This will record all the incidents reported by the security team and what

**Continued from previous page...**

actions the premises management have taken."

Remove condition 13

Amend condition 14 to read "The permitted maximum capacity for the ground floor market excluding staff will be 360. A minimum of 150 seats shall be available for customer use within the ground floor market and mezzanine area at all times".

Remove condition 15

Under Annex 2 (The Roof top bar) (Third Floor):

Remove condition 5

Remove condition 6

Under Annex 2 (The Hotel)

Amend condition 1 to read "Conditions 4 to 12 and conditions 16, 17 and 18 under the heading 'The Ground Floor Market' shall apply to the area defined as the hotel and any associated bars within it. The following conditions will also apply to the hotel and associated bars:"

Remove condition 3

All other licensable activities, permitted hours, opening hours and conditions to remain as existing.

#### **Section 4 of 18**

##### **PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes  No

#### **Section 5 of 18**

##### **PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes  No

#### **Section 6 of 18**

##### **PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes  No

#### **Section 7 of 18**

##### **PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

#### **Section 8 of 18**

##### **PROVISION OF LIVE MUSIC**

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes
- No

**Section 9 of 18**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes
- No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

- Indoors
- Outdoors
- Both

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

**Continued from previous page...**

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.

State any seasonal variations for playing recorded music.

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

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

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

New Years Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Section 10 of 18**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes                       No

**Section 11 of 18**

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

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes                       No

**Section 12 of 18**

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes                       No

**Section 13 of 18**

Continued from previous page...

## SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes  No

### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption?

- On the premises  Off the premises  Both

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

State any seasonal variations.

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

*Continued from previous page...*

As existing - no change

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

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

As existing - no change

### Section 14 of 18

#### ADULT ENTERTAINMENT

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

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

None

### Section 15 of 18

#### HOURS PREMISES ARE OPEN TO THE PUBLIC

##### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

**Continued from previous page...**

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State any seasonal variations.

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

As existing - no change

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

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

As existing - no change

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

Remove the restriction that the roof terrace will open from 08:00 to 23:00 daily (under the opening hours)

Under Annex 2 (The ground floor market):-

Remove condition 13  
Remove condition 15

Under Annex 2 (The Roof top bar) (Third Floor):

Remove condition 5  
Remove condition 6

Under Annex 2 (The Hotel)

Remove condition 3

Other conditions are being amended not removed.

I have enclosed the premises licence



**Continued from previous page...**

I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 18**

**LICENSING OBJECTIVES**

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

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

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

We have pre-consulted with Tabitha Shaw, Licensing & Enforcement Officer who has seen sight of our proposals and discussed this with the Police in January of this year and we have included a suggested condition by TVP within the details of the application.

The majority of the conditions which relate particularly to crime and disorder, CCTV, door staff etc are to remain as drafted.

There is also a bit of a clearing up exercise in relation to a condition referring to plans, and one or two that perhaps are not desperately clear and the seating reduction is to reflect the actual reality of trading.

There is no proposed change to the style of operation, and it is not the intention to use the later hours every night by any means but it is a facility that is available should the occasion arise on busier nights.

We have considered the proposed impact of the variation and do not consider that there will be any adverse effect on the promotion of the licensing objectives. No further steps will be necessary to promote the licensing objectives and the existing measures will continue.

We are happy to discuss the application with the responsible authorities throughout the consultation period.

b) The prevention of crime and disorder

See box a) above

c) Public safety

See box a) above

d) The prevention of public nuisance

See box a) above

e) The protection of children from harm

*Continued from previous page...*

See box a) above

## Section 17 of 18

### NOTES ON REGULATED ENTERTAINMENT

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

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

**Continued from previous page...**

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

**Section 18 of 18**

**PAYMENT DETAILS**

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

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

\* Fee amount (£)

635.00

**DECLARATION**

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

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

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

\* Full name

Poppleston Allen Solicitors

\* Capacity

Solicitors for and on behalf of the applicant

\* Date

03 / 03 / 2025  
dd mm yyyy

Add another signatory

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

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

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

**IT IS AN OFFENCE, 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.**

**OFFICE USE ONLY**

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

## Market House - Variation Application - Agreed Conditions

### Sale of Alcohol to increase to:

Wednesday	10:00hrs to 01:00hrs
Thursday	10:00hrs to 01:00hrs
Friday	10:00hrs to 01:00hrs
Saturday	10:00hrs to 01:00hrs

Wednesday to Saturday 23:00hrs to 01:00hrs - on sale of alcohol only.

### Add recorded music:

Wednesday	23:00hrs to 01:00hrs
Thursday	23:00hrs to 01:00hrs
Friday	23:00hrs to 01:00hrs
Saturday	23:00hrs to 01:00hrs

New Years Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

### Hours open to the public:

Monday	07:00hrs to 23:30hrs
Tuesday	07:00hrs to 23:30hrs
Wednesday	07:00hrs to 01:30hrs
Thursday	07:00hrs to 01:30hrs
Friday	07:00hrs to 01:30hrs
Saturday	07:00hrs to 01:30hrs
Sunday	07:00hrs to 23:30hrs

Opening Hours shall be 24hrs for resident of the hotel and their bona fide guest.

From the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day.

REMOVE: The roof terrace will open from 0800hrs to 2300hrs daily

## Conditions

### The Ground Floor Market

1. A minimum of two SIA licensed door supervisors shall be employed specifically to monitor and control patrons within the ground floor market. These two door supervisors shall be employed on a Friday and Saturday trading period from 1900hrs until the last customer has left the premises. The requirement for door supervisors to be employed on Sunday to Thursday trading periods shall be determined by written risk assessment. The risk assessment shall be produced to officers of Reading Borough Council and Thames Valley Police upon request. When the capacity of the market exceeds 200, a further door

supervisor shall be employed to monitor and control patrons within the market. When the capacity of the market exceeds 300, a fourth door supervisor shall be employed to monitor and control patrons within the market.

2. The Premises Licence Holder (PLH) shall ensure that all door supervisors whilst employed at the premises shall be highly visibility in a design of uniform and colour agreed by the police (such agreement not to be unreasonably withheld), in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. If 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.
3. When employed, a register of Door Supervisors shall be kept. The register must include the following details:
  - Full SIA registration number.
  - Date and time that the Door Supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Date and time that the Door Supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved. The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised officer of Thames Valley Police, or an authorised officer from Reading Borough Council and shall be retained for a period of six months.
4. 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.
5. All Door Supervisors employed at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record all 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 the Reading

Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

- a. All security and management are to be trained on the premises practices, policies and procedures on how to best use Body Worn Video (BWV).
  - b. Document and record the training sessions within the security staff files.
  - c. A questionnaire/test must be in place for the security staff, this will demonstrate the door supervisors' understanding, correct use of the BWV equipment. This will be documented and secure in the security files.
  - d. Ensure that all the BWV devices are recording for the duration of the shift when being worn by security and staff.
  - e. A BWV weekly log must be kept at the premises. This will record all the incidents reported by the security team and what actions the premises management have taken.
6. 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. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.
  7. Notices shall be displayed at all exits, requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
  8. The Premises Licence Holder shall ensure that all staff employed in the sale of alcohol shall be trained in their responsibilities and a record of their training shall be maintained. Refresher training shall be carried out every six months and documented. These records shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council.
  9. Staff shall be trained on the Premises Licence Holder's policies on intoxication, age verification and customer welfare and vulnerability. Refresher training shall be carried out every six months and documented. These records shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Reading Borough Council.
  10. The premises shall at all times operate an age verification policy of at least Challenge 25 to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent positions on the premise.

11. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:
  - Details of the time and date the refusal was made;
  - The identity of the staff member refusing the sale;
  - Any detail or description of the person refused and the reason why This book /register will be available for inspection by a Police Officer or authorised officer of Reading Borough Council upon request.
12. An incident log shall be maintained to record all incidents of crime and disorder occurring at the premises. Details of occasions when the police are called to the premises shall be recorded. This log 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 log shall be signed off by the Designated Premises Supervisor or nominated representative at the end of each trading session.
13. The permitted maximum capacity for the ground floor market excluding staff will be 360. A minimum of 150 seats shall be available for customer use within the ground floor market and mezzanine area at all times.
14. Alcohol shall not be permitted to be removed from the premises at any time.
15. No deliveries or contracted waste removal services shall be permitted to attend the premises between 2000hrs and 0800hrs the following day.
16. The premises licence holder or nominated representative shall ensure that the premises actively participates in the local pub watch scheme as well as utilising the Reading Town Safe Radio scheme.

### **The Roof top bar (Third Floor)**

1. Conditions 4 to 12 above as well as conditions 14, 15 and 16 under the heading 'The ground floor market' shall also apply to the roof top bar and any other bar area within the premises known as Market House. The following conditions will also apply to the roof top bar:
2. A minimum of one SIA licensed door supervisors shall be employed specifically to monitor and control patrons within the rooftop bar. This door supervisor shall be employed on a Friday and Saturday trading period from 1900hrs until the last customer has left the premises. The requirement for door supervisors to be employed on a Sunday to Thursday trading periods shall be determined by written risk assessment. The risk assessment shall be produced to officers of Reading Borough Council and Thames Valley Police upon request. When the capacity of the rooftop bar exceeds 100, a further door supervisor shall be employed to monitor and control patrons within the rooftop bar. Whilst on duty Door Supervisors shall be clearly identifiable and display Hi-Vis personalised armbands containing their SIA badge.



3. When employed, a register of Door Supervisors shall be kept. The register must include the following details:
  - Full SIA registration number.
  - Date and time that the Door Supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Date and time that the Door Supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
  - Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.
  - The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised officer of Thames Valley Police, or an authorised officer from Reading Borough Council and shall be retained for a period of six months.
4. The permitted maximum capacity for the top floor bar excluding staff will be 120. A minimum of 60 seats shall always be available for customer use within the rooftop bar.

### **The Hotel**

1. Conditions 4 to 12 and conditions 16, 17 and 18 under the heading 'The Ground Floor Market' shall apply to the area defined as the hotel and any associated bars within it. The following conditions will also apply to the hotel and associated bars:"
2. The permitted maximum capacity for the hotel excluding staff will be 60.
3. The hotel shall not be used for externally promoted events involving the sale of alcohol or regulated entertainment after 2300hrs.

**From:** Andrew Strong

**Sent:** 10 March 2025 09:10

**To:** Licensing [Licensing@reading.gov.uk](mailto:Licensing@reading.gov.uk)

**Subject:** Market House Licensing Application | Market House, 1-2 Market Place, Reading RG1 2EQ

Dear Sirs,

We refer to the application for the grant of a premises licence which is within its consultation period.

We are the freehold owners of the building, Jacksons Corner located immediately adjacent to the subject property. Our building comprises in excess of 35 residential apartments, all of which are fully occupied.

Our concern with the application is that the occupiers of our building already experience a negative impact as a result of Market House activities. Therefore increasing the hours of both alcohol sales, but specifically playing of recorded music between 11pm to 1am will be extremely negative to the residential accommodation within our building.

Furthermore, there are many other residential properties immediately surrounding the building in question and it does not therefore seem appropriate for the unit to be playing recorded music at such late hours in the night, which proper sound insulation measures.

The room we have identified that is the cause of most of the noise is that shown in the picture attached, most likely as a result of the large glazed roof which has zero sound insulation.

We therefore object to the application and would appreciate being kept up to date as to a decisions made in respect of said application.

Yours faithfully,

**Andrew Strong**

General Counsel

