

LICENSING ACT 2003 HEARING THURSDAY 17 SEPTEMBER 2026 @ 09:30HR
APPLICATION FOR THE GRANT OF A PREMISES LICENCE

1. Premises:

Tokyo
Wiston Terrace
Reading
RG1 1DG

2. Applicant:

Bar Tokyo Ltd

3. Background:

This premises has been a licensed venue for over 25 years and was previously trading as a branch of the Australian themed sports bar and nightclub known as Walkabout.

The premises currently has 2 premises licences (No. LP1001320 held by EI Group Limited & LP3001038 held by Elegant Electronics Limited).

The application form was submitted by Bar Tokyo Ltd and is attached as **Appendix RS-1**

Reading Borough Council Licensing, Thames Valley Police and the Applicant have agreed on a schedule of conditions, and these are attached as **Appendix RS-2**

The application states that live and recorded music is intended to be provided indoors and outdoors, however, the Applicant has since withdrawn the request for outdoor music.

At the time this report was written, there is on-going correspondence between the Applicant and Rebecca Moon, Reading Borough Council Environmental Protection Officer to reach an agreement on the wording of a condition relating to sound propagation.

4. Proposed licensable activities and hours:

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

Provision of Live Music - Provision of Recorded Music - Performances of Dance, Anything Similar to Live Music, Recorded Music and Performances of Dance – Supply of Alcohol (On & Off-Sales):

Monday to Saturday	from 1100hrs to 0300hrs
Sunday	from 1100hrs to 0200hrs

For Sundays immediately preceding a Bank Holiday Monday from 1100hrs until 0300hrs the following day.

British Summer Time will not be deemed to have effect until the following day's trading session

Provision of Late-Night Refreshment:

Monday to Saturday from 2300hrs to 0300hrs
Sunday from 2300hrs to 0200hrs

For Sundays immediately preceding a Bank Holiday Monday from 2300hrs until 0300hrs the following day.

British Summer Time will not be deemed to have effect until the following day's trading session

Hours Premises are Open to the Public:

Monday to Saturday from 1100hrs to 0330hrs
Sunday from 1100hrs to 0230hrs

For Sundays immediately preceding a Bank Holiday Monday from 1100hrs until 0330hrs the following day.

British Summer Time will not be deemed to have effect until the following day's trading session

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 July 2026**7. Date of closure of period for representations: 07 August 2026****8. Representations received:**

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

Representations against the application:

1. Rebecca Moon - Reading Borough Council Environmental Protection Officer – Attached as **Appendix RS-3**

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.

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.

Committee Hearings

5.49 Applications that attract representations (except Minor Variations) will be determined by the Licensing Applications Committee or Sub Committee. The relevant committee meeting will be discussion led and the committee members will listen to the points raised by the applicant and any objector. All parties will be notified of the decision of the committee. All hearings will be held in accordance with the relevant regulations and timescales outlined in the Act.

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.

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

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

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

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

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

7.12 The licensing authority will seek the input of the Council's Environmental

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

8. Children in Licensed Premises

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

10. Administration, Exercise and Delegation of Functions

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

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

12. Amended Guidance issued under section 182 of the Licensing Act 2003 (February 2026)

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.

Each Application on its Own Merits

1.18 When making licensing decisions, all licensing authorities should consider the need to promote growth and deliver economic benefits.

1.19 In coming to a decision on individual licensing applications, licensing committees should have regard to relevant local plans and strategies – such as those relating to town planning, the night-time economy, or business support – provided these considerations are consistent with the licensing objectives and the authority's published licensing policy.

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 RS-1: Premises Licence Application Form

**Appendix RS-2: Agreed Conditions between Reading Borough Council
Licensing, Thames Valley Police & The Applicant**

**Appendix RS-3: Representation from Rebecca Moon, Reading Borough Council
Environmental Protection Officer**

Appendix RS-1

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.

We Bar Tokyo Ltd
(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			
Tokyo Wiston Terrace Reading Berkshire RG1 1DG			
Post town	Reading	Postcode	RG1 1DG

Telephone number at premises (if any)	not available
Non-domestic rateable value of premises	£160,0000 Please note listed on VOA as Walkabout, Friar Street, Reading RG1 1DG

Part 2 - Applicant details

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

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)

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	Bar Tokyo Ltd
Address	Cranbourne Cranbourne Avenue Calcot Reading RG31 4RD
Registered number (where applicable)	17306119
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited Company
Telephone number (if any)	N/a
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	1	0 8 2 0 2 6

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)

Tokyo is a new pub, restaurant and late-night bar concept located on the former Walkabout site. The business trades off two floors. The ground floor and the first floor, with the commercial kitchen, beer cellar and customer toilets located in the lower ground floor.

Access to the premises is via Wiston Terrace, off the main Friar Street in central Reading.

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)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	X
f)	recorded music (if ticking yes, fill in box F)	X
g)	performances of dance (if ticking yes, fill in box G)	X
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)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 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	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			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 (please read guidance note 6)		
Sat					
Sun					

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			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			
Fri			<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)
Sat			
Sun			

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	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<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)		
Sat					
Sun					

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	
					Outdoors	
Day	Start	Finish			Both	X
Mon	00:00	02:00	Please give further details here (please read guidance note 4)			
	11:00	00:00				
Tue	00:00	03:00				
	11:00	00:00				
Wed	00:00	03:00	State any seasonal variations for the performance of live music (please read guidance note 5) For Sundays immediately preceding a Bank Holiday Monday from 11:00 hours until 03:00 hours the following day.			
	11:00	00:00				
Thur	00:00	03:00				
	11:00	00:00				
Fri	00:00	03:00	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) British Summer Time will not be deemed to have effect until the following day's trading session			
	11:00	00:00				
Sat	00:00	03:00				
	11:00	00:00				
Sun	00:00	03:00				
	11:00	00:00				

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	
					Outdoors	
Day	Start	Finish			Both	X
Mon	00:00	02:00	<u>Please give further details here</u> (please read guidance note 4)			
	11:00	00:00				
Tue	00:00	03:00				
	11:00	00:00				
Wed	00:00	03:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) For Sundays immediately preceding a Bank Holiday Monday from 11:00 hours until 03:00 hours the following day.			
	11:00	00:00				
Thur	00:00	03:00				
	11:00	00:00				
Fri	00:00	03:00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) British Summer Time will not be deemed to have effect until the following day's trading session			
	11:00	00:00				
Sat	00:00	03:00				
	11:00	00:00				
Sun	00:00	03:00				
	11:00	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	
				Outdoors	
Day	Start	Finish		Both	X
Mon	00:00	02:00	<u>Please give further details here</u> (please read guidance note 4)		
	11:00	00:00			
Tue	00:00	03:00			
	11:00	00:00			
Wed	00:00	03:00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) For Sundays immediately preceding a Bank Holiday Monday from 11:00 hours until 03:00 hours the following day.		
	11:00	00:00			
Thur	00:00	03:00			
	11:00	00:00			
Fri	00:00	03:00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6) British Summer Time will not be deemed to have effect until the following day's trading session		
	11:00	03:00			
Sat	00:00	03:00			
	11:00	00:00			
Sun	00:00	03:00			
	11:00	00:00			

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	
Mon	00:00	02:00		Outdoors	
	11:00	00:00		Both	X
Tue	00:00	03:00	<u>Please give further details here</u> (please read guidance note 4)		
	11:00	00:00			
Wed	00:00	03:00			
	11:00	00:00			
Thur	00:00	03:00	<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) For Sundays immediately preceding a Bank Holiday Monday from 11:00 hours until 03:00 hours the following day.		
	11:00	00:00			
Fri	00:00	03:00			
	11:00	00:00			
Sat	00:00	03:00	<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)		
	11:00	00:00			
Sun	00:00	03:00	British Summer Time will not be deemed to have effect until the following day's trading session		
	11:00	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	
				Outdoors	
Day	Start	Finish		Both	X
Mon	00:00	02:00	<u>Please give further details here</u> (please read guidance note 4)		
	23:00	00:00			
Tue	00:00	03:00			
	23:00	00:00			
Wed	00:00	03:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) For Sundays immediately preceding a Bank Holiday Monday from 11:00 hours until 03:00 hours the following day.		
	23:00	00:00			
Thur	00:00	03:00			
	23:00	00:00			
Fri	00:00	03:00	<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) British Summer Time will not be deemed to have effect until the following day's trading session		
	23:00	00:00			
Sat	00:00	03:00			
	23:00	00:00			
Sun	00:00	03:00			
	23:00	00:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)		On the premises	
					Off the premises	
					Both	X
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) For Sundays immediately preceding a Bank Holiday Monday from 11:00 hours until 03:00 hours the following day. <u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6) British Summer Time will not be deemed to have effect until the following day's trading session.			
Mon	00:00	02:00				
	11:00	00:00				
Tue	00:00	03:00				
	11:00	00:00				
Wed	00:00	03:00				
	11:00	00:00				
Thur	00:00	03:00				
	11:00	00:00				
Fri	00:00	03:00				
	11:00	00:00				
Sat	00:00	03:00				
	11:00	00:00				
Sun	00:00	03:00				
	11:00	00:00				

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	MrJamie Lee Mcleod-Ross		
Date of birth	██	██████	

Address	
Postcode	
Personal licence number (if known)	21990
Issuing licensing authority (if known)	West Berkshire 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). **None**

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) For Sundays immediately preceding a Bank Holiday Monday from 11:00 hours until 03:30 hours the following day.
Day	Start	Finish	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 (please read guidance note 6) British Summer Time will not be deemed to have effect until the following day's trading session
Mon	00:00	02:30	
	11:00	00:00	
Tue	00:00	03:30	
	11:00	00:00	
Wed	00:00	03:30	
	11:00	00:00	
Thur	00:00	03:30	
	11:00	00:00	
Fri	00:00	03:30	
	11:00	00:00	
Sat	00:00	03:30	
	11:00	00:00	
Sun	00:00	03:30	

	11:00	00:00	
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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)

At any time when door supervisors are on duty at the premises:

An ID Scanning system shall be in use and any customers admitted shall be scanned.

The ID Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details if the ID.

These records shall be kept for a minimum of thirty-one days and shall be made available to any authorised Officer of Thames Valley police (TVP) or an officer from Reading Borough Council (RBC) on request, together with facilities for viewing with immediate access by a person who is competent to operate the system, subject the Data Protection legislation.

Any breakdown or system failure will be notified to TVP immediately and remedied as soon as practicable.

A policy covering searching of patrons and staff members must be submitted and approved by Thames Valley Police and must be actively operated within the licensed premises whilst door supervisors are on duty.

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

The search policy shall provide for 100% of all customers attempting to enter the premises.

A magnetic Arch shall be in use as part of the search policy and procedures.

b) The prevention of crime and disorder

All negative findings and seized items shall be documented in the door supervisor register/log book.

The PLH shall ensure that all door supervisors whilst employed at the premises wear hi-visibility jackets/tabards in bright green, or yellow, or blue, or orange.

When Tabards or full jackets are worn, hi-visibility armbands with the SIA badge displayed in a different colour must be also be worn.

All door supervisors must have digital body worn cameras that will continuously record from the start of the shift until the completion.

Data recordings shall be made immediately available on request from an authorised Officer from TVP or RBC together with facilities for viewing subject to the provisions of the Data Protection Act.

A written risk assessment for the management of Queueing of patrons outside of the venue and the public highway, and to be reviewed at least every six months, and be available for inspection by officers from TVP and RBC.

All Door Supervisors (DS) shall be trained in the Security Operations Plan, and the training recorded, countersigned and dated by the DS and be made available on request from an authorised Officer from TVP or RBC, with refresher training conducted every six months.

All incidents which adversely impact on the four licensing objectives are to be recorded in the premises incident log book kept at the premises and shall include:

1. Name of the person recording the incident
2. Name of the Offender (if known)
3. Details to be specific
4. Details of all staff and security involved
5. The DPS or a nominated individual to sign of the reports daily

The PLH shall participate in the Town safe Radio scheme after 21:00 hours each day.

The PLH will actively engage with TVP on drugs initiatives including drug itemiser, passive drugs dogs etc

A written policy covering entry, closure and dispersal of patrons shall be implemented and shall be made available to an authorised Officer from TVP or RBC.

A register of Door Security personnel shall be kept on site, retained for twelve months, and be available for inspection available to an authorised Officer from TVP or RBC. to include:

1. Full SIA registration number
2. ID Photo and scan of their SIA badge
3. SIA badge validity checks
4. Home address, and contact telephone number

The PLH shall have a written policy and procedures in place for the safe removal of patrons and actively operated and be available for inspection by an authorised Officer from TVP or RBC, to include;

1. Vulnerable persons
2. Persons refused service
3. Persons refused entry
4. Persons ejected

Regular high risk areas and toilet checks to be conducted by D/S or staff and a written record maintained and be available for inspection by an authorised Officer from TVP or RBC

Challenge 25 proof of age scheme will be operated at all times with only the following documents being accepted:

1. British Driving Licence
2. Valid passport
3. PASS proof of age card

Challenge 25 notices shall be prominently displayed throughout the premises.

All customer facing staff, except personal licence holders, shall be trained in the prevention of the supply and sale of age restricted goods before being authorised to sell alcohol.

All staff authorised to sell alcohol must undertake training to the BIIAB level 1 Award in Responsible Alcohol Retailing (ARAR) or any other similar training scheme equivalent within three months of employment.

Refresher training regarding the promotion of the four licensing objectives for all customer facing staff shall take place every six months, with the training records countersigned and dated by the employee and kept on record, and be available for inspection by an authorised Officer from TVP or RBC

The digital CCTV camera system shall retain recordings for a minimum of 31 days with accurate time and date stamp markings.

The CCTV shall record continuously whilst the premises are open and training for licensable activities.

The entire licensable area (except the toilets) shall be covered by CCTV cameras.

There shall be at least one camera positioned at each entry and exit points and all external areas.

CCTV Data recordings shall be made immediately available on request from an authorised Officer from TVP or RBC together with facilities for viewing subject to the provisions of the Data Protection Act.

Recorded images must be of a high quality to identify the recorded person in any light.

At least one staff member who can operate the CCTV system and access recordings including Playback and Download /upload of recordings must be on duty during operating hours.

CCTV and BWC signage must be prominently displayed in the premises.

The Designated Premises Supervisor shall produce a dynamic risk assessment to identify the need for door supervisors to be deployed for each day Sunday through to Thursday inclusive and be available for inspection by an authorised Officer from TVP or RBC

Door Supervisors shall be employed on Friday and Saturday nights from 20:00 hours. And on New Years Eve and Christmas Eve from 20:00 hours until the last patron has vacated the premises.

c) Public safety

d) The prevention of public nuisance

The PLH shall ensure that no noise shall emanate from the premises nor vibration to be transmitted through the structure on the building which gives rise to undue disturbance to local residents.

Periodic Observation of noise levels must be undertaken and recorded in a sound log book and be available for inspection by an authorised Officer from TVP or RBC, and shall include:

1. Observers Name
2. Time and date of observation
3. Duration of observation
4. Note if noise level is a) Satisfactory or b) Unsatisfactory
5. Action steps taken

The sound level at the nearest sound sensitive premises LAeq (5min) shall not exceed LA90 (5min) without music by more than 5dB between 23:00 hours and 08:00 hours.

No music or speech to be relayed via external speakers, unless prior approval has been granted by the Licensing authority.

All doors and windows must be kept closed other than for access and egress when amplified music or speech is taking place.

Refuse must not be placed in receptacles in external areas after 22:00 hours through to 08:00 hours the following day.

Notices requesting patrons to leave quietly and respect the needs of local residents must be on display at all exits.

Post 23:00 hours staff must be available to encourage patrons to leave quietly and in an orderly fashion.

During opening hours a dedicated complaints hotline telephone number must be available to a nominated duty manager who can receive calls. The hotline should be made available to local residents.

e) The protection of children from harm

Challenge 25 proof of age policy shall be in place for all age restricted goods at all times the business is trading.

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	[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	<i>William Donne</i>
Date	10th July 2026
Capacity	Authorised Licensing Agent

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) Bill Donne Silver Fox Licensing Consultants [REDACTED] [REDACTED] [REDACTED] [REDACTED]			
Post town	[REDACTED]	Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]		

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.

05 August 2026

Proposed Conditions - Tokyo

CCTV:

1. The premises licence holder shall ensure that a digitally recorded CCTV system is installed and maintained at the premises.

The CCTV system shall operate continuously at all times when the premises are open to the public and shall record images with an accurate date and time stamp. Recordings shall be retained for a minimum period of 31 days.

The CCTV system shall provide coverage of:

- the entire licensable area;
- all entrances and exits to the premises;
- any external tables and chairs areas;
- any designated smoking area;
- the area between the public highway and the premises entrance; and
- the entirety of Wiston Terrace.

The CCTV system shall produce recordings of evidential quality capable of identifying individuals in all lighting conditions.

Recordings shall be made available immediately, together with facilities for viewing, to an authorised officer of Thames Valley Police or Reading Borough Council upon request.

At least one member of staff present on the premises at all times during operating hours shall be trained and competent in the operation of the CCTV system and shall be able to produce and download CCTV recordings without delay upon request by an authorised officer of Thames Valley Police or Reading Borough Council.

2. Signs shall be placed in prominent positions on the premises notifying customers that CCTV and Body Worn Video are in operation.

Lighting:

3. The Premises Licence Holder shall ensure that suitable lighting is installed, operated and maintained in all areas covered by the CCTV system, with particular attention given to Wiston Terrace, which shall be kept adequately illuminated whenever the premises are open to the public. The lighting shall

enable the CCTV system to record images of evidential quality capable of identifying individuals at all times the premises are open to the public. Any failure of the lighting system affecting CCTV image quality shall be recorded in the incident log and remedied as soon as reasonably practicable.

Door Supervisors and Security:

4. Door supervisors shall be employed:
 - every Friday and Saturday from 20:00 hours until the premises are closed and all customers have left;
 - on Christmas Eve and New Year's Eve from 20:00 hours until the premises are closed and all customers have left; and
 - at any other time where a written risk assessment undertaken by the DPS identifies that door supervisors are required during regulated entertainment. The assessment shall be produced upon request to Reading Borough Council or Thames Valley Police.
 4. Whilst door supervisors are on duty:
 - a) Every customer seeking admission shall:
 - pass through a metal detection arch;
 - be searched in accordance with the premises Search Policy; and
 - have their identification scanned using an approved ID scanning system.
 - Any person who refuses to comply with the premises search policy or refuses to pass through required security measures shall be refused entry to the premises.
 - b) The ID scanning system shall:
 - record the customer's name, date of birth and image of the identification document;
 - retain all records for a minimum of 31 days;
 - be available immediately upon request to authorised officers of Reading Borough Council or Thames Valley Police, subject to data protection legislation.
- Any failure of the system shall be reported to Thames Valley Police immediately and remedied as soon as reasonably practicable.
- c) All negative searches and confiscated items shall be recorded within the Door Supervisor Register.

5. The Premises Licence Holder shall implement and actively operate a written Search Policy approved by Thames Valley Police providing for the searching of all customers seeking admission. The policy shall include procedures for:

- searching;
- detection;
- confiscation;
- storage; and
- disposal of illegal drugs and weapons.

6. All door supervisors shall:

- wear clearly identifiable high-visibility jackets or tabards;
- display their SIA badge at all times;
- wear body worn video (BWV) equipment whilst on duty.

Where tabards are worn, high-visibility armbands displaying the SIA badge shall also be worn.

7. All door supervisors shall wear Body Worn Video cameras whilst on duty. The cameras shall record continuously for the duration of their deployment at the premises. Recordings shall be retained and made available without delay upon request to an authorised officer of Thames Valley Police or Reading Borough Council, subject to applicable data protection legislation.

8. All door supervisors shall receive training on the Door Staff Operational Plan before commencing duties. Refresher training shall be completed at least every six months. Signed training records shall be maintained.

9. A Door Supervisor Register shall be maintained at the premises and retained for at least twelve months.

The register shall include:

- full name and home address;
- SIA licence number;
- copy of photographic identification and SIA badge;
- verification of SIA licence validity;
- start and finish times, countersigned by the DPS or Duty Manager;
- training records;
- all incidents involving crime, disorder or public safety, identifying the door supervisors involved;
- half-hourly customer occupancy figures;
- all searches, negative search results and confiscations.

The register shall be made available immediately upon request to authorised officers of Reading Borough Council or Thames Valley Police.

Incident register:

10. 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.

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

- a. all crimes reported to 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, searching equipment or scanning equipment;
- 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.

11. A weekly review of the incident register shall also be carried out by the DPS or authorised person.

Drugs and Crime Prevention:

12. The Premises Licence Holder shall implement and actively operate a written Drugs and Weapons Policy covering the search, detection, confiscation, storage and disposal of illegal drugs and weapons.
13. The premises shall actively participate in drugs initiatives operated by Thames Valley Police, including (but not limited to):
- i. drug itemiser operations;
 - ii. passive drug dog deployments; and
 - iii. drink spiking awareness campaigns.

14. Regular documented inspections of high-risk drug use areas, including toilet facilities, shall be undertaken by door supervisors or, where door supervisors are not on duty, by other members of staff (at least every 30 minutes). Records shall be made available upon request.

Refusals Log:

15. 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.

16. All staff employed to sell alcohol shall be trained to record refusals of sales of alcohol in a refusals book or electronic register, If the record is in written form then it should be documented in a bound book similar to a A4 day by day diary and marked refusals. The book/register shall contain:

- Details of the time and date the refusal was made
- The identity of the staff member refusing the sale
- Details of the alcohol the person attempted to purchase
- A description of the person refused.

This book/register shall be available for inspection to an authorised officer of Reading Borough Council or Thames Valley Police. A weekly review of the refusals book/register shall also be carried out and signed off by the Designated Premises Supervisor or their nominated representative.

Challenge 25

17. 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.
18. Notices advertising the Challenge 25 policy shall be displayed in prominent positions on the premises.

19. The Premises Licence Holder shall display a copy of their written age verification policy on checking proof of age in a prominent position on the premises.

Training:

20. All staff authorised to sell alcohol shall be trained in:
- a) Relevant age restrictions in respect of products
 - b) Preventing underage sales
 - c) Preventing proxy sales
 - d) Maintaining the refusals log
 - e) Recognising signs of drunkenness and vulnerability
 - f) How overservice of alcohol impacts on the four objectives of the Licensing Act 2003
 - g) How to refuse service and use the refusals log
 - h) Action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services
 - i) The conditions in force under this licence.

Documented records of training completed shall be kept for each member of staff. Training shall be regularly refreshed and at no greater than 4 monthly intervals. Training records shall be in English and made available for inspection upon request by a Police Officer or an Authorised Officer of Reading Borough Council.

21. All staff authorised to sell alcohol must undertake training to the BIIAB level 1 Award in Responsible Alcohol Retailing (ARAR) or any other similar training scheme equivalent within three months of employment
22. Records of employment, induction, training and refresher training shall be retained and made available upon request to authorised officers of Reading Borough Council or Thames Valley Police.

Management and Operational Policies:

23. A written Entry, Closure and Dispersal Policy shall be implemented and actively operated to manage customer entry, the closure of the premises and the safe dispersal of customers. The policy shall be made available for inspection upon request by an authorised officer of Reading Borough Council or Thames Valley Police.
24. The Designated Premises Supervisor (DPS) and Premises Licence Holder (PLH) shall implement and actively operate a written Safe Removal Policy covering persons who are:

- i. identified as vulnerable or at risk;
- ii. refused entry;
- iii. refused service; or
- iv. ejected from the premises.

The policy shall be made available for inspection upon request by an authorised officer of Reading Borough Council or Thames Valley Police.

25. A written risk assessment for the management of customer queues on the public highway and the area between the public highway and the premises shall be maintained. The assessment shall be reviewed at least every six months and made available upon request to authorised officers of Reading Borough Council and Thames Valley Police. Where queues form outside the premises, staff shall actively manage the queue to prevent obstruction, disorder, excessive noise and anti-social behaviour

26. The premises shall participate in the Town Safe Radio Scheme whenever licensable activities continue after 21:00 hours.

Customer Management:

27. A customer dress code prohibiting the admission of persons wearing caps or tracksuit bottoms shall be implemented.

28. Where an Alcohol Restriction Zone is in force, notices shall be displayed at all exits advising customers that the surrounding area is an Alcohol Restriction Zone.

29. All drinks shall be served in polycarbonate or other non-glass containers.

Prevention of Public Nuisance:

30. No noise or vibration from the premises shall cause undue disturbance to nearby residents.

31. During regulated entertainment, staff shall undertake regular boundary noise monitoring. A written log shall record:

- i. date and time;
- ii. name of the observer;
- iii. whether noise levels were satisfactory or unsatisfactory; and

iv. any remedial action taken.

The log shall be made available upon request to an authorised officer.

32. Between 23:00 and 08:00 hours, the LAeq (5 minute) with music shall not exceed the LA90 (5 minute) without music by more than 5dB at the nearest noise-sensitive premises.
33. No amplified music or speech shall be played through external speakers unless authorised by the licensing authority.
34. All external doors and windows shall remain closed during events involving amplified music or speech except for immediate access and egress.
35. Refuse, including bottles, shall only be deposited into external receptacles between 08:00 and 22:00 hours.
36. Notices requesting customers to leave quietly shall be displayed at all exits. After 23:00 hours, staff shall actively supervise customer dispersal to minimise disturbance.
37. During operating hours, the licence holder or a nominated representative shall be available to receive and respond to complaints relating to nuisance. A contact telephone number shall be made available to local residents upon request.
38. The designated smoking area shall be supervised by staff or door supervisors during peak operating hours to prevent noise nuisance, disorder, and antisocial behaviour.

Wiston Terrace Management Measures:

39. The premises licence holder shall ensure that Wiston Terrace is subject to appropriate management and monitoring arrangements at all times when the premises are open to the public. Adequate lighting shall be installed, maintained, and operated to ensure that Wiston Terrace is sufficiently illuminated to support the effectiveness of the CCTV system, enable the identification of individuals, and assist in the prevention of crime and disorder.

External Promoters:

40. The Premises Licence Holder (PLH) and Designated Premises Supervisor (DPS) shall retain overall control of every event held at the premises irrespective of whether an external promoter, DJ or event organiser is engaged.
41. Responsibility for compliance with the Licensing Act 2003, all premises licence conditions and the promotion of the licensing objectives shall remain solely with the Premises Licence Holder, the designated premises supervisor, and the venue management, and shall not be delegated to any third party.
42. No external promoter shall be permitted to organise or advertise an event until they have entered into a written Promoter Management Agreement (PMA) with the Premises Licence Holder.
43. The Premises Licence Holder shall maintain a documented Promoter Due Diligence Policy. Before approving any external promoter or DJ, management shall undertake and record a due diligence risk assessment considering previous trading history, reputation, previous licensing issues, social media activity, references from other licensed venues, and any information lawfully provided by responsible authorities.
44. Where concerns are identified that a proposed event may undermine the licensing objectives, the booking shall be refused.
45. The premises shall maintain an Approved Promoter Register containing:
- full name
 - trading name
 - address
 - contact details
 - photographic identification
 - DBS status (where appropriate)
 - previous venues promoted
 - emergency contact details.

The register shall be made available to Police or authorised officers upon reasonable request.

46. All advertising materials promoting the event on all social media platforms, shall be approved by the venue management in writing, prior to publication.

47. Records of promoter due diligence shall be retained for at least 12 months and made available for inspection by Police or authorised officers upon reasonable request.
48. All promoters are required to adhere to strict venue operational procedures and best practices to ensure consistency, compliance, and the highest standards of event delivery which shall be continually monitored and assessed.
49. All external promoter events shall make use of digital ticketing systems, with, but not exclusively, Fatsoma, serving as the primary ticketing platform, customer relationship management (CRM), and the event management platform.
50. The Premises Licence holder, the DPS and the duty managers, shall review on a weekly basis, the ongoing data collected to provide insight into customer demographics, attendance patterns, advance ticket purchasing trends, and operational issues that may have occurred.

Appendix RS-3

From: Rebecca Moon
Sent: 24 July 2026 11:05
To: Licensing <Licensing@reading.gov.uk>
Subject: Tokyo licence application, representation

Dear Licensing

I wish to make a representation against the licence application for Tokyo, Wiston Terrace.

I am concerned about the potential for public nuisance as a result of noise, in particular music noise. There are residents nearby to the premises, and there is a history of complaints about noise which whilst it is acknowledged this was a different operator, does demonstrate that this premises has a high potential to cause a nuisance due to layout and location.

The application asks for outdoor live and recorded music. I do not believe that outdoor music is appropriate in this location and I believe it would result in a public nuisance. I therefore object to this element of the licence applied for.

One of the noise control conditions proposed is a noise limit of no more than 5 dB above background after 23:00, however, this comes from the Noise Council Code of Practice and is intended for daytime noise, for a venue operating no more than 30 events per year. See extract below.

If a noise limit is to be proposed by the applicant then it should be suitable for the time of day and the number of operating days per year.

I would be willing to withdraw my representation if the outdoor music is removed, and a more suitable noise limit proposed.

Kind regards

Rebecca Moon
Principal Environmental Health Officer
Environmental Protection