

Notice of Meeting

Licensing Sub-Committee

Wednesday, 23 January, 2013 at 2.00pm

in Council Chamber Council Offices
Market Street Newbury

Members Interests

Note: If you consider you may have an interest in any Application included on this agenda then please seek early advice from the appropriate officers.

Date of despatch of Agenda: Tuesday, 15 January 2013

FURTHER INFORMATION FOR MEMBERS OF THE PUBLIC

If you require further information about this Agenda, or to inspect any background documents mentioned in the reports, please contact Denise Anns - Tel: (01635) 519486 - Email: danns@westberks.gov.uk.

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk

Document House, 7-9 Wharf Street, Newbury, RG14 5AN



WestBerkshire
C O U N C I L

Agenda - Licensing Sub-Committee to be held on Wednesday, 23 January 2013
(continued)

To: Councillors Jeff Beck, Mollie Lock (Chairman) and Andrew Rowles

Substitute: Councillor Billy Drummond

Agenda

Part I

Page No.

- | | | |
|-----|--|---------|
| 1 | Declarations of Interest
To receive any declarations of interest from Members. | |
| 2 | Schedule of Licensing Applications | |
| (1) | Application No. 12/02019/LQN - Document House, 7-9 Wharf Street, Newbury, RG14 5AN
Proposal: Variation to a Premises Licence
Location: Document House, 7-9 Wharf Street, Newbury, RG14 5AN
Applicant: Leisure Licence Ltd | 1 - 18 |
| (2) | Document House Existing Licence and Plans | 19 - 32 |
| (3) | Representations | 33 - 34 |

Andy Day
Head of Strategic Support

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.

Agenda Item 2(1)

West Berkshire District Council, Property and Public Protection, Environmental Health & Licensing,
Council Offices, Faraday Road, Newbury, Berkshire RG14 2AF

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Leisure Licence Ltd

(Insert name(s) of applicant)

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

Premises licence number 016230

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Document House 7-9 Wharf Street			
Post town	Newbury	Postcode	RG14 5AN

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£47,500

Part 2 – Applicant details

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

Part 3 - Variation

Please tick as appropriate

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

☒ Yes

☐
No

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

DD		MM		YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

Extension of hours of trading and licensable activities

NB: Where an item has been left blank on this application, it is to be assumed that there is no change proposed from the existing licence

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

Part 4 Operating Schedule

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

Provision of regulated entertainment

Please tick all that apply

- | | |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I) ☒

Sale by retail of alcohol (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Fri					
Sat			<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 5)		
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur					
Fri					
Sat	00:00	04:00	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	00:00	04:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			
Fri			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 (please read guidance note 5)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri					
Sat			<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 5)		
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
			State any seasonal variations for the performance of live music (please read guidance note 4)		
Wed					
Thur					
			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 5)		
Fri					
Sat	00:00	04:00			
Sun	00:00	04:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri					
Sat	00:00	04:00	<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 5)		
Sun	00:00	04:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri					
Sat	00:00	04:00	<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 5)		
Sun	00:00	04:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			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 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat			<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 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input checked="checked" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue						
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)			
Thur						
Fri						
Sat	00:00	04:00	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 (please read guidance note 5)			
Sun	00:00	04:00				

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	00:00	03:30			
Sun	00:00	03:30			
			<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 5)		

K

<p>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 8).</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Sat	00:00	04:00	
Sun	00:00	04:00	

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

Please tick as appropriate

- I have enclosed the premises licence ☒
- I have enclosed the relevant part of the premises licence ☐

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

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

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

NB: No additional conditions are considered to be necessary as the existing provisions on the licence already address the main areas of concern and the premises is understood to have operated without complaint since they opened.

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Checklist:

Please tick to indicate agreement

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

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	<i>Horsey Lightly Fynn</i>
Date	30 NOV 2012
Capacity	Solicitors and agents for the applicant

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

Mr J Payne
Licensing Team
Horsey Lightly Fynn Solicitors
3 Poole Road

Post town	Bournemouth	Post code	BH2 5QJ
Telephone number (if any)	01202 444526		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) jpayne@hlf-law.co.uk			

Notes for Guidance

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

1. 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. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. 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'.
8. 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Agenda Item 2(2)

**West Berkshire
& Wokingham** | Environmental
Health &
Licensing

11 September 2012

Leisure Licence Ltd
Snowdrop House
Chapel Lane
Curridge
Thatcham
Berkshire
RG18 9DX

**Culture And Environmental Protection
Environmental Health and Licensing**
West Berkshire District Council
Council Offices
Market Street Newbury
Berkshire RG14 5LD

Our Ref: 10/01764/LQN
Please ask for: Brian Leahy
Direct Line: 01635 519184
Fax: 01635 519172
e-mail: bleahy@westberks.gov.uk

Dear Sir/Madam

Licensing Act 2003 – Premises Licence 7 Wharf Street, Newbury, West Berkshire, RG14 5AN

Please find enclosed your Premises Licence. The licence must be retained by you whilst you are responsible for the premises and must be available on request, by any authorised officer.

The licence is accompanied by a Premises Licence Summary. This document must be displayed in a prominent position within the premises at all times.

It is the responsibility of the licence holder to check that the licence details are correct. If incorrect, you must contact the Licensing Team, in writing and state clearly why you believe the licence details are wrong. Where errors have been made and are the responsibility of the Council, they will be rectified as soon as possible. If errors have been made by the applicant in filling out the application, these will need to be addressed by making a variation to the licence issued.

The annual fee will be due on the date of issue of the licence each year. You will be sent an invoice prior to the anniversary of the issue date and any failure to pay without reasonable excuse will be pursued through the Courts.

You are reminded that the Designated Premises Supervisor's details must be correctly stated on the licence at all times and that all sales of alcohol must be authorised by a Personal Licence Holder. (Clubs and non alcohol licensed premises are exempted from this requirement).

Yours faithfully


Brian Leahy
Senior Licensing Officer

West Berkshire District Council

Culture And Environmental Protection, Environmental Health & Licensing, Council Offices,
Market Street, Newbury, Berkshire RG14 5LD
Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003 Premises Licence

Uniform Ref: 10/01764/LQN

Premises licence number 016230

Part 1 - Premises details

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

Document House
7 Wharf Street, Newbury, West Berkshire, RG14 5AN

Phone

01635 588 100

Licensable activities authorised by the licence

Exhibition of Films
Performance of Live Music
Recorded Music
Performance of Dance
Other Similar Entertainment
Provision of Music Facilities
Provision - Dancing Facilities
Provision - Facilities (other)
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

Exhibition of Films

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Performance of Live Music

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Recorded Music

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Performance of Dance

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Other Similar Entertainment

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Provision of Music Facilities

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Provision - Dancing Facilities

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Provision - Facilities (other)

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Late Night Refreshment

Monday to Sunday From 23:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

On the occasion of world and international sporting events at times outside those listed late night refreshment will be supplied from 1 hour prior to the commencement of the event until 2 hours after its conclusion.

Supply of Alcohol

Monday to Sunday From 10:00 to 02:30

Alcohol On/Off Premises: **On Premises**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

On the occasion of world and international sporting events at times outside those listed alcohol will be supplied from 1 hour prior to the commencement of the event until 2 hours after its conclusion.

The opening hours of the premises

Monday to Sunday From 10:00 to 02:30

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

On /Off Sales : **ON**

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Leisure Licence Ltd
Snowdrop House, Chapel Lane, Curridge, Thatcham, Berkshire, RG18 9DX

Registered number of holder, for example company number, charity number (where applicable)

2631531

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

Mr Mark Quaintance
Moor Stream Cottage, Lower Way, Thatcham, Berkshire, RG19 3TL

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

012891 West Berkshire Council

Date: 11th September 2012

Signed:


Authorised Officer

Licence granted 07/08/2006
DPS variation 30/01/2008
Transfer 22/11/2010
Change of RO 15/08/2012

Annex 1 - Mandatory conditions

Premises - 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 under the premises licence must be made or authorised by a person who holds a personal licence.

Licensing Act 2003 Mandatory Licensing Conditions order 2010

SCHEDULE

(from 6th April 2010)

1.
 - 1) The responsible person shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (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;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) 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.
2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

(from 1st October 2010)

4.

(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) 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 a holographic mark.

5.

The responsible person shall 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; and

(b) customers are made aware of the availability of these measures.

Premises - Exhibition of Films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

3. Where—

a) the film classification body is not specified in the licence, or

b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4. In this section—

children means persons aged under 18; and

film classification body means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Premises - Door Supervision

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must be licensed by the Security Industry Authority.

2. But nothing in subsection (1) requires such a condition to be imposed—

a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or

b) in respect of premises in relation to—

i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under the Act).

3. For the purposes of this section—

- a) security activity means an activity to which paragraph 2(1)(a) of the Schedule applies, and
- b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of the Schedule.

Annex 2 - Conditions consistent with the operating Schedule dated 02/03/2006

Annex 3 - Conditions attached after a hearing by the licensing authority (N/A)

Annex 4 - Plans as submitted 03/03/2006

West Berkshire District Council

Culture And Environmental Protection, Environmental Health & Licensing, Council Offices, Market Street,
Newbury, Berkshire RG14 5LD
Tel: (01635) 519184 Fax (01635) 519172

Licensing Act 2003 Premises Licence Summary

Uniform Ref: 10/01764/LQN

Premises licence number	016230
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Premises details

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

Document House
7 Wharf Street, Newbury, West Berkshire, RG14 5AN

Telephone number 01635 588 100
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Licensable activities authorised by the licence

Exhibition of Films
Performance of Live Music
Recorded Music
Performance of Dance
Other Similar Entertainment
Provision of Music Facilities
Provision - Dancing Facilities
Provision - Facilities (other)
Late Night Refreshment
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

Exhibition of Films

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Performance of Live Music

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Recorded Music

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Performance of Dance

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Other Similar Entertainment

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Provision of Music Facilities

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Provision - Dancing Facilities

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

Provision - Facilities (other)

Monday to Sunday From 10:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Late Night Refreshment

Monday to Sunday From 23:00 to 02:30

Activity will take place Indoors/Outdoors : **Indoors**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

On the occasion of world and international sporting events at times outside those listed late night refreshment will be supplied from 1 hour prior to the commencement of the event until 2 hours after its conclusion.

Supply of Alcohol

Monday to Sunday From 10:00 to 02:30

Alcohol On/Off Premises: **On Premises**

Non Standard Timings: From 10:00 on 31st December to 04:00 on 2nd January each year.

On the occasion of world and international sporting events at times outside those listed alcohol will be supplied from 1 hour prior to the commencement of the event until 2 hours after its conclusion.

The opening hours of the premises

Monday to Sunday From 10:00 to 02:30

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

On/Off Sales : **ON**

Name, (registered) address of holder of premises licence

Leisure Licence Ltd
Snowdrop House, Chapel Lane, Curridge, Thatcham, Berkshire, RG18 9DX

**Registered number of holder, for example company number, charity number
(where applicable)**

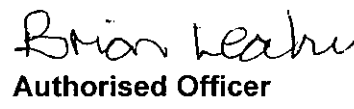
2631531

**Name of designated premises supervisor where the premises licence authorises
the supply of alcohol**

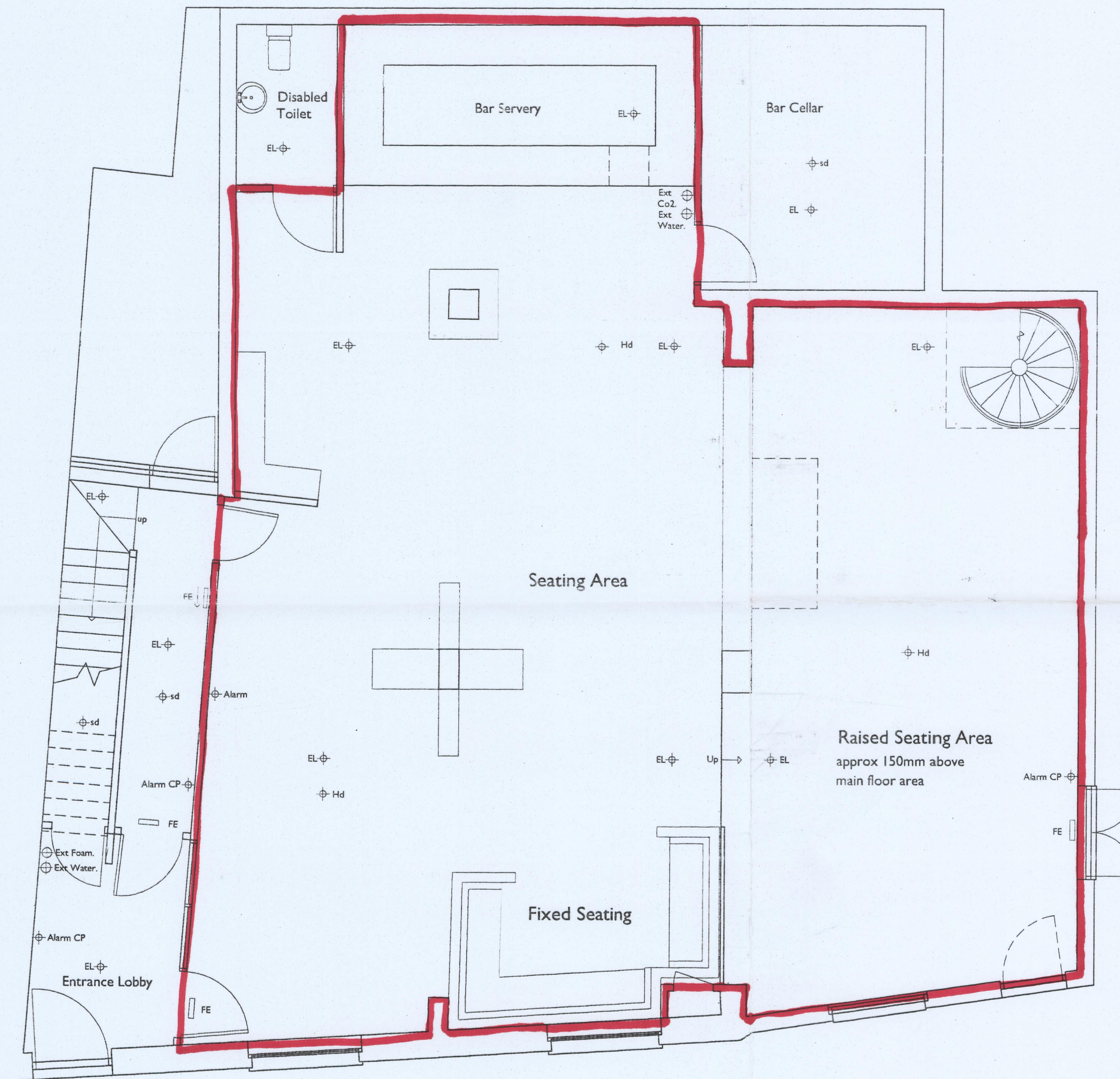
Mr Mark Quaintance

Date: 11th September 2012

Signed:


Authorised Officer

Licence granted 07/08/2006
DPS variation 30/01/2008
Transfer 22/11/2010
Change of RO 15/08/2012



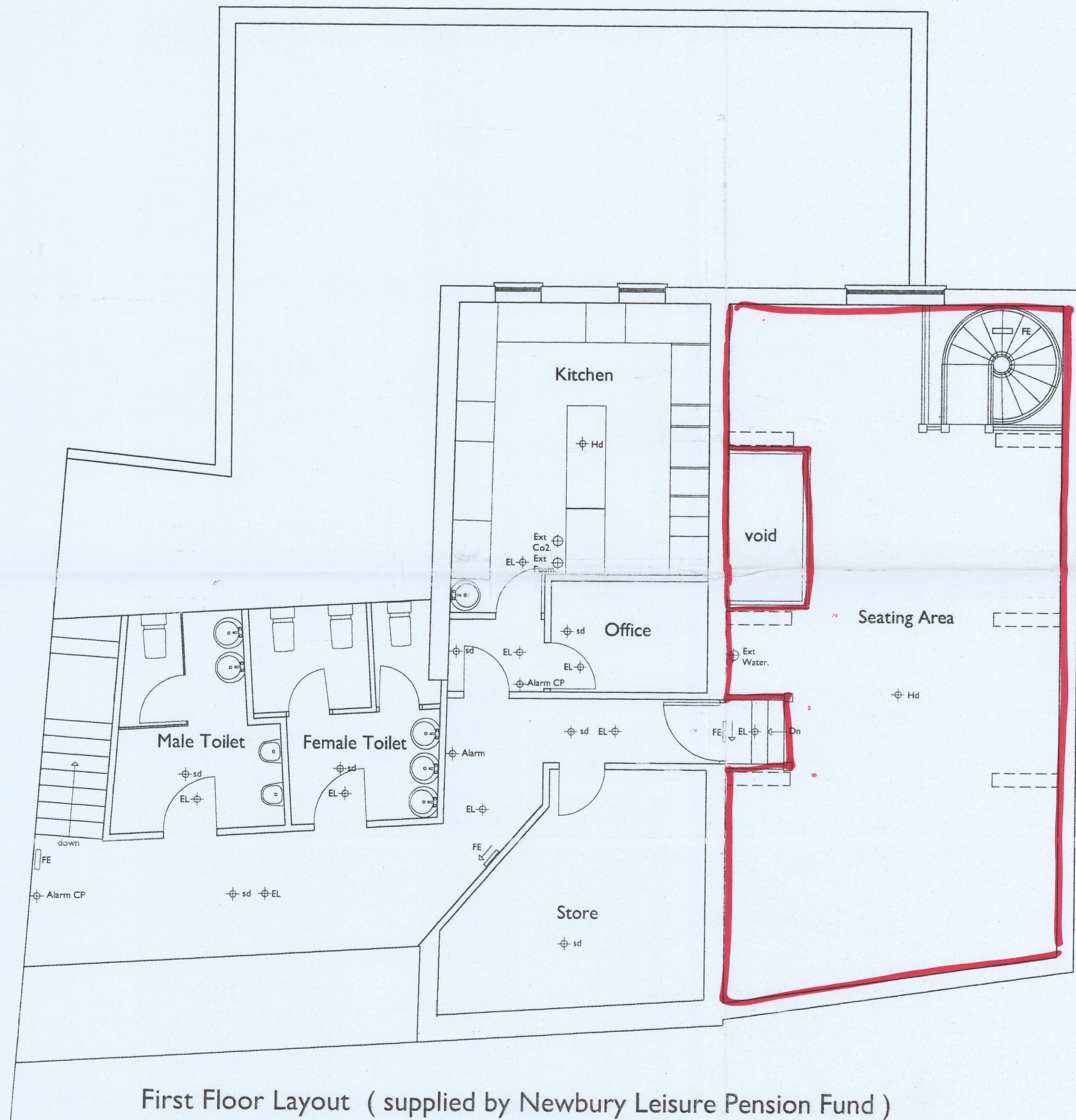
KEY

- sd Smoke Detector
- Hd Heat Detector
- Alarm Fire Alarm sounder
- Alarm CP Fire Alarm call point
- FE Illuminated Fire Exit sign
- FE Directional Fire Exit sign
- Ext Fire Extinguisher
- EL Emergency Light

Ground Floor Layout (supplied by Newbury Leisure Pension Fund)

<p>Peter Scott and Partners Chartered Architects and Urban Designers</p> <p>7 Inch's Yard, Market Street, Newbury, Berkshire RG13 3SDP Telephone: 01635 42864 Facsimile: 01635 552566 Email: info@architect-uk.com</p>	<p><i>Project:</i> 7 - 9 Wharf Street, Newbury, Berkshire. Licencing Application</p> <p><i>Drawing:</i> Ground Floor Layout <i>Dwg No:</i> 1501 / L01 <i>Rev:</i> <i>Scale:</i> 1:50 <i>Date:</i> Jan 06 DO NOT SCALE. ALL DIMENSIONS IN MILLIMETRES. IF IN DOUBT - ASK.</p>
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KEY

- sd Smoke Detector
- Hd Heat Detector
- Alarm Fire Alarm sounder
- Alarm CP Fire Alarm call point
- FE Illuminated Fire Exit sign
- FE Directional Fire Exit sign
- Water Co2 Foam Ext Fire Extinguisher
- EL Emergency Light

First Floor Layout (supplied by Newbury Leisure Pension Fund)

<p>Peter Scott and Partners Chartered Architects and Urban Designers</p> <p>7 Inch's Yard, Market Street, Newbury, Berkshire RG14 5DP Telephone: 01635 42864 Facsimile: 01635 552866 Email: info@ar.hitec-uk.com</p>	<p>Project: 7 - 9 Wharf Street, Newbury, Berkshire. Licencing Application</p> <p>Drawing: Ground Floor Layout</p> <p>Dwg No: 1501 / L02 Rev: Scale: 1:50 Date: Jan 06</p> <p>DO NOT SCALE. ALL DIMENSIONS IN MILLIMETRES. IF IN DOUBT - ASK.</p>
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Agenda Item 2(3)

At its meeting of Monday 17 December 2012 Newbury Town Council's Planning & Highways Committee made the following observations:

PREMISES LICENCE VARIATION APPLICATION - DOCUMENT HOUSE

PROPOSED: Councillor Kim Hodges

SECONDED: Councillor Tony Stretton

RESOLVED: That Members object for the following reasons:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance

Members feel that there are already enough premises opening to such late hours. There are proposals to convert more offices to residential properties in the area and the late opening will affect these residents greatly.

Councillor Kim Hodges agreed to attend a Hearing if required.

Councillors Jeff Beck and Adrian Edwards abstained from the vote.

Kind regards

Margaret Gorz (Miss)
Senior Administration Officer
Newbury Town Council
01635 35486

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