

# West Berkshire District Council

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

## Licensing Act 2003 Premises Licence

Uniform Ref: 20/00133/LQN

Premises licence number

### Part 1 - Premises details

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

Pinchington Hall  
Crookham Hill, Crookham Common, Thatcham, RG19 8DQ

Licensable activities authorised by the licence

Exhibition of Films  
Performance of Live Music  
Recorded Music  
Late Night Refreshment  
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities

#### Exhibition of Films

Monday to Saturday: 11:00 to 23:00

Sunday: 11:00 to 22:00

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

Further Details: Age appropriate films only.

#### Performance of Live Music

Monday to Thursday: 11:00 to 23:00

Friday and Saturday: 11:00 to 00:00

Sunday: 12:00 to 22:00

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

Monday to Saturday: 11:00 to 23:00

Sunday: 12:00 to 22:00

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

**Recorded Music**

Monday to Thursday: 11:00 to 23:00

Friday and Saturday: 11:00 to 00:00

Sunday: 12:00 to 22:00

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

Monday to Saturday: 11:00 to 23:00

Sunday: 12:00 to 22:00

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

**Late Night Refreshment**

Thursday: 23:00 to 00:00

Friday and Saturday: 23:00 to 02:00

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

**Supply of Alcohol**

Monday to Thursday: 11:00 to 23:00

Friday and Saturday: 11:00 to 02:00

Sunday: 12:00 to 22:00

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

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

Further Details: Residents and their bona fide guests 24 hours 7 days a week.

Monday to Saturday: 11:00 to 23:00

Sunday: 12:00 to 22:00

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

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

**The opening hours of the premises**

Monday to Thursday: 06:00 to 23:30

Friday and Saturday: 06:00 to 02:30

Sunday: 06:00 to 22:30

Further Details: Residents and their bona fide guests 24 hours 7 days a week.

**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**

Mrs Linda Joyce Beechey-Smith

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

Mrs Linda Beechey-Smith

[Redacted]

[Redacted]

[Redacted]

[Redacted] **Officer**

**Licence granted 22/05/2020**

## **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.

### **The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 (in force 1 October 2014)**

3.
  - 1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - 2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
    - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
      - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
    - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
    - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
    - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
  
5.
  - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -
    - a) a holographic mark, or
    - b) an ultraviolet feature.
  
6. The responsible person must ensure that -
  - a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -
    - i. beer or cider: ½ pint;
    - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - iii. still wine in a glass: 125 ml;
  - b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”
  
7.
  - (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
  - (2) For the purposes of the condition set out in paragraph 1 –
    - a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
    - b) “permitted price” is the price found by applying the formula -

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

Where—

- (i) **P** is the permitted price,
  - (ii) **D** is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) **V** is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—
- (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e) "valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994
- (3) Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4)
- 1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
  - 2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### **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.

### **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).

**Annex 2 - Conditions consistent with the operating Schedule dated 05/03/2020 which were replaced by conditions agreed with Thames Valley Police 23/03/2020 and then updated by conditions set by the Licensing Sub-Committee at a hearing held on 18/05/2020**

**Annex 3 - Conditions attached after a hearing by the licensing authority dated 18/05/2020**

### **General**

All bookings and events which include licensable activities will be pre-booked with at least 14 days' notice being given.

The timings in the schedule above apply to all types of events.

### **Conditions**

1. There shall be a maximum of 120 customers permitted on the premises during licensable activities.

### **CCTV**

2. The premises licence holder shall ensure the premises' digitally recorded CCTV cameras, shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days. The following areas shall be covered by the CCTV:
  - a. The external area with at least one camera positioned for each entry and exit point to the building; and,
  - b. Indoors, the communal areas where licensable activities are taking place; and,
  - c. Indoors, the entry and exit points to the building.
3. Data recordings shall be made available to an authorised officer of Thames Valley Police or West Berkshire District Council together with facilities for viewing upon request. Recorded images shall be of such quality as to be able to identify the recorded person in any light.
4. Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.

### **Door Supervisors**

5. The requirement for door supervisors to be employed shall be risk assessed, whenever any regulated entertainment is to be provided beyond 23:00. A written risk assessment shall be carried out by the Designated Premises Supervisor (DPS) or nominated representative and produced upon request to authorised officers of West Berkshire District Council and Thames Valley Police.
6. Whilst on duty Door Supervisors shall be clearly identifiable and display Hi-Vis, personalised armbands containing their Security Industry Authority (SIA) badge.



7. When employed, a register of door supervisors shall be kept. The register must include the following details:
  - a. Full SIA registration number;
  - b. Date and time that the Door Supervisor commenced duty, countersigned by the DPS or Duty Manager;
  - c. Date and time that the door supervisor finished work, countersigned by the DPS or Duty Manager;
  - d. Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the door supervisor(s) involved.
8. The door supervisor register shall be kept at the premises and be available for inspection by an authorised officer of Thames Valley Police, or an authorised officer from West Berkshire District Council and shall be retained for a period of six months.

### **Incident and Refusals Register**

9. All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The names of the person recording the incident and those members of staff who deal with any incident shall also be recorded. Where known, any offenders name shall also be recorded.
10. This record shall be available for inspection by a Police Officer or an authorised officer of West Berkshire District Council upon request and shall be retained for one year. The record shall be signed off by the DPS or nominated representative, at the end of each trading session.
11. A weekly review of the incident register shall also be carried out by the DPS.

### **Staff Training**

12. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:
  - a. The premises age verification policy;
  - b. The law relating to underage sales;
  - c. Dealing with refusal of sales;
  - d. Proxy purchasing;
  - e. Recognising valid identity documents not in the English language;
  - f. Identifying attempts by intoxicated persons to purchase alcohol;
  - g. Identifying signs of intoxication;
  - h. Conflict management;
  - i. How to identify and safeguard vulnerable persons who attend and leave the premises;
  - j. Identifying signs of drug usage and prevention;
  - k. The four licensing objectives
13. Such training sessions are to be documented and refreshed every six months. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and West Berkshire District Council upon request.

### **Age Verification**

14. The premises shall at all times operate an age verification policy of Challenge 25 to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification.

15. Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification.
16. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent positions on the premises.

### **Noise Emanation**

17. Prior to commencing licensable activities at the premises the Applicant shall submit and agree an inside noise management plan and an outside noise management plan with West Berkshire District Council's Environmental Health department. Environmental Health's agreement to the plan must not be unreasonably withheld.
18. Each noise management plan shall set out how noise from all aspects of the business – inside and outside the building – will be controlled so as not to cause undue disturbance to local residents. The outside noise management plan shall include details on the set up and management of outdoor cinema and music events and a plan in respect communications with neighbouring residents about such events.
19. The Applicant shall review and update each noise management plan as required and at least annually. Each plan shall be in written format and made available to an authorised officer of West Berkshire District Council and Thames Valley Police.
20. The licensee or nominated representative shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents or local businesses including the nearby hospital. After 23:00 all windows will be closed and doors shall only be opened to allow people to either enter or leave the building.

### **Arrival / Dispersal and Exit Notice for Customers**

21. The gates to the premises located on its driveway (located off of the shared access road, the shared access road being located off Crookham Hill) shall be left open during periods when customers are due to arrive for events and when customers are dispersing at the end of events.
22. Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.
23. After 23:00hrs staff shall be available to ensure that customers disperse quietly at the end of licensable activities.

### **Search Policy**

24. An active search policy shall be put in place to prevent illegal drugs and weapons being brought on to the premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of West Berkshire District Council and Thames Valley Police.

### **Dispersal Policy**

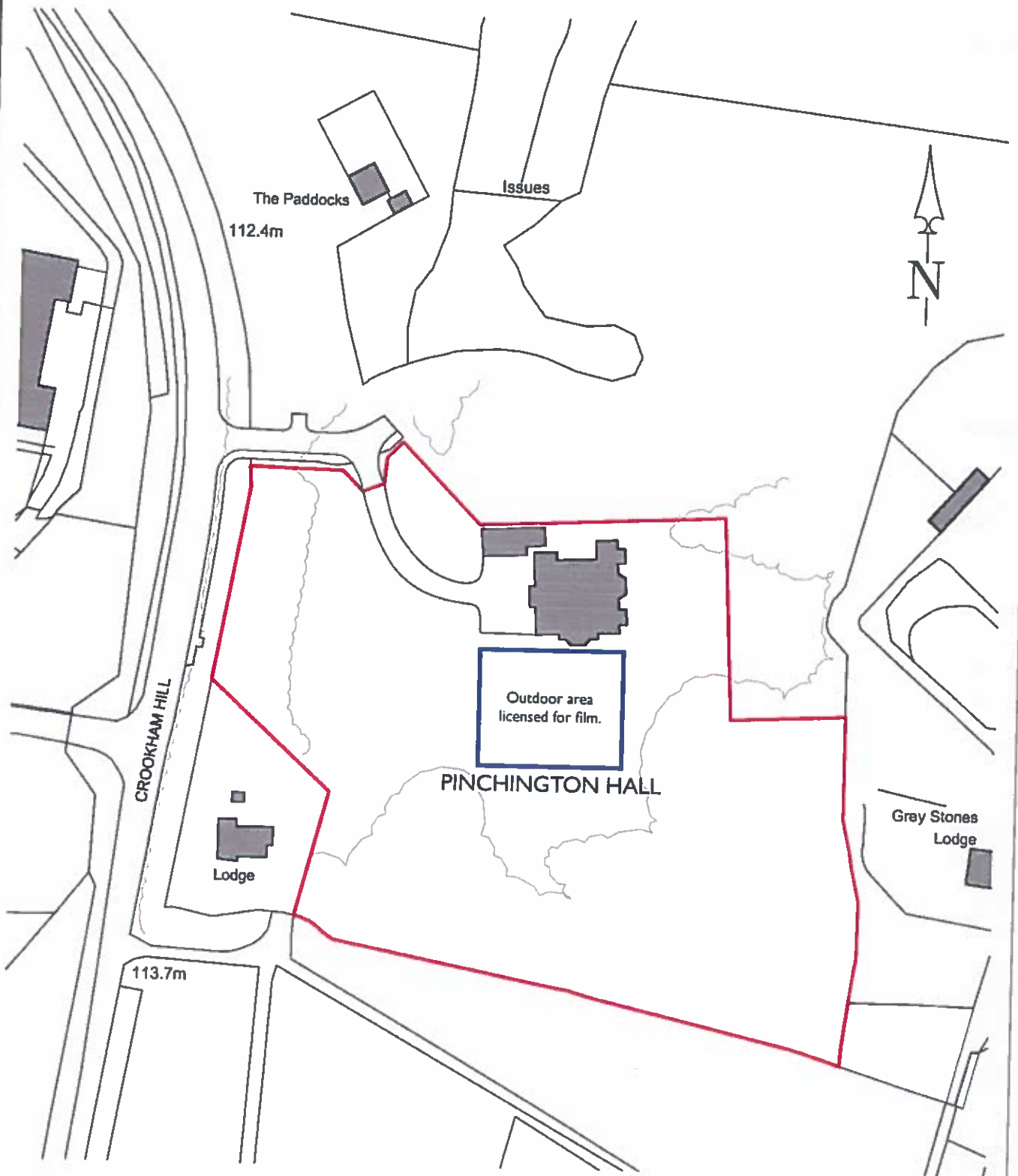
25. A closure and dispersal policy for controlling the closing of the premises and the departure of customers from the premises at the conclusion of licensed activities shall be put in place and shall be actively operated. At the end of licensable activities, staff, including door staff, shall be available to disperse customers away from the premises in line with the dispersal policy.
26. The policy shall be in written format and made available upon request to an authorised officer of West Berkshire Borough Council and Thames Valley Police.

### **Glasses**

27. Only poly carbonate or plastic containers shall be used for drinks being taken and consumed outside the building.

### **Annex 4 - Plans as submitted 05/03/2020**

# PINCHINGTON HALL, CROOKHAM HILL, THATCHAM, RG19 8DQ SITE PLAN

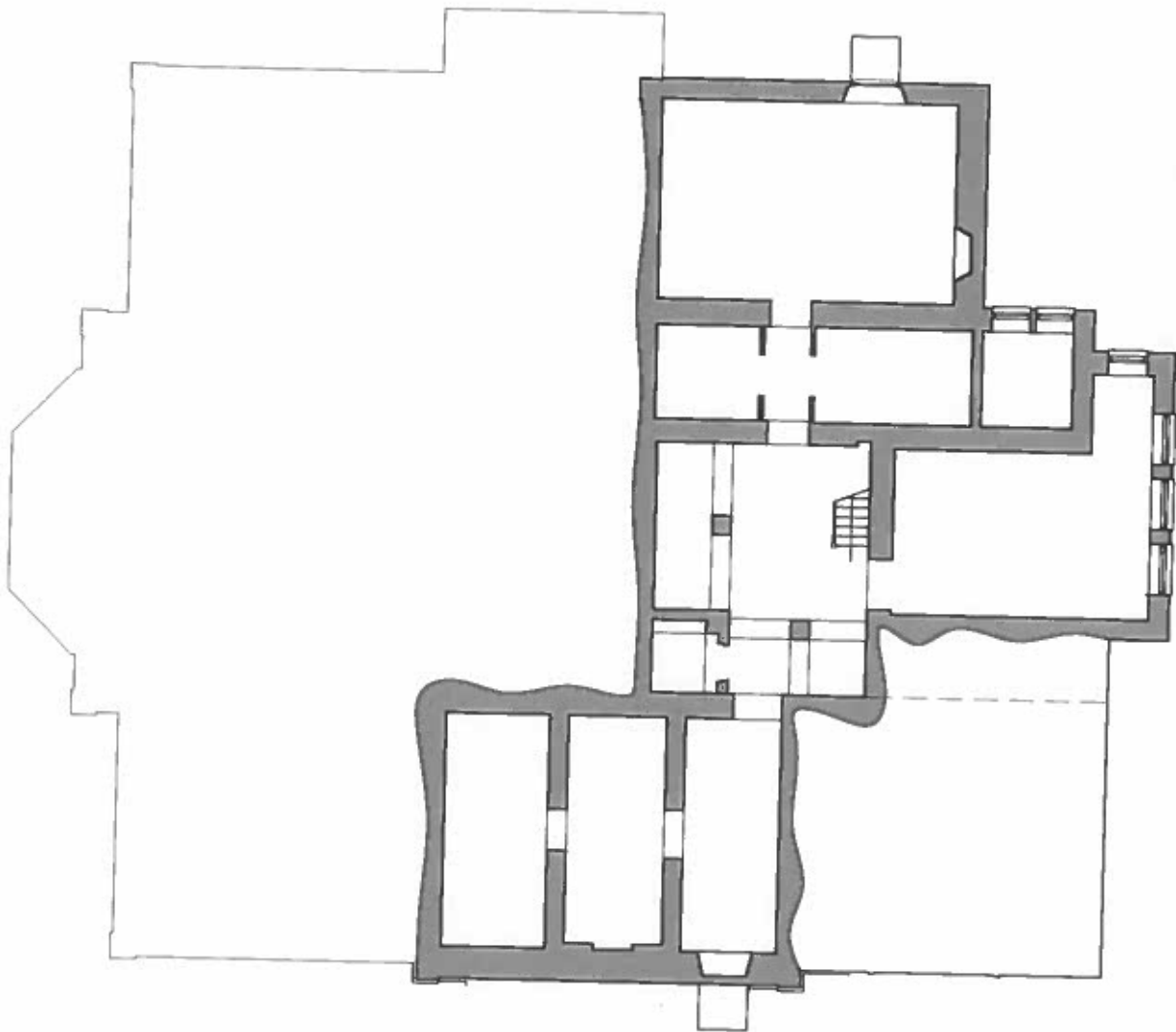


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Whilst every attempt has been made to ensure the accuracy of the floor plan contained here, measurements of doors, windows, rooms and other items are approximate and no responsibility is taken for any errors, omissions or mis-statement.  
This plan is for illustrative purposes only and should be used as such by any prospective purchaser.

PINCHINGTON HALL, CROOKHAM HILL, THATCHAM, RG19 8DQ

ALL AREAS TO BE LICENSED

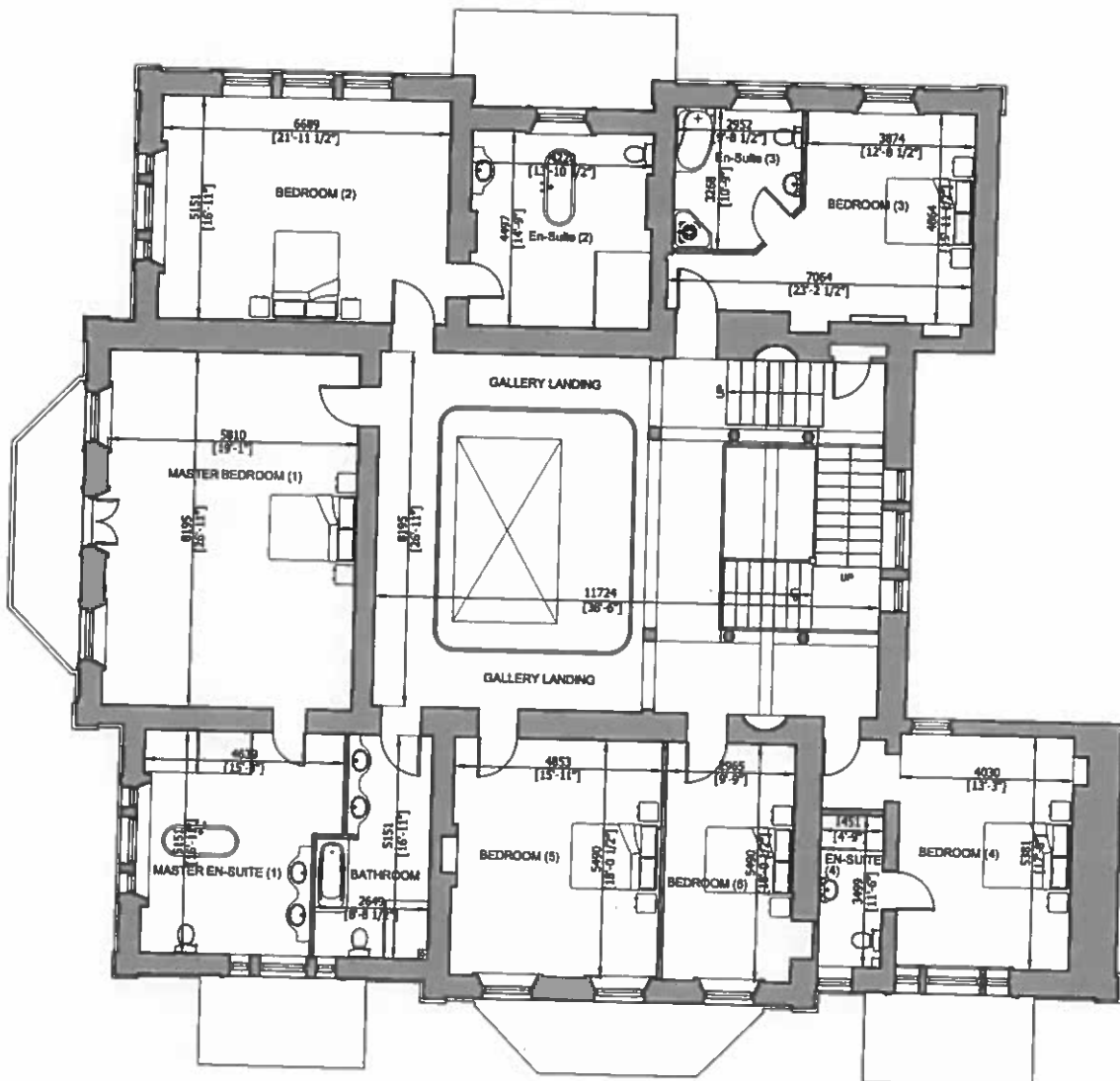


**BASEMENT PLAN**  
Gross internal area 169 sq m - 1819 sq ft

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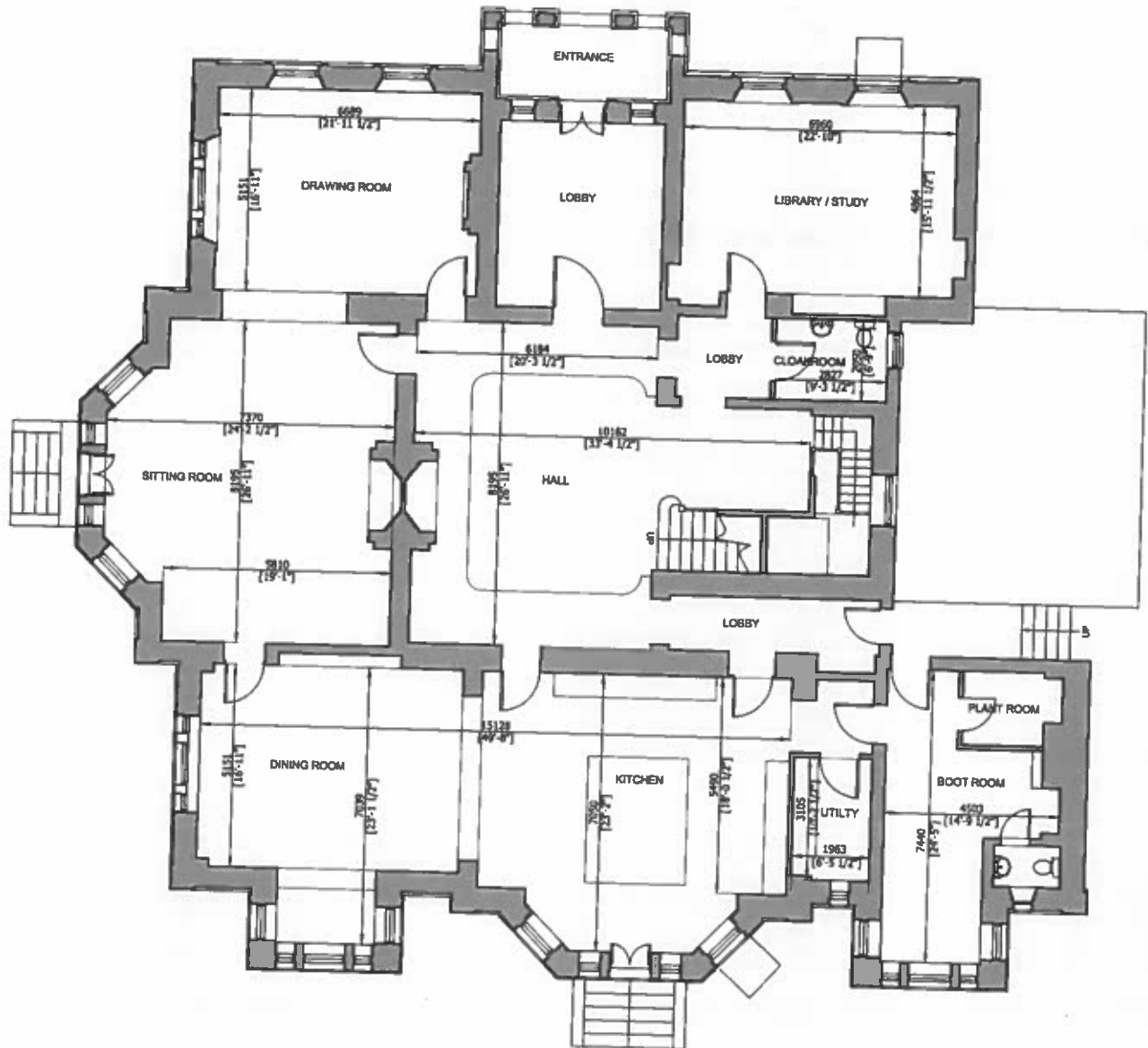


FIRST FLOOR PLAN  
Gross internal area 378 sq m - 4068 sq ft

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PINCHINGTON HALL, CROOKHAM HILL, THATCHAM, RG19 8DQ

ALL AREAS TO BE LICENSED



GROUND FLOOR PLAN  
Gross Internal area 406 sq m - 4370 sq ft

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Public Protection Partnership, Environmental Health & Licensing, Council Offices, Market Street,  
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Tel: (01635) 519184 Fax (01635) 519172

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Recorded Music  
Late Night Refreshment  
Supply of Alcohol

### The times the licence authorises the carrying out of licensable activities

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

Further Details: Age appropriate films only.

#### Performance of Live Music

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Sunday: 12:00 to 22:00

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

Monday to Saturday: 11:00 to 23:00

Sunday: 12:00 to 22:00

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



**Recorded Music**

Monday to Thursday: 11:00 to 23:00

Friday and Saturday: 11:00 to 00:00

Sunday: 12:00 to 22:00

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

Monday to Saturday: 11:00 to 23:00

Sunday: 12:00 to 22:00

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

**Late Night Refreshment**

Thursday: 23:00 to 00:00

Friday and Saturday: 23:00 to 02:00

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

**Supply of Alcohol**

Monday to Thursday: 11:00 to 23:00

Friday and Saturday: 11:00 to 02:00

Sunday: 12:00 to 22:00

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

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

Further Details: Residents and their bona fide guests 24 hours 7 days a week.

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

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**The opening hours of the premises**

Monday to Thursday: 06:00 to 23:30

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Further Details: Residents and their bona fide guests 24 hours 7 days a week.

**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**

Mrs Linda Joyce Beechey-Smith  
[Redacted]

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

Mrs Linda Beechey-Smith

**Date: 11th June 2020**

**Signed:** [Redacted]

**Authorised Officer**