

Appendix II



Name of Officer	Richard French
Type of Application	Review of Premises Licence - Licensing Act 2003
Name of Premises	The Treehouse
Address	108 Friar Street
	Reading
	RG1 1EP
Content of Application:	
<p>The application is for the review of a premises licence pursuant to the Licensing Act 2003. The application has been submitted by Thames Valley Police and outlines breaches of the premises licence, violent disorder at the premises and general poor management which have all severely undermined the licensing objectives.</p>	
Licensing Officer's Comments:	
<p>The Licensing team make this representation in full support of the application by Thames Valley Police for the review of a premises licence for The Treehouse. We believe that this review is necessary given the totally unacceptable way the premises has been run since it opened in March 2015 and would invite the Licensing Committee to take the steps it deems appropriate and proportionate to promote the licensing objectives including, if it is deemed appropriate, to revoke the premises licence.</p> <p>The Licensing team in partnership with Thames Valley Police continually visit and inspect licensed premises within Reading. Particular attention is paid to the town centre as it is within the Council's Cumulative Impact Area. This area is under considerable stress from over 180 licensed premises within a very small area and the issues that brings in terms of the availability of alcohol and crime and disorder within Reading's night time economy. Licence holders within the Council's Cumulative Impact Area have a responsibility to be responsible, adhere to the conditions on their premises licences and to take every step to promote the licensing objectives. The premises known as The Treehouse has consistently failed to do all three.</p> <p>The Licensing team and Thames Valley Police visited the premises on 3rd June 2015 to carry out what should have been a routine licensing compliance check. The premises licence holder and designated premises supervisor were in attendance at the premises during this time. During the course of this two hour meeting it was discovered that the premises was trading in breach of five of the nine conditions on the premises licence. The letter I wrote in relation to these breaches is attached at appendix RF-1 to this representation. Most seriously, was the lack of total CCTV coverage, the fact that no records could be produced to demonstrate that any member of staff had the appropriate BIIAB Level 1 training and that no documentation could be produced - nor competency demonstrated - that active dispersal was being carried out at the end of each evening to assist dispersal from</p>	

the Cumulative Impact Area. Also of concern were the exceptionally high drug readings taken from both the male and female toilets and also the staff toilet. The excessive drug readings were undoubtedly exacerbated by the lack of full CCTV coverage. At least 6 of the CCTV cameras were broken in addition to the lack of coverage. During this meeting, the premises licence holder and DPS were advised that they should not even be open because they were in breach of their licence, however they were given seven days to rectify the deficiencies identified. It should be noted that the premises licence holder and DPS were unable to tell officers what any of the four licensing objectives were and that the meeting of 3rd June 2015 was the first time the premises licence holder had set foot on the premises. So, along with the breaches identified, it was clear that the licensing objectives were not being promoted as they were unknown to the designated premises supervisor and premises licence holder. (5 breaches of Section 136 (1) of the Licensing Act 2003)

A further visit to the premises was undertaken by the Licensing team and Thames Valley Police on 31st July 2015. There were two purposes to the visit:

1. To check whether the licence breaches discovered on 3rd June 2015 had been rectified;
2. To discuss an incident of serious disorder that took place at the premises the weekend before on 26th July 2015.

The letter sent to the premises licence holder and DPS outlining our findings at this meeting can be found at appendix RF-2 of this representation. It should be noted that no documentary evidence could be produced that all staff had been BIIAB Level 1 trained. In addition, the steps outlined in the dispersal policy were inadequate and that no risk assessments could be produced outlining the need for door supervisors at the premises. Indeed, at both of the visits there was a distinct lack of anything in written form as required by the conditions of the premises licence. Drug readings of the male and female toilets were, if anything, even higher than on the previous inspection. However, the drug readings from the staff toilet had seemed to be eradicated. The premises was therefore still not compliant with the premises licence and still had a significant issues with drug use.

Further, the designated premises supervisor seemed unaware of the extent of serious disorder that had emanated from the premises on 26th July 2015. CCTV showing this disorder is part of the review paperwork and shows a high degree of violence taking place in the premises, in the immediate vicinity, Friar Street, West Street and Merchants Place. As noted in appendix RF-2, the premises was advised to voluntarily close until a significant improvement in compliance had been achieved and robust steps had been put in place to ensure that incidents of that kind did not take place again. The DPS stated he would speak to the premises licence holder about this proposal. It should be noted that the premises licence holder did not attend this meeting and did not close the venue over the weekend as recommended. (2 breaches of Section 136 (1) of the Licensing Act 2003)

The review paperwork catalogues further incidents of disorder at the premises. Particular attention should be drawn to the incident of October 4th 2015 where serious disorder inside the premises resulted in a customer being bottled. It should also be noted that no active dispersal policies have ever been submitted for approval as per the licence condition and there still is no documented evidence that all staff have been trained to the required BIIAB Level 1 standard. At no stage, except at the first meeting on 3rd June 2015, has the premises licence holder engaged with us to try and resolve any of the issues raised. Indeed, dealing with

the premises licence holder and designated premises supervisor has proved very difficult and the lack of cooperation has been borderline obstructive. There has been a lack of competent management which has led to serious disorder, continuous breaches of the premises licence and a lack of basic knowledge that one would expect from a town centre venue. At no time has knowledge of, or promotion of the licensing objectives been demonstrated by any person connected to the premises thereby exacerbating the issues of crime and disorder in the cumulative impact area and placing significant stress on police resources.

It was also held in the High Court that issues of crime and disorder and public nuisance away from the immediate vicinity of the premises are relevant to the promotion of the licensing objectives due to the potential of crime and disorder and nuisance from the premises' departing customers. This was stated in (Luminar Leisure v Wakefield Magistrates Court (2008) LLR 505 and further held in (Luminar Leisure Ltd v Wakefield Magistrates Court, Brooke Leisure Ltd, Classic Properties Ltd and Wakefield MDC (2008) EWHC 1002 (Admin)). A lack of any kind of cohesive dispersal policy and problems exacerbated by the poor management of the premises are prompting these instances of serious crime and disorder inside and outside the premises.

I would also like to draw to the attention of the Licensing Committee Section 9.12 of the March 2015 Guidance. This states that the police should be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. Given that Thames Valley Police are applying for this review should indicate the seriousness of the issues raised by the operation of the premises. Crime within the Cumulative Impact Area seems to be steadily on the rise and this requires the town centre to have competent and responsible management within licensed premises. This premises has demonstrated on the numerous occasions mentioned in the review paperwork that it is neither competently run or responsible. Therefore it poses a significant risk to the safety of its customers, the public at large and any kind of promotion of the licensing objectives.

The Licensing Authority has a duty to promote the licensing objectives for the safety of the wider public and not in the interests of individual licence holders. The Licensing Committee are invited to consider whether this poorly run venue should be allowed to carry on holding a premises licence when it has demonstrated consistently that it has seriously undermined the licensing objectives and seems to not understand the obligations placed upon it when operating in an area under increased stress. If the Licensing Committee were not minded to revoke the premises licence as recommended in the review paperwork, then a period of suspension to ensure compliance with current and any new conditions that the licensing committee seem fit to add would be appropriate, reasonable and proportionate to promote the licensing objectives.

Date Received	15/10/2015	Date Due	12/11/2015
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Date	09	11	2015
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Alison Bell
Director of Environment and
Neighbourhood Services
Civic Offices, Bridge St, Reading, RG1 2LU
☎ 0118 937 3787

Our Ref: EVU 051870

e-mail: richard.french@reading.gov.uk

4 June 2015

Mrs Nan Zhang
Granby Gardens
Reading
Berkshire
RG1 5RT

Your contact is: Richard French, Licensing

Dear Sir

Licensing Act 2003
Premises Licence Number: LP2001650
Premises: The Treehouse
Premises Address: 108 Friar Street, Reading, RG1 1EP

On the 3rd June 2015, I visited your premises with Thames Valley Police to ensure you are complying with the above premises licence and advise on any matters that may arise during the inspection.

During our inspection, we found a number of items that require your attention as outlined below/attached.

1) Condition 2 under Annex 2 of the premises licence in relation to CCTV is not being fully complied with. The condition states that a comprehensive system must be in place and working to cover **all areas of the licensed premises**. Having checked the CCTV coverage it was found that a number of areas were not covered by the CCTV. This was most noticeable upstairs in the various gangways leading from the smoking terrace to the male and female toilets. A similar issue was also found downstairs in the corner of the premises leading to the disabled toilet. It was also discovered that the cameras monitoring the smoking terrace were either providing inadequate coverage or were not functioning at all. It was also not clear whether anyone working on the premises knew how the CCTV could be accessed. Whilst it is acknowledged that 62 cameras on the premises is a lot of coverage, it is not enough to provide coverage of all areas - especially if there are cameras that are not functioning. Please ensure that this is rectified straight away.

2) A further cause of concern with the lack of full CCTV coverage is the fact that drug swabbing revealed extremely high readings in the male and female toilets upstairs as well as the staff toilet. These are a major concern and indicate that there is an issue with drug taking on the premises - possibly due to the lack of CCTV coverage in these areas. CCTV needs to be installed in these areas to ensure all of the premises is covered and any illegal activity can be detected.

3) Condition 3 under Annex 2 of the premises licence in relation to a written dispersal policy is not being complied with. Whilst it is acknowledged that some methods of dispersal are taking place in the premises at the end of an evening, the policy needs to be submitted to and agreed upon by Thames Valley Police. No documentary evidence was produced during our visit to suggest that this had been done and it was confirmed verbally that it hadn't been. A premises within a Cumulative Impact Area should also be taking steps to ensure that customers emanating from it are dispersed from the area and are not adding to the cumulative effect within Friar Street. Please ensure a dispersal policy is submitted to Thames Valley Police right away.

4) Condition 5 under Annex 2 of the premises licence in relation to an incident book being kept on the premises and completed is not being complied with. The condition states that the incident book should be kept on the premises to record any incidents or refusals of alcohol. It also states that this book should be signed off weekly by the Designated Premises Supervisor or a nominated representative. Please ensure this is actioned right away.

5) Condition 1 under the heading 'Prevention of Crime and Disorder' in relation to a risk assessment being carried out for the employment of door supervisors Sunday to Thursday inclusive is not being complied with. No documentary evidence was produced to indicate this was being done and it was acknowledged verbally that it hadn't been. This is particularly important as the premises licence holder and designated premises supervisor need to ensure that events carried out on these days are properly risk assessed and appropriate door staff employed if required. Please ensure these risk assessments are carried out and documented.

6) Condition 1 under the heading 'Protection of Children from Harm' in relation to all persons who sell alcohol being trained to BIIAB Level 1 standard is not being complied with. Any person who is selling alcohol at the premises should be trained to this standard before commencing employment at the premises. Their individual training certificates should also be kept on site and produced when requested to ensure compliance. No documentary evidence was provided to suggest that any staff member had received the required training and it was confirmed verbally that not all staff had been trained to the required standard. Any staff member who has not undergone and passed the required training should not be selling alcohol. Please ensure that all relevant staff members have undergone and passed the training right away and that they bring in their certificates to demonstrate this.

7) A Section 57 notice was not in place. This tells Responsible Authorities who has custody of the premises licence and where it is located. Please ensure that this is done.

8) A list compiled by the DPS of who is authorised in his absence to sell alcohol was not in place. Please ensure this is actioned.

9) Understanding of what the Licensing Objectives were and the fact that the premises was in the Cumulative Impact Area was lacking. The Premises Licence Holder and Designated Premises Supervisor should, as a matter of course, have knowledge of this and should be able to train their staff accordingly to take them into account during day to day operation of the premises. Please ensure you are familiar with these terms.

10) It was acknowledged that the premises makes use of 9 SIA Door Supervisors on a busy night. Given the deficiencies in the CCTV, the issues with drugs and the lack of a risk assessment, it is strongly suggested that the quantity of door staff is insufficient due to the layout of the venue. You are advised to risk assess this and make any adjustments necessary to uphold the licensing objectives - notably prevention of crime and disorder. It was also noted the the log kept by the door supervisors lacked information in terms of descriptions of individuals and actions taken to deal with issues on the premises. You are advised to ensure that the book is filled in more thoroughly. This will assist your staff in identifying any persistent trouble makers and will assist Thames Valley Police/Reading Borough Council with any investigations that may need to be carried out in relation to incidents. The door book also needs to be completed thoroughly in terms of the details of the door staff on duty.

11) You are reminded that the people legally responsible for the premises under the Licensing Act 2003 are the premises licence holder and the designated premises supervisor. It should not be the promoter or door staff deciding what goes on at the premises or who is permitted on the premises.

Please rectify all of the above points within 7 days.

All of the above should have been in place before you opened the venue. The venue has been trading in breach of it's licence right from the opening even though this is the first document that should have been complied with before you opened. It is disappointing to note that despite using very experienced licensing solicitors that a premises in the Cumulative Impact Area is trading, as it is, in breach of its licence.

Should you wish to discuss the issues, please telephone me on the number above, during office hours.

Yours faithfully

Richard French
Licensing Enforcement Officer



Alison Bell
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14 August 2015

┌
Mrs Nan Zhang
● Granby Gardens
Reading
Berkshire
RG1 5RT

└ Your contact is: Mr Richard French, Licensing ┘

Dear Sir

Licensing Act 2003
Premises Licence Number: LP2001650
Premises: The Treehouse
Premises Address: 108 Friar Street, Reading, RG1 1EP

On the 31st July 2015, I visited your premises with Thames Valley Police to ensure you are complying with the above premises licence and advise on any matters that may arise during the inspection.

During our inspection, we found a number of items that require your attention as outlined below/attached.

1) Condition 1 under Annex 2 of the premises licence - under the heading 'Prevention of Crime and Disorder' and in relation to risk assessing the requirements for door supervisors to be employed, was not being fully complied with. A criteria was produced but no actual evidence that it was being carried out. Please ensure that a risk assessment of all licensable activities between Sunday and Thursday is carried out to determine the need for door supervisors to be employed. Please ensure this is documented so that it can be produced upon the request of authorised officers of Reading Borough Council and Thames Valley Police.

2) Condition 1 under Annex 2 of the premises licence - under the heading 'Protection of Children from Harm' and in relation to staff being trained to ARAR standard or equivalent, was not being fully complied with. Whilst it is acknowledged that eight members of staff have taken the course and seven have passed, no documentary evidence could be produced to us when we visited. Please ensure, that as a matter of urgency, that the pass certificates for those seven individuals are placed in a file on the premises so that they can be produced upon request. Please also ensure that all other members of staff that are employed are trained to ARAR standard before serving any alcohol to customers on the premises.

Areas of Concern and Recommendations:

1. During our visit we discussed an incident of serious disorder that occurred on the premises on the morning of 26th July 2015. This incident started inside the premises, carried on outside the premises and then spilled over to incidents in West Street and Merchants Place. This incident involved a large number of people and led to a number of people fighting each other, fighting police officers and incurring injuries. We recommended to you that you close the premises on 1st August 2015 so as to put measures in place to prevent such incidents occurring again. It was suggested that more robust procedures should be put in place including a longer wind down period at the end of the night, a change in the music at the end of the night, putting the lights up and encouraging your customers to disperse in a gradual manner. You also mentioned that you were considering reducing the capacity of the venue, employing a drugs dog once a month and to be more active in engaging with the customers to ensure they disperse. These are sensible measures that we would recommend are introduced as well as a club scan machine. As a new venue, you remain a target for customers who may have been refused elsewhere who may see it as an opportunity to try and access your venue. You are also recommended to join the Town Safe Radio Scheme if you are not already a member so as to be linked in with the rest of the night time venues and any issues that may be 'live' when you are trading. You may also want to make use of the Local Pub Watch scheme to keep abreast of any issues that are ongoing within the town and any changes to licensing legislation.

2. CCTV was requested for the incident of 26th July 2015 and I believe this has been received by Thames Valley Police.

3. You may wish to revise your dispersal policy submitted to ourselves and Thames Valley Police. To my knowledge, this dispersal policy has not been agreed with Thames Valley Police. During our discussions it was noted that the wind down period of 0245hrs may need to be increased. It was further suggested that the last entry time to the premises be reduced. It was further noted that it is not simply enough for any venue to just get their customers out of the premises and think they have no further obligations. Case law indicates that venues have a responsibility to disperse their customers out of the Cumulative Impact Area and certainly away from their premises. This can be done through a more active engagement, finding out where they are going and pointing out the direction to the nearest taxi ranks and buses if required. Please ensure that yourself and the door team are actively dispersing customers away from your premises.

Please ensure that the conditions mentioned on page 1 of this letter are being fully complied with within 7 days. Please also inform me whether any of the recommendations we discussed and that are stated above will be actioned in relation to the venue.

Should you wish to discuss the issues, please telephone me on the number above, during office hours.

Yours faithfully

Richard French
Licensing Enforcement Officer

Appendix III

Multistorey Car Park

20 m
100 ft



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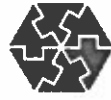
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Borough Council
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LICENSING ACT 2003 PREMISES LICENCE - PART A

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

Premises Licence Number	LP3000577
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Premises Details

Trading name of Premises and Address	
The Treehouse 108 Friar Street Reading RG1 1EP	
Telephone Number	

Where the Licence is time limited the dates the Licence is valid
N/A

Licensable Activities

Licensable Activities authorised by the Licence
Performance of Plays - Indoor Exhibition of Films - Indoor Indoor Sporting Events Performance of Live Music - Indoor Playing of Recorded Music - Indoor Performance of Dance - Indoor Anything similar to Live Music, Recorded Music & Performance of Dance - Indoor Late Night Refreshment - Indoor & Outdoor Sale of Alcohol by Retail - On & Off the Premises

Authorised Hours for Licensable Activities

The times the licence authorises the carrying out of licensable activities	
Hours for the Performance of Plays	
Monday	from 1100hrs until 0300hrs
Tuesday	from 1100hrs until 0300hrs
Wednesday	from 1100hrs until 0300hrs
Thursday	from 1100hrs until 0300hrs
Friday	from 1100hrs until 0300hrs
Saturday	from 1100hrs until 0300hrs
Sunday	from 1100hrs until 0300hrs
Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day. British Summertime deemed not to have started until the commencement of the	

following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for the Exhibition of Films

Monday	from 1100hrs until 0300hrs
Tuesday	from 1100hrs until 0300hrs
Wednesday	from 1100hrs until 0300hrs
Thursday	from 1100hrs until 0300hrs
Friday	from 1100hrs until 0300hrs
Saturday	from 1100hrs until 0300hrs
Sunday	from 1100hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for Indoor Sports

Monday	from 1100hrs until 0300hrs
Tuesday	from 1100hrs until 0300hrs
Wednesday	from 1100hrs until 0300hrs
Thursday	from 1100hrs until 0300hrs
Friday	from 1100hrs until 0300hrs
Saturday	from 1100hrs until 0300hrs
Sunday	from 1100hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for the Performance of Live Music

Monday	from 1100hrs until 0300hrs
Tuesday	from 1100hrs until 0300hrs
Wednesday	from 1100hrs until 0300hrs
Thursday	from 1100hrs until 0300hrs
Friday	from 1100hrs until 0300hrs
Saturday	from 1100hrs until 0300hrs
Sunday	from 1100hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for the Playing of Recorded Music

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for the Performance of Dance

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for anything similar to Live Music, Recorded Music & Performance of Dance

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for the Provision of Late Night Refreshment

Monday from 2300hrs until 0300hrs
Tuesday from 2300hrs until 0300hrs
Wednesday from 2300hrs until 0300hrs
Thursday from 2300hrs until 0300hrs
Friday from 2300hrs until 0300hrs
Saturday from 2300hrs until 0300hrs
Sunday from 2300hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Hours for the Sale by Retail of Alcohol

Monday from 1100hrs until 0300hrs
Tuesday from 1100hrs until 0300hrs
Wednesday from 1100hrs until 0300hrs
Thursday from 1100hrs until 0300hrs
Friday from 1100hrs until 0300hrs
Saturday from 1100hrs until 0300hrs
Sunday from 1100hrs until 0300hrs

Christmas Eve and Sundays preceding Bank Holiday Mondays until 0300hrs the following day.

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Opening Hours

Hours the Premises is Open to the Public

Monday from 1100hrs until 0400hrs
Tuesday from 1100hrs until 0400hrs
Wednesday from 1100hrs until 0400hrs
Thursday from 1100hrs until 0400hrs
Friday from 1100hrs until 0400hrs
Saturday from 1100hrs until 0400hrs
Sunday from 1100hrs until 0400hrs

British Summertime deemed not to have started until the commencement of the following days trading session.

New Years Eve - From the start of permitted hours on New Years Eve to the start of permitted hours on New Years Day.

Opening hours from 0600hrs during the Wednesday through to the following Monday during the Reading Festival held in August each year.

Alcohol

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

Sale of Alcohol by Retail - On & Off the Premises

Premises Licence Holder

Name, (registered) address of holder of premises licence

Name: Treehouse Bar Ltd
Address: 108 Friar Street, Reading, RG1 1EP

Additional Details

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

Name: Mr Simon Anthony Edward Bayfield
Address: 14 Peterborough Road, Guildford, Surrey, GU2 9SY

Designated Premises Supervisor

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

Personal Licence Number: 2005/00588/02SPEC
Issuing Authority: Southampton City Council

This Licence shall continue in force from 30/10/2015 unless previously suspended or revoked.

Dated: 17 November 2015

Head of Environment & Neighbourhood Services



Mandatory Conditions

Supply of Alcohol

To be applied where a premises licence authorises the supply of alcohol

- 1 No supply of alcohol may be made under the premises licence:-
 - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
- 2 Every supply of alcohol made under the premises licence must be made or authorised by a person who holds a personal licence.

Film Exhibitions

To be applied only where a premises licence or club premises certificate authorises the exhibitions of films

- 1 The admission of children to any exhibition of any film must be restricted in accordance with section 20 of Part 3 of the Licensing Act 2003.
- 2 In the case of films which have been classified by the British Board of Film Classification admission of children to films must be restricted in accordance with that classification.
- 3 In the case of films which have not been classified by the British Board of Film Classification, admission of children must be restricted in accordance with any recommendation made by the Licensing Authority.

Door Supervisors

To be applied where a premises licence or club premises certificate includes a condition that any person must be at the premises to carry out a security activity. [Except premises with a premises licence authorising only plays or films or premises used exclusively by a club].

- 1 Each individual present at the licensed premises to carry out a security activity must be licensed by the Security Industry Authority.

Responsible Drink Promotions (commencement date 01/10/2014)

1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

Supply of Tap Water (commencement date 01/10/2014)

1. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Age Verification Policy (commencement 01/10/2014)

1. The 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.

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 either—

(a) a holographic mark, or

(b) an ultraviolet feature.

Drink Measurements (commencement date 01/10/2014)

1. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

Minimum Permitted Pricing (commencement 28th May 2014)

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1—

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) “permitted price” is the price found by applying the formula—

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

where—

(i) P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994

Conditions Consistent with the Operating Schedule

1. Customers shall be prevented from taking any alcoholic drinks, or other drinks, from the premises in open containers (eg. glasses and opened bottles).
2. A comprehensive CCTV system be installed that ensures all areas of the licensed premises are monitored, including all entry and exit points, and which enables frontal identification of every person entering in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept available for a minimum of 31 days with time and date stamping. Tape recordings shall be made available to an authorised officer or a police officer together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available on 24 hours notice. A sign advising customers that they are on CCTV shall be positioned in a prominent position.
3. An entry, closure and dispersal policy, approved by Thames Valley Police, for controlling the opening and closing of the premises and the departure of customers at the conclusion of licensed activities must be put in place and must be actively operated.
4. The premises licence holder must ensure that the Designated Premises Supervisor holds membership of, and actively participates in the Local Pub Watch Scheme, including making use of apparatus supplied as part of the scheme.
5. An incident/refusal book shall be used to record details of incidents that occur in and around the venue and refusal of sale of alcohol. The incident book shall truly reflect what has occurred and shall be specific in detail. All incidents shall be signed off by either the Head Door Supervisor; the DPS or the nominated individual when DPS is not on site. The premises licence holder shall ensure a recorded weekly review of the incident/refusal book by the DPS shall be carried out.

Prevention of Crime & Disorder

1. The Designated Premises Supervisor shall conduct a RiskAssessment of every licensable activity held at the premises, between Sunday to Thursday inclusive, to establish if door staff are required. Door staff shall be employed on Friday and Saturday nights from a risk assessed starting time, in any case no later than 23:00 hrs, till the premises have been cleared of customers at closing time.
2. The Premises Licence holder shall ensure that all Door Supervisors whilst employed at the Premises shall wear 'High Visibility' arm bands to incorporate displaying their SIA badges.
3. The Premise Licence holder shall keep and maintain a register of door supervisors.
The register will show the following details:
 - a) the name, home address and registration number of all door supervisors working at the premises.
 - b) SIA registration number.
 - c) date and time that the door supervisor commenced duty, countersigned by

the Designated Premises Supervisor or Duty Manager.

d) Any incident of crime and disorder, or concerning children must be recorded giving names

of the door supervisors involved.

e) date and time the door supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.

f) The door supervisor register must be kept at the licensed premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for period of six months from the date of the event.

Protection of Children from Harm

1. All persons authorised to sell alcohol shall be trained to the BIIAB Level 1 Award in Responsible Alcohol Retailing (ARAR) or any other similarly recognised nationally approved accreditation curriculum.

Annex 3

Conditions attached after a hearing by the Licensing Authority

N/A

Annex 4

Plans

As attached plan no.1405 L01 A dated 03/07/2014