

PREMISES LICENCE

The Licensing Act 2003
Schedule 12, Part A



Premises Licence Number	19/03281/REVIEW
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Part 1 – Premises Details

Postal address of premises , or if none, ordnance survey map reference or description, including Post Town & Post Code

Gallery
87 - 88 Bank Street
Maidstone
Kent. ME14 1SD

Telephone number None Supplied

Where the licence is time limited the dates

Not Applicable

Licensable activities authorised by the licence

Plays
Films
Indoor sporting events
Boxing or wrestling entertainments
Live music
Recorded music
Performances of dance
Anything of a similar description to the activities of live music, recorded music or the performance of dance
Sale or Supply of Alcohol
Late Night Refreshment

Times the licence authorises the carrying out of licensable activities

Plays (Indoors)

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve and Boxing day until 05:00

Films (Indoors)

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve and Boxing Day until 05:00

24 hours usage if 7 days notice given to local authority and police

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Issue Date: 23/10/2019

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Licence issued by:
The Licensing Partnership P.O. Box 182 Sevenoaks Kent TN13 1GP
Telephone number: 01732 227004

Indoor sporting events

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve, Boxing Day until 05:00

24 Hours usage if 7 days notice given to local authority and police

Boxing or wrestling entertainments (Indoors)

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve, Boxing Day until 05:00

24 Hours usage if 7 days notice given to local authority and police

Live music (Indoors)

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve, Boxing Day until 05:00

24 Hours usage if 7 days notice given to local authority and police

Recorded music (Indoors)

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve, Boxing Day until 05:00

24 Hours usage if 7 days notice given to local authority and police

Performances of dance (Indoors)

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve, Boxing Day until 05:00

24 Hours usage if 7 days notice given to local authority and police

Anything of a similar description to the activities of live music, recorded music or the performance of dance (Indoors)

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve, Boxing Day until 05:00

24 Hours usage if 7 days notice given to local authority and police

Sale or Supply of Alcohol

Every Day 07:00 - 04:00

On a Sunday prior to a Bank Holiday until 05:00

On Christmas Eve, New Year's Eve, Boxing Day until 05:00

24 Hours usage if 7 days notice given to local authority and police

Late Night Refreshment (Indoors)

Every Day 23:00 - 05:00

The opening hours of the premises

Every day 07:00 - 07:00

The non-standard opening hours of the premises

Not applicable

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

Alcohol is supplied for consumption both on and off the premises.

Part 2**Name, (registered) address, telephone number and email address (where relevant) of holder of premises licence**

Century Buildings (Rochester) Limited
St. Peter's Studio
50 North Eyot Gardens
London. W6 9NL

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

Registered Business Number 06907911

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

Ms Carla Helyar

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

Licence Number: Medway-11-PL-2250
Licence Authority: Medway Council

John Littlemore
Head of Housing and Community Services
Maidstone Borough Council

Annex 1 – Mandatory conditions**The supply of alcohol**

- Where a premises licence authorises the supply of alcohol, the licence must include the following conditions:-

No supply of alcohol may be made under the premises licence -

- (a) at a time where 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.

- Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory conditions in force from 28 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 amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

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

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from 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.

Mandatory Conditions in force from 01 October 2014

1.— (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).

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

3.— (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.

4. 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."

Exhibition of films

- 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.

- 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.

In this section -

"children" means person 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).

Door supervision

- Any premises which includes a condition that door supervisors must be at the premises to carry out a security activity, shall ensure that each such person is licensed to conduct such activities by the Security Industry Authority.

Annex 2 – Embedded conditions

Not applicable

Annex 3 – Conditions consistent with the Operating Schedule

Premises will have a monitored intruder alarm, inside motion detectors, window and door contact.

Exterior light on sensors.

Heavy duty window and door locks. Internal doors locked to private areas e.g.: cellar/storage.

Gaming Machines emptied on a regular basis.

Safes used for storage of money on site with regular banking. All cash removed from trading floor at close and draws left open.

Drug Awareness training for staff

Drugs Policy will be in place

We will have drug posters on site and work jointly on police initiatives

Staff are trained to check ID and acceptable forms and also in compliance of current licensing laws to comply with Challenge 21.

All fixtures that could be used as weapons are secured as best as possible.

SIA door supervisors used as required, including searching and control of patrons and regular checks of all areas of the premises.

Regular collection of bottles and glasses.

Keep record of incidents and 'known trouble makers' so that they can be excluded from the premises.

Staff use internal radios as required.

High Quality CCTV placed strategically

We comply with all statutory fire safety controls including the following:

Engineer Test and Certify the Fire Alarm annually

Engineer Test and Certify the Fire Appliances 6 monthly

Engineer Test and Certify Emergency Lighting annually

We train staff at induction and every 6 months in evacuation procedures and general fire safety including the practising of the evacuation drill.

We will also check all Fire appliances/lighting/call points thoroughly on a weekly basis and placement/function ability inspection prior to opening.

We will also continue to check Fire Doors on a monthly basis.

We will continue to use a risk assessment and review this on an annual basis or as required.

The venue will also be tested on an annual basis for Electrical (Periodic) safety and portable appliance testing.

We will comply with food safety regulations.

The premises is best adapted for wheelchair access within reasonable cost.

We have air conditioning and climate control.

We comply with all HSE requirements.

The premises will sound proof as much as possible walls and windows cost permitting.

Volume control will be limited by the management so as not to cause disturbance to residents in the area.

Notices are placed at the entrance and exit to remind customers to leave quietly.

Rubbish bins and glass refuge are kept at the rear of the premises away from the public access.

Collection of litter if caused.

We welcome comments from residents at any time.

Ensure all doors and windows are kept closed after 12am unless to enter or exit property.

If outside seating is present no patrons may use this after 11pm.

Management or SIA door supervisors as required will be used to help assist patrons leave the venue quietly when trading past 11pm.

Staff will leave the premises in a quiet manner.

We only accept photo passport or driving licence.

We keep records of all refusals.

We use SIA door supervisors or management to control admissions.

Train staff to ask for ID as required and acceptable forms.

If any activity of an adult nature is taking place under 18's will not be permitted in that area.

Annex 4 – Conditions attached after a hearing by the licensing authority

Conditions attached at the Review Hearing of 30th September 2019

1. The Premises Licence Holder will install and maintain a knife arch/metal detecting arch at the customer entrance to the Premises. All customers entering or re-entering the Premises shall pass through the knife arch/metal detecting arch and be searched in accordance with the Premises' search policy.

2. The Premises Licence Holder shall ensure that all performers and their pre-registered entourages attending the Premises are searched with a metal detecting wand and follow-up searches conducted in accordance with the Premises' search policy.

3. The Licence holder shall erect and maintain clear and prominent notices on the exterior of their premises advising patrons that those attending:

- a. It is a condition of entry that customers agree to be searched;
- b. Police will be informed if anyone is found in possession of controlled substances or weapons

4. Door supervisors will undertake body searches, at least one male and one female door supervisor must be available to undertake the body searches of the same customer gender before gaining entry to the premises.

5. Door Supervisors shall be responsible for the lawful searching and / or exclusion of those suspected of carrying illegal drugs, offensive weapons who attempt to gain entry into the premises.

6. There will be a door control policy that outlines clear instruction and understanding of the door supervisor's responsibilities at the premises. This policy will contain:

- a. How door staff prevent overcrowding
- b. Supervise the queue to ensure that it is managed in a way that avoids rowdy, unpleasant behaviour and to keep customers quiet as to not disturb neighbours in the vicinity
- c. A procedure for door staff engaged in searching persons as a condition of entry
- d. To ensure the dispersal of patrons from the curtilage and grounds of the licensed premise immediately after the end of licensable activities
- e. Prevent patrons from leaving the premises with open containers and bottles
- f. To provide evidence by written statement to police in any criminal investigation as and when required.
- g. The toilets shall be regularly monitored.

7. When the Premises are used for the sale of alcohol to the public, a minimum of 4 door staff will be employed from 20:00 hours or when licensable activity is taking place. In addition to this a further one door supervisor per 100 customers. CCTV Control Room will be manned by a suitably licensed Operative controlling and viewing the CCTV.

8. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.

- a. Cameras shall encompass ingress and egress to the premises, emergency routes, fire exits and all public areas including where the sale and supply of alcohol occurs.
- b. Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.
- c. The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
- d. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time (west.division.licensing@kent.police.uk)

9. The premises shall have a written drug policy, this will detail the strategies to minimise the use and supply of illegal drugs within the premises. This will entail an agreed procedure for the handling and retention of any article seized. Where premises consider a drug's safe to deposit drugs found, there will be a clear policy for the handling and packaging of seized items. For premises with a suitable 'drug safe' the items secured within the safe would not be considered as being in possession. For premises that do not have a drug safe they must have a written agreement with police as to a procedure in the collection or delivering drugs to police.

10. To allow the use of IONTRACK. (Drug testing Machine), within the premises, (or curtilage of the premises), as a condition of entry, at the request of, and after consultation with Police. To allow swabbing for detection of drugs use when deemed necessary by Police.

11. All persons that sell or supply alcohol to customers must have licensing training.

- a. Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
- b. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
- c. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
- d. Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority upon request either electronically or hard copy.

12. The premises will undertake the "Challenge 25" Scheme.

13. All staff involved in the sale or supply of alcohol will be trained in the "Challenge 25" Scheme and such training will be recorded.

14. The Premises Licence Holder will produce a risk assessment for events at the Premises. Where an event is categorised as 'high risk' the Premises Licence Holder will notify the Police Licensing Team at least 5 days (120 hours) before the event. A copy of the risk assessment will be kept at the Premises and made available to Responsible Authority Officers on request.

15. A logbook shall be kept detailing all incidents that occur at the Premises. This will be a bound book which will detail the following:

- a. The day, date and time of the incident
- b. The member of staff making the entry
- c. All members of staff involved in the incident
- d. An account of the incident
- e. Details of any persons injured and the injuries sustained
- f. Any other details thought relevant

16. Toughened or polycarbonate glass will be used at the premises. All drinks will be supplied in polycarbonate or suitably toughened glass vessels except for bottled drinks.

17. No persons under 18 years of age will be allowed on the premises except for pre-booked functions ending by midnight.

18. The Licence Holder shall erect and maintain clear and prominent notices on the exterior of their premises advising patrons of any admission restrictions and that any patrons causing any disturbance or disorder in a queue will result in admission being refused.

19. The Premises Licence Holder will use reasonable endeavours to dissuade persons attending the Premises from parking directly outside the Premises.

20. At least one member of staff with a personal licence will be on duty at all times that the premises are open for the sale of alcohol.

21. The only proof of age that will be accepted by staff will be a photographic driving licence, a passport or a 'PASS' marked proof of age card.

Annex 5 – Plans

Please see attached