

LICENSING ACT 2003 SUB COMMITTEE MEETING

Date: Monday 13 January 2020
Time: 10.30 am
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Hinder, Joy, M Rose (Substitute Member) and Springett

Councillor M Rose (Substitute Member)

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

AGENDA

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Election of Chairman
5. Urgent Items
6. Disclosures by Members and Officers
7. Disclosures of Lobbying
8. To consider whether any items should be taken in private because of the possible disclosure of exempt information
9. Application for a premises licence under the Licensing Act 2003 for 87 - 88 Bank Street, Maidstone, Kent, ME14 1SD 1 - 52

ALTERNATIVE FORMATS

The reports included in Part I of this agenda can be available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Democratic Services on democraticservices@maidstone.gov.uk or 01622 602899**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

Issued on Friday 3 January 2020

Alison Broom

Alison Broom, Chief Executive

Agenda Item No: 1 - Summary of Report

Licence Reference 19/04346/LAPRE

**Report To: LICENSING SUB – COMMITTEE
(UNDER THE LICENSING ACT 2003)**

Date: 23RD DECEMBER 2019

Report Title: 87 - 88 BANK STREET, MAIDSTONE, KENT, ME14 1SD

Report Author: Lorraine Neale

- Summary:**
1. The Applicant – Century Buildings (Rochester) Limited
 2. Type of authorisation applied for: A premises licence under the Licensing Act 2003.
 3. Proposed Licensable Activities and hours:

A	Plays (Indoors)	Every day	10:00 – 03:00
B	Films (Indoors)	Every day	10:00 – 03:00
C	Indoor sporting events	Every day	10:00 – 03:00
D	Boxing or wrestling (Indoors)	Every day	10:00 – 03:00
E	Live music (Indoors)	Every day	10:00 – 03:00
F	Recorded music (Indoors)	Every day	10:00 – 03:00
G	Performance of dance (Indoors)	Every day	10:00 – 03:00
H	anything of a similar description to that falling within (e), (f) or (g) (Indoors)	Every day	10:00 – 03:00
L	Late night refreshment (Indoors)	Every day	23:00 – 03:00
M	Supply of Alcohol (On Sales)	Every day	10:00 – 03:00
O	Opening Hours	Every day	10:00 – 03.30

The applicant Century Buildings (Rochester) Limited currently holds licence 19/03281/REVIEW for the premises (Appendix 1).

This application is for a shadow licence . This is a common situation where a shadow licence is applied for when a landlord's licensed premises is operated by a tenant whose actions could have a negative impact on the licence due to poor management of the premises resulting in restrictive conditions being added, hours cut back or even revocation.

Landlords often seek to protect themselves against such risks through provisions in the lease, these will rarely have a bearing on the licensing process. Such provisions may provide a landlord with a right of action against a tenant, but they cannot prevent a licence from lapsing or being reviewed. A shadow licence solves this problem for the landlord.

Affected Wards:	HIGH STREET
Recommendations:	The Committee is asked to determine the application and decide whether to grant the premises licence.
Policy Overview:	The decision should be made with regard to the Secretary of State's Guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from Policy or Guidance the departure must be directed solely at the attainment of the licensing objectives, and that such departure be supported by proper reasons.
Financial Implications:	Costs associated with processing the application are taken from licensing fee income.
Other Material Implications:	<p>HUMAN RIGHTS: In considering this application it is appropriate to consider the rights of both the applicant and other parties, such as “responsible authorities” and/or “other persons” (objectors). The procedure for determining licences has a prescribed format to ensure fair representation of the relevant facts by all parties.</p> <p>LEGAL: Under the Licensing Act 2003 the Licensing Authority has a duty to exercise licensing control of relevant premises.</p>
Background Papers:	<p>Licensing Act 2003</p> <p>DCMS Guidance Documents issued under section 182 of the Licensing Act 2003 as amended</p> <p>Maidstone Borough Council Statement of Licensing Policy</p>
Contacts:	Mrs Lorraine Neale at: lorraineneale@maidstone.gov.uk – tel: 01622 602528

Agenda Item No. 1

Affected Wards: HIGH STREET

Recommendations: The Committee is asked to determine the application and decide whether to grant the premises licence.

Policy Overview: The decision should be made with regard to the Secretary of State's Guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from Policy or Guidance the departure must be directed solely at the attainment of the licensing objectives, and that such departure be supported by proper reasons.

Financial Implications: Costs associated with processing the application are taken from licensing fee income.

Other Material Implications: **HUMAN RIGHTS:** In considering this application it is appropriate to consider the rights of both the applicant and other parties, such as “**responsible authorities**” and/or “**other persons**” (objectors). The procedure for determining licences has a prescribed format to ensure fair representation of the relevant facts by all parties.

LEGAL: Under the Licensing Act 2003 the **Licensing Authority** has a duty to exercise licensing control of relevant premises.

Background Papers: Licensing Act 2003
DCMS Guidance Documents issued under section 182 of the Licensing Act 2003 as amended
Maidstone Borough Council Statement of Licensing Policy

Contacts: Mrs Lorraine Neale at: lorraineneale@maidstone.gov.uk – tel: 01622 602528

Report Title: 87 - 88 BANK STREET, MAIDSTONE, KENT, ME14 1SD

Application: For a premises licence under the Licensing Act 2003. (Appendix 1).

Purpose of the Report

The report advises Members of an application for a Premises Licence to be granted under the Licensing Act 2003 (Appendix 2), made by Century Buildings (Rochester) Limited, in respect of the premises 87 - 88 Bank Street, Maidstone, Kent, ME14 1SD (Appendix 3) in respect of which 1 objection has been received from other parties

Issue to be Decided

Members are asked to determine whether to :

- 1) grant as applied for
- 2) grant with conditions
- 3) exclude any licensable activity
- 4) reject the DPS
- 5) or reject the application.

- 2 The relevant sections are Part 3 S16 -24 of The Licensing Act 2003 and section 4 of The Licensing Act 2003 in particular the Licensing Objectives:
 - The prevention of crime and disorder;
 - Public Safety
 - The prevention of public nuisance; and
 - The protection of children from harm
3. The application has been correctly advertised in the local press and notices displayed at the premises for the required period.
4. There were no representations received from responsible authorities.
5. There is 1 representation from other parties.
6. The table below illustrates the relevant representations which have been received

There appear to be concerns that the requested hours and licensable activities will potentially cause unrelenting noise nuisance and unsociable behaviour 7 days a week. The objectors believe it will have a detrimental effect on their day to day lives especially their working week. Also they believe that crime and disorder has become worse in the 7 years they have lived in the town and it was publicly demonstrated when a youngster lost their life after being at the Gallery in recent months. They request that the licensing hours for all activities Sunday to Thursday are reduced to midnight on a weekly basis, exceptions to be made on days when the direct (following day is a Bank Holiday).

7. **Members are advised that applications cannot be refused in whole or in part, or conditions attached to the licence unless it is appropriate to do so to promote the licensing objectives.;**
8. **The Operating Schedule submitted by the Applicant has addressed the licensing objectives in the following manner:**

a) General – all four licensing objectives:

Generic Conditions as per previous license – additional specific conditions in separate document.

b) The prevention of crime and disorder:

Age verification policy in place for staff of Challenge 25 in line with general objectives and training
 Incident and refusal book to be used in line with general objectives
 Staff training as detailed in general objectives

Responsible Authority /Other Party	Licensing Objective	Associated Documents	Appendix
Mr Robert Baker & Ms Louisa Beddoes	Crime & Disorder Public Safety Public Nuisance	e-mail	Appendix 4

CCTV in use as detailed in general objectives

SIA Door Supervisors will be used as required

c) Public Safety:

Age verification policy in place for staff of Challenge 25 in line with general objectives and training

Incident and refusal book to be used in line with general objectives

Staff training as detailed in general objectives

CCTV in use as detailed in general objectives

SIA Door Supervisors will be used as required

d) The prevention of public nuisance:

DPS or manager will monitor noise levels in and around the property and take action as required so as not to be a nuisance .

Promote guests to arrive and leave in a quiet manner. This includes signage at the venue exit

Ensure where possible doors and windows are kept closed. Specifically, if amplified music is taking place

Complaints will be recorded by staff/management in the incident log.

Repetitive issues and significant breaches will be investigated by the DPS

Smoking – This will be monitored by staff and management

Give consideration to overall noise level of property and adjust such things as background music to lower levels.

e) The Protection of children from harm:

Age verification policy in place for staff of Challenge 21 in line with general objectives and training

Incident and refusal book to be used in line with general objectives

Staff training as detailed in general objectives

CCTV in use as detailed in general objectives

9. Relevant sections of The Guidance issued under section 182 of The Licensing Act 2003;

Chapters 8 & 9 Premises Licences & Determining Applications

Chapter 10 Conditions NB: There is Home Office Supporting Guidance on Pools of Conditions but this is not statutory guidance.

Relevant policy statements contained in the Licensing Authority's Statement of Licensing Policy:

17.9 Crime and Disorder

17.16 Public Safety

17.19. Prevention of Public Nuisance

17.9 CONDITIONS TO PROMOTE THE PREVENTION OF CRIME AND DISORDER.

Under the Act the Licensing Authority has a duty to promote the licensing objectives, and, a further duty under the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the borough.

17.10 The applicant will be expected to detail in their operating schedule how they will prevent crime and disorder on and close to the premises. Such detail should reflect the licensable activities on offer, location and character of the area, the nature of the premises use and the range of customers likely to use the premises.

These may include, but are not limited to, the following:

- Prevention of disorderly conduct and anti-social behaviour
- Prevention of underage drinking
- Prevention of sales of alcohol to intoxicated customers
- Prevention of drunkenness both on and in the vicinity of the premises
- Prevention of drug use and drug dealing
- Restriction to responsible drinks promotions
- Use of safety glass
- Inclusion of a wind-down time following alcohol sales period
- Adequate seating to discourage “vertical drinking”
- The offer of food and snacks or other entertainment or occupation to discourage persistent drinking

17.11 In busier premises the Licensing Authority would usually expect to see a short (e.g.30 mins) ‘wind down’ or ‘drinking up’ period allowed for after the cessation time of entertainment and alcohol sales as this is effective in assisting in a reduction in noise and exuberance of customers before leaving the premises.

17.12 Applicants will be expected to seek advice from the Police and the Licensing Authority will give appropriate weight to requests by the Police for premises to be protected by SIA registered door staff subject to the provision of relevant evidence. Where the Licensing Authority determines after consultation with the police that a premises is one that warrants additional security and monitoring it would expect applicants to include the provision of SIA approved door staff at the premises at appropriate times. Relevant premises are usually those used mainly for drinking alcohol, have later opening hours and are situated within the Town Centre night time economy area.

17.13 Where appropriate, applicants for licences in the Town Centre areas providing mainly alcohol, music and dancing would be expected to consider inclusion of a provision of safety glasses to prevent a risk of injury on the rare occasion that a glass may be used as a weapon.

17.14 The use of CCTV should be considered where appropriate or on the advice and recommendations of the Police and to a quality and standard approved by the Police for evidential purposes. Licensees will be expected to fully comply with the requirements of the Information Commissioners Office and the Data Protection Act 1998 in respect of any surveillance equipment installed at a premises.

17.15 In any application resulting in hearing the sub-committee will consider each application on its individual merits and determine the imposition of conditions that are appropriate to promotion of the licensing objectives.

3.1 CONDITIONS TO PROMOTE PUBLIC SAFETY.

The applicant will be expected to show how the physical safety of persons attending the premises will be protected and to offer any appropriate steps in the operating schedule to promote this.

- 3.2 Such steps will not replace the statutory obligation on the applicant to comply with all relevant legislation under the Health and Safety at Work etc. Act 1973 or under the Regulatory Reform (Fire Safety) Order 2004.
- 3.3 Applicants will be expected to have carried out the necessary risk assessments to ensure safe occupancy levels for the premises. Where a representation from the Fire Authority suggests that for the promotion of the Public Safety objective a maximum occupancy should be applied, the Licensing Authority will consider adding such a limit as a licence condition.

Where appropriate an operating schedule should specify occupancy limits for the following types of licensed premises:

- (i) High Volume Vertical Drinking e.g. premises that provide mainly stand up drinking facilities with limited seating/table space and the primary activity is the sale of alcohol
- (ii) Nightclubs
- (iii) Cinemas
- (iv) Theatres
- (v) Other premises where regulated entertainment is likely to attract a large number of people.
- (vi) Where conditions of occupancy have arisen due to representations received.

17.19 CONDITIONS TO PROMOTE THE PREVENTION OF PUBLIC NUISANCE.

The applicant will be expected to detail any appropriate and proportionate steps to prevent nuisance and disturbance arising from the licensable activities at the premises and from the customers using the premises.

17.20 The applicant will be expected to demonstrate that they have considered the following and included steps to prevent public nuisance:

- (i) Proximity of local residents to the premises
- (ii) Licensable activities proposed and customer base
- (iii) Hours and nature of operation
- (iv) Risk and Prevention of noise leakage from the premises from equipment, customers and machinery
- (v) Prevention of noise from customers leaving the premises and customer pick up points outside premises and from the Car Park.
- (vi) Availability of public transport to and from the premises
- (vii) Delivery and collection times and locations.
- (viii) Impact of external security or general lighting on residents.
- (ix) History of management of and complaints about the premises.
- (x) Applicant's previous success in preventing Public Nuisance.
- (xi) Outcomes of discussions with the relevant Responsible Authorities.
- (xii) Impact of location, noise and contamination from outside smoking areas on neighbours and other customers
- (xiii) Collection of litter arising from the premises

17.21 Steps to prevent public nuisance may include a range of options including noise limiting devices, sound insulation, wind down periods, acoustic lobbies, management of smoking areas etc.

17.22 Steps will differ depending on the individual premises and activities and it is for the applicant to ensure that reasonable, effective and appropriate steps are included within the operating schedule.

10 Options

Legal options open to members -

1. Grant the licence subject to conditions as are consistent with the operating schedule accompanying the application.
2. Grant the licence with modified conditions
3. Exclude a licensable activity
4. Refuse to specify the DPS
5. REJECT the whole or part of the application

Members of the Licensing Act 2003 – Licensing Sub – Committee are reminded of their duty under section 17 of the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and the Licensing Authority's responsibility to co – operate in the reduction of crime and disorder in the Borough

Section 17 of the Crime and Disorder Act 1988 states:

"Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those function on, and the need to do all that it reasonably can prevent, crime and disorder in its area".

11. Implications Assessment

The decision should be made with regard to the Secretary of State's Guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the policy clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal/challenge is increased.

12. Human Rights

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- Article 8 – Right to respect for private and family life
- Article 1 of the First Protocol – Protection of Property
- Article 6(1) – Right to Fair Hearing
- Article 10 – Freedom of Expression

The full text of each Article is given in the attached Appendices

13. Conclusion

Members must ensure that the application is considered on its merits, as well as against the relevant guidance, policy and statutory framework.

14. List of Appendices

Appendix 1	Copy Licence 19/03281/REVIEW
Appendix 2	Application Form
Appendix 3	Premises Plan
Appendix 4	Objection Letter
Appendix 5	Plan of area
Appendix 6	Human Rights Articles
Appendix 7	Order of Proceedings

15. Appeals

The applicant or any other person(objector) may appeal the Licensing Act 2003 Sub Committee's decision within 21 days beginning with the day on which the Appellant is notified. All/any appeals must be lodged with the Magistrates' Court. Parties should be aware that they MAY incur an Adverse Costs Order should they bring an appeal.

Contact: Email:	Senior Licensing Officer lorryneale@maidstone.gov.uk
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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

Licence Number: 19/03281/REVIEW
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

Licensing Authority: *The Licensing Partnership*

Licensing Partnership
P.O. Box 182
Sevenoaks
Kent TN13 1GP

Ref:

Application for a Premises Licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes found at bottom of Page 4 of this form.

Use the blank page at the end of the form to provide further details if necessary.

When it is complete you can submit the form directly to us - click on the Submit Form button.

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

For help information about filling in this type of electronic form, click on the help information button.

I / We **Century Buildings (Rochester) Limited** apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 - Premises Details

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

87-88 Bank Street

Post town

Maidstone

Post code

ME14 1SD

Telephone number of premises (if any)

NA

Non-domestic rateable value of premises

£ 76500

If the premises is under construction please check here ☐

If the premises hasn't been assigned a rateable value yet, please check here ☐

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please make selection with an "x"

- | | |
|---|---|
| a) An individual or individuals* | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i as a limited company | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) A recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please make selection with an "x"

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒
- I am making the application pursuant to a:
 - statutory function or ☐
 - a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

You do not have to answer the questions in this section.

Title

Surname

First names

Are you 18 years or older?

- ☐ Yes
☐ No

Date of Birth

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Title

Surname

First names

Date of Birth
(you must be 18
years old or over)

Nationality

Current postal
address
if different from
premises address

Postcode

Post Town

Daytime contact telephone number

Email address
(optional)**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

Name

Century Buildings (Rochester) Limited

Address

**Victoria & Bull Hotel
16-18 High Street
Rochester
Kent
ME1 1PX**

Registered number (where applicable)

06907911Description of applicant (for example,
partnership, company, unincorporated
association etc.)**Limited Company**

Telephone number (if any)

01634400655

E-mail address (optional)

Part 3 - Operating Schedule

When do you want the premises licence to start?

20/12/2019

If you wish the licence to be valid only for a limited period, when do you want it to end?

20/12/2019

If 5,000 or more people attend the premises at any one time, please state the number expected to attend

General description of premises (please read guidance note 1)

Shadow License application for landlords of nightclub premises as detailed on plan

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

*Please check all
relevant boxes*

Provision of regulated entertainment (please read guidance note 2)

- | | |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" 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 checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input checked="" 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 checked="" type="checkbox"/> |

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

☒

Supply of alcohol (if ticking yes, fill in box M)

☒

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	1000	0300	<u>Please give further details here</u> (please read guidance note 4) Theatrical Pefromance		
Tue	1000	0300			
Wed	1000	0300	<u>State any seasonal variations for performing plays</u> (please read guidance note 5) NA		
Thur	1000	0300			
Fri	1000	0300	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6) NA		
Sat	1000	0300			
Sun	1000	0300			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	1000	0300	<u>Please give further details here</u> (please read guidance note 4) Showing of film		
Tue	1000	0300			
Wed	1000	0300	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) NA		
Thur	1000	0300			
Fri	1000	0300	<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 6) NA		
Sat	1000	0300			
Sun	1000	0300			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<p><u>Please give further details</u> (please read guidance note 4)</p> <p>Ring Sports</p> <p><u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)</p> <p>NA</p> <p><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>NA</p>
Day	Start	Finish	
Mon	1000	0300	
Tue	1000	0300	
Wed	1000	0300	
Thur	1000	0300	
Fri	1000	0300	
Sat	1000	0300	
Sun	1000	0300	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<p><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both - please make selection with an "x"</u> (please read guidance note 3).</p>	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish			
Mon	1000	0300	<p><u>Please give further details here</u> (please read guidance note 4)</p> <p>Boxing Events</p>		
Tue	1000	0300			
Wed	1000	0300	<p><u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)</p> <p>NA</p>		
Thur	1000	0300			
Fri	1000	0300	<p><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>NA</p>		
Sat	1000	0300			
Sun	1000	0300			

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors</u> or both - please make selection with an "x" (please read guidance note 3).	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish			
Mon	1000	0300	Please give further details here (please read guidance note 4) Group performance		
Tue	1000	0300			
Wed	1000	0300	State any seasonal variations for performance of live music (please read guidance note 5) NA		
Thur	1000	0300			
Fri	1000	0300	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) NA		
Sat	1000	0300			
Sun	1000	0300			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors</u> or both - please make selection with an "x" (please read guidance note 3).	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish			
Mon	1000	0300	Please give further details here (please read guidance note 4) Playing of music		
Tue	1000	0300			
Wed	1000	0300	State any seasonal variations for playing recorded music (please read guidance note 5) NA		
Thur	1000	0300			
Fri	1000	0300	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) NA		
Sat	1000	0300			
Sun	1000	0300			

G

Performance of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 3).	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish			
Mon	1000	0300	Please give further details here (please read guidance note 4) Dance shows		
Tue	1000	0300			
Wed	1000	0300	State any seasonal variations for the performance of dance (please read guidance note 5) NA		
Thur	1000	0300			
Fri	1000	0300	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) NA		
Sat	1000	0300			
Sun	1000	0300			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing Variations of E,F,G		
Day	Start	Finish	Will the entertainment take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 3).	Indoors	X
				Outdoors	
				Both	
Mon	1000	0300	Please give further details here (please read guidance note 4) Variations of E,F,G		
Tue	1000	0300			
Wed	1000	0300	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5) NA		
Thur	1000	0300			
Fri	1000	0300	Non standard timings. Where you intend to use the premises for 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 (please read guidance note 6) NA		
Sat	1000	0300			
Sun	1000	0300			

K

Provision of facilities for entertainment of a similar description to that falling within J or K Standard days and timings (please read guidance note 7)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both - please make selection with an "x"</u> (please read guidance note 3).	Indoors	
				Outdoors	
				Both	
Mon					
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within J or K</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for provision of facilities for entertainment of a similar description to that falling within J or K at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					


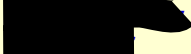

L

Late night refreshment Standard days and timings (please read guidance note 7)			<u>Will the provision of late night refreshment be indoors or outdoors or both - please make selection with an "x"</u> (please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	2300	0300	<u>Please give further details here</u> (please read guidance note 4) Provision of hot food and drink		
Tue	2300	0300			
Wed	2300	0300	<u>State any seasonal variations for provision of late night refreshment</u> (please read guidance note 5) NA		
Thur	2300	0300			
Fri	2300	0300	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list</u> (please read guidance note 6) NA		
Sat	2300	0300			
Sun	2300	0300			

M

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption <u>please make selection with an "x"</u> (please read guidance note 8).	On the premises	X
Day	Start	Finish		Off the premises	
Mon	1000	0300		Both	
Tue	1000	0300	State any proposed seasonal variations for the supply of alcohol (please read guidance note 5) NA		
Wed	1000	0300			
Thur	1000	0300			
Fri	1000	0300			
Sat	1000	0300	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 (please read guidance note 6) NA		
Sun	1000	0300			

State the name and details of the individual whom you wish to specify on the licence as premises supervisor. (Please see declaration about the entitlement to work in the checklist at the end of the form):

Title	Mr
Surname	Hutchins
First Name(s)	Steven Ross
Date of Birth	
Address	
Postcode	
Personal Licence number (if known)	MEDWAY-05-PL-0111
Issuing licensing authority (if known)	Medway

Please print the 'Consent of individual to being specified as premises supervisor' form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)

Any activity of an adult nature will require under 16s to leave the venue by 2300 unless at a prebooked private function

O

Hours premises are open to the public

Standard days and timings
(please read guidance note 7)

Day	Start	Finish
Mon	10:00	03:30
Tue	10:00	03:30
Wed	10:00	03:30
Thur	10:00	03:30
Fri	10:00	03:30
Sat	10:00	03:30
Sun	10:00	03:30

State any seasonal variation (please read guidance note 5)

NA

Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 6)

NA

P Describe the steps you intend to take to promote the four licensing objectives:

a) General - all four licensing objectives (b,c,d,e) (please read guidance note 10)

Generic Conditions as per previous license – additional specific conditions in separate document.

b) The prevention of crime and disorder

Age verification policy in place for staff of Challenge 25 in line with general objectives and training
Incident and refusal book to be used in line with general objectives
Staff training as detailed in general objectives
CCTV in use as detailed in general objectives
SIA Door Supervisors will be used as required

c) Public safety

Age verification policy in place for staff of Challenge 25 in line with general objectives and training
Incident and refusal book to be used in line with general objectives
Staff training as detailed in general objectives
CCTV in use as detailed in general objectives
SIA Door Supervisors will be used as required

d) The prevention of public nuisance

DPS are manager will monitor noise levels in and around the property and take action as required so not to a nuisance. Promote guests to arrive and leave in a quiet manner. This includes signage at the venue exit
Ensure where possible doors and windows are kept closed. Specifically, if amplified music is taking place
Complaints will be recorded by staff/management in the incident log. Repetitive issues and significant breaches will be investigated by the DPS
Smoking – This will be monitored by staff and management
Give consideration to overall noise level of property and adjust such things as background music to lower levels

e) The protection of children from harm

Age verification policy in place for staff of Challenge 21 in line with general objectives and training
Incident and refusal book to be used in line with general objectives
Staff training as detailed in general objectives
CCTV in use as detailed in general objectives

Please make
selection with an "x"

I have enclosed the plan of the premises ☒

I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable ☒

I understand that I must now advertise my application ☒

I understand that if I do not comply with the above requirements my application will be rejected ☒

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships.] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 5 - Declaration (please read guidance note 11)

Confirmation of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 12) **If confirming on behalf of the applicant please state in what capacity.**

• [Applicable to all individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

• The DPS named in this application form is entitled to work in the UK, (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

Confirmation ☒

Name Date

Capacity

Please print the 'Consent of individual to being specified as premises supervisor form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 13) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation ☐

Name Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Name

Address

Post Town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Use this page if there is any other information that you think we should know about.
Information entered on this page will be sent to us, along with the data on the rest of the form when you use the "Submit" option.

Additional Conditions as uploaded in 87 88 Bank Street additional conditions file.

Notes for Guidance are available online

Consent of individual to being specified as premises supervisor

Please print this form and ask the person being specified as premises supervisor to fill in the below.

Certain details have been pre-populated from data given on this online form. Please amend any incorrect information or add details where necessary.

Please return this completed form to:

*Licensing Partnership
P.O. Box 182
Sevenoaks
Kent TN13 1GP*

I, **Mr Steven Ross Hutchins**

[Full name of prospective premises supervisor]

of

[Redacted address]

[Home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

A premises licence

[Type of application]

by Century Buildings (Rochester) Limited

[name of applicant]

relating to a premises licence

[Number of existing licence, if any]

**for 87-88 Bank Street
Maidstone**

[Name and address of the premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Century Buildings (Rochester) Limited

[Name of applicant]

concerning the supply of alcohol at

**87-88 Bank Street
Maidstone**

[Name and address of the premises to which the application relates]

Consent of individual to being specified as premises supervisor (cont.)

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

MEDWAY-05-PL-0111

[insert personal licence number, if any]

Personal licence issuing authority

Medway

[Name and address and telephone number of personal licence issuing authority, if any]

Signed

Name (please print)

Date

Form end

You have now reached the end of the form. If you have entered all the necessary information, and read all the guidance notes, please now submit the form.

XML Specific

Application Type	LAPRE
Licence Case Type	NEW
Licence Status	1_REC
XML Template	L
CAPS Reference	

Payments request

CallingAppID	VIFO
CallingAppRef	ZZLO00
PaymentSourceCode	01

Response response

PaymentAuthorisationCode	
IncomeManagementReceiptNumber	494603
OriginatorsReference	
CardScheme	
CardType	
PaymentAmount	
ResponseCode	
ResponseDescription	
Number of payment lines	1

Payment 1

Receipt Number	
DueDate	
PaymentType	WEB
Pay Description	
XML Description	Premises Licence Application
PaymentDue	315 VAT
Paid	315
Payment Date	
Fund	05
Reference	CDEF04L087Y

Payment 3

Receipt Number	
DueDate	
PaymentType	
Pay Description	
XML Description	
PaymentDue	VAT
Paid	
Payment Date	
Fund	
Reference	

Payment 5

Receipt Number	
DueDate	
PaymentType	
Pay Description	
XML Description	
PaymentDue	VAT
Paid	
Payment Date	
Fund	
Reference	

Customer Message

Service Message

Payment 2

Receipt Number	
DueDate	
PaymentType	
Pay Description	
XMLDescription	
PaymentDue	VAT
Paid	
Payment Date	
Fund	
Reference	

Payment 4

Receipt Number	
DueDate	
PaymentType	
Pay Description	
XML Description	
PaymentDue	VAT
Paid	
Payment Date	
Fund	
Reference	

Case Overview

Form file name:	<input type="text"/>	Current Date	<input type="text"/>
Form data set reference	<input type="text" value="Century Buildings (Rochester) Limited/"/>	Date From	<input type="text"/>
Has been E-Signed	<input type="checkbox"/> Date/Time E-Signed <input type="text"/>		
Date/Time Submitted to main server	<input type="text"/>	Data Validation Reference	<input type="text"/>
Date/Time Submitted to external server	<input type="text"/>	Date/Time form Started	<input type="text" value="12/11/2019 16:52:21"/>

Automatic Messaging

Receipt Email Address	<input type="text"/>	Notification Email Address	<input type="text"/>
Receipt Email Subject	<input type="text"/>	Notification Email Subject	<input type="text"/>
Receipt Email Message	<input type="text"/>	Notification Email Message	<input type="text"/>
Mobile Number	<input type="text"/>		

Case Notes

CRM Integration

CRM Case Ref

Form History

16/11/2019 14:20:09 | Received on Remote Server
16/11/2019 14:24:21 | Submitted | (anon, ,) | Application for a premises licence (1.0).wdf, 42898, Licence Inc Bexley, new | Ref: 042898-91116-DKC1XG4
16/11/2019 14:20:09 | Received on Remote Server
16/11/2019 14:24:21 | Submitted | (anon, ,) | Application for a premises licence (1.0).wdf, 42898, Licence Inc Bexley, new | Ref: 042898-91116-DKC1XG4

Form Database

Primary Record ID	<input type="text"/>	Secondary Record ID	<input type="text"/>
Department Name	<input type="text"/>	Form Status	<input type="text"/>
Depart Classification / Priority	<input type="text"/>	Search	<input type="text" value="87-88 Bank Street"/>
Dept Case Reference	<input type="text"/>	Field 3	<input type="text" value="ME14 1SD"/>
Date Record Started	<input type="text"/>		
Date Last Modified	<input type="text"/>		

Current User

Title	<input type="text"/>	Surname	<input type="text"/>	First Name	<input type="text"/>	User Record Id	<input type="text"/>
Tel No	<input type="text"/>	Email address	<input type="text"/>		Address	<input type="text"/>	
User Classification	<input type="text"/>						
Portal Username	<input type="text"/>	Expert for this form	<input type="text"/>				

System Data

Pages active with dynamic paging	<input type="text" value="1,2,3,4,5,13,14,15,16,17,20,21,22,6,7,8,9,11,12,18,19"/>				
Data Locked for Editing	<input type="text"/>	Date of offline forms creation	<input type="text"/>	Enable high-quality print (WDF)	<input type="checkbox"/>
Type of form - ufx, wdf or txt	<input type="text"/>	If TXT - Optimised for screen-readers	<input type="checkbox"/>	Enable top controls on opening	<input type="checkbox"/>
Start page for expert users	<input type="text"/>	Print Collation Config	<input type="text"/>		

Form Design Settings

Dynamic paging enabled	<input type="checkbox"/>	Use page titles for page menu	<input type="checkbox"/>	ESigning is available	<input type="checkbox"/>	After ESigning/Submission - go to page No?	<input type="checkbox"/>	TXT form is available	<input checked="" type="checkbox"/>
Pages with forced error checking	<input type="text"/>								
Pages that override forced error checking	<input type="text"/>								
Last visible page:	Unregistered users	<input type="checkbox"/>	Registered users:	<input type="checkbox"/>	Expert users:	<input type="checkbox"/>	Override for TXT version	<input type="checkbox"/>	
Default branding file:	<input type="text" value="UK Revenues & Benefits Branding (1.0)"/>				e.g. 'UK Revenues & Benefits Branding (1.0)'				
Shared Data Dictionary	<input type="text" value="Victoria Forms UK Licensing Data (1.0)"/>				e.g. 'Victoria Forms UK Government Data (1.0)'				
HTML pages within WDF	<input type="text" value="1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,20"/>				Page no for thumbnail <input type="text" value="41"/>				

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.

Doors and partitions required to be fire resisting are to be in accordance with British Standard BS476 Part 8.

The emergency lighting installation is to comply with British Standard BS

Fire Safety related signage and notices are to conform to British Standards BS5499 Part 1.

Upholstered furniture composites are to conform smouldering cigarette and butane flame test to British Standard BS5852 Part 1 and BS5852 Part 2 (ignition source 5).

Artificial foliage and other decorative effects are to be fire retardant to the satisfaction of the Fire Authority.

Any carpets or similar floor coverings in areas where the public are admitted should be of a type when tested in accordance with British Standard 4790:1987 would achieve a low radus rating defined in BS 5287:1976.

The client reserves the decision to implement amendments to specifications above in line with BS9999:2009 after detailed examination by qualified fire engineer

STONE ME LTD reserves the right to withdraw any drawings from any applicant and or third parties should disputes arise between the client and STONE ME LTD

[illegible]

Tel: 01702 555411

Size:	A1
Dwg No:	Rev:

Dwg No: 1332-04

Rev:

First Floor Layout

Ground Floor Layout

Basement Plan

Located to rear of property

45



6th December 2019

Maidstone Council – Licensing Partnership
PO Box 182
Sevenoaks
TN13 1GP

Re: Licensing Act 2003 application for 87-88 Bank Street – Century Building (Rochester) Limited.
Reference from pa.sevenoaks.gov.uk website: 19/04346/LAPRE

Dear Sir Or Madam,

It has come to my attention, via a poster posted in the window of The Gallery nightclub that there is a license application for various activities between the hours of 10am through to 3:30am every day of the week.

This is of great concern due to the potential for unrelenting noise and antisocial behaviour outside our home as we live just a few doors down from the club.

We understand that a night club is in the business of noise however, we do not think it is reasonable to be noisy on nights before working days when there are so many residential properties close-by. For our part, we have a child that lives with us and has to go to school during the week. This requires a good night's sleep to be able to function and do well at school. We also both have to go to work Monday through Friday and similarly, this is very hard when the night's sleep has been interrupted.

In regard to the antisocial behaviour, this has been very publicly demonstrated over recent months. A poor youngster lost their life after being at The Gallery. After witnessing the aftermath of this horrendous event this is not behaviour that should be enabled by the "entertainment" establishments of Maidstone. It was very difficult to explain to our 8 year old what had happened at the time and how we were not able to leave our flat as the police had shut Bank Street – literally having police tape across our door that leads onto Bank Street well into the following day.

Between us, we have lived in this flat for close to 7 years and have seen various entertainment establishments come and go but the antisocial and sometimes criminal behaviour demonstrated on Bank Street usually late at night but sometimes during the day remains at best the same and at worst can be described as deteriorating. We genuinely feel scared for our safety when, for example, we have been away and return late on a weekend. We do try to avoid that but sometimes it is not possible. This is a problem that will only get worse if the license is allowed to go ahead on the terms currently posted.

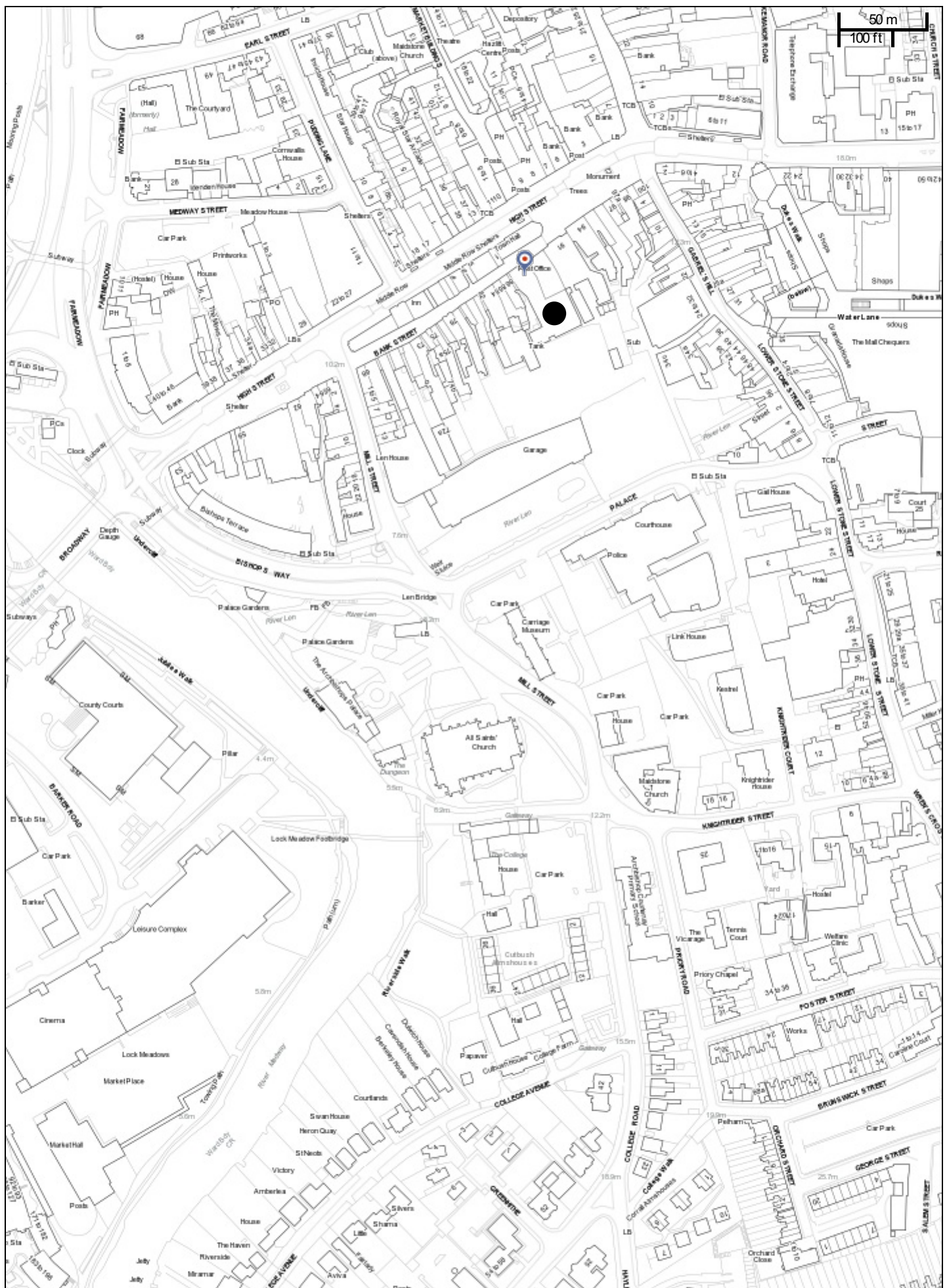
We request shortening the license opening hours so closing time for all activities is no later than midnight on Sunday through Thursday on a weekly basis. Exceptions can be made on days when the direct following day is a bank holiday.

P.S. We also attach a photo of the poster they posted, which has the incorrect postcode listed twice for representations. I had to search the internet for the correct postcode. There was also no mention of the details (i.e. reference code) required to find the application online.

Yours faithfully,

Mr Robert C Baker

Ms Louisa J Beddoes



Enter map title

Scale: 1:2926

Printed on: 19/9/2019 at 12:58 PM by LorraineN

HUMAN RIGHTS

Article 8

1. Everyone has the right to respect for his private and family life, his home and his correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

Article 1 of the First Protocol

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law. The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Article 6(1)

In the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law. Judgement shall be pronounced publicly but the press and public may be excluded from all or part of the trial in the interest of morals, public order or national security in a democratic society, where the interests of juveniles or the protection of the private life of the parties so require, or to the extent strictly necessary in the opinion of the court in special circumstances where publicity would prejudice the interests of justice.

Article 10

3. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.
4. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.



LICENSING AUTHORITY: MAIDSTONE BOROUGH COUNCIL

Licensing Act 2003 Sub-Committee Hearing Procedure of Applications for New Premises Licences/Club Premises Certificates and Variations to existing licences and certificates

Introduction and Procedure

i) Introductions

The Chairman will request all those persons participating in the hearing to identify themselves, starting with the:

- ☐ Members of the sub-committee (who will, if applicable, declare any personal or prejudicial interests)
- ☐ Legal advisor
- ☐ Committee clerk
- ☐ Maidstone Borough Council licensing officers/managers
- ☐ Applicant (and any representative)
- ☐ Each responsible authority (and any representative)
- ☐ Each interested party (and any spokesperson or representative)

ii) Procedural Matters

- **Procedure**

The Chairman will:

- ☐ Confirm that all parties are aware of the sub-committee hearing procedure and that each party has a copy of the hearing procedure document.

- **Submissions**

The Chairman will:

- ☐ Explain that the sub-committee will allow all parties to put their case fully and make full submissions, within a reasonable time frame.

- **Discussion and cross-examination**

The Chairman will:

- ☐ Explain that the sub-committee procedure shall take the form of a discussion led by the sub-committee.
- ☐ Explain that the sub-committee will usually permit cross examination (conducted within a reasonable time frame).

- **Disruptive Behaviour**

The Chairman will:

- ☐ Explain that where any person attending the hearing behaves in a disruptive manner, the sub-committee may direct that person to leave the hearing (including temporarily) and thereafter the person may submit to the sub-committee in writing any information which the person would have been entitled to give orally had the person not been required to leave the hearing.

- **Reading of Papers**

The Chairman will:

- ☐ Confirm that all sub-committee members have pre-read all the papers and any other documents contained in the report regarding the hearing.

- **Draft Conditions**

The Chairman will:

- ☐ Enquire whether draft conditions have been agreed between the applicant and any of the other parties for the sub-committee to consider.

- **Witnesses**

The Chairman will:

- ☐ Enquire whether any parties request to have any witnesses give evidence at the hearing; and if so grant the request unless the request is unreasonable.
- ☐ Invite the parties, where appropriate, to appoint a spokesperson.

The Hearing

Outline of the Application and Representations

- ☐ The Chairman will ask the legal advisor or community services manager to briefly outline the application and all representations regarding the application.

i) The Applicant

- ☐ Opening remarks by the applicant (or their representative).
- ☐ Evidence of the applicant and any witnesses.
- ☐ After each person has given evidence the person may be questioned by each responsible authority, interested party and sub-committee member.
- ☐ If necessary, the applicant (or their representative) may clarify any matter that arose during questioning.

ii) Responsible Authorities (where applicable)

RESPONSIBLE AUTHORITY	Tick if applicable
Police	
Trading standards	
Environmental Health	
Child Protection (Social Services)	
Planning	
Fire and Rescue	

- ☐ Opening remarks by the officer representing the responsible authority (or their representative).
- ☐ Evidence of the responsible authority officer and any witnesses.
- ☐ After each person has given evidence the person may be questioned by the applicant, each other responsible authority, interested party and sub-committee member.
- ☐ If necessary, the officer (or representative) may clarify any matter that arose during questioning.

iii) Interested Parties

- ☐ Opening remarks by the interested party (or spokesperson/representative).
- ☐ Evidence of the interested party and any witnesses.
- ☐ After each person has given evidence the person may be questioned by the applicant, responsible authorities, each other interested party and sub-committee member.
- ☐ If necessary, the interested party (or spokesperson/representative) may clarify any matter that arose during questioning.

Closing Speeches

In the following order:

- ☐ **Each Responsible Authority**
- ☐ **Each Interested Party**
- ☐ **The Applicant**

End of Hearing

- ☐ The Chairman will ask the members of the sub-committee if they have any final questions for any party to the hearing.
- ☐ The Chairman will ask the legal advisor whether there are any further matters to be raised or resolved before the hearing is closed.
- ☐ The Chairman will bring the hearing to a close and shall declare that the sub-committee will retire, to private session, to consider the application, all relevant representations, evidence, the relevant extracts of Licensing Authority's Statement of Licensing Policy, the relevant extracts of the National Guidance issued under section 182 of The Licensing Act 2003 and the licensing objectives under the Licensing Act 2003.
- ☐ The Chairman shall invite the legal advisor to remain with the sub-committee during its deliberations and ask all other persons to withdraw from the room.

The Decision

The Chairman shall declare in public session:

- ☐ The sub-committee's determination.
- ☐ All parties to the hearing will receive a copy of the written Determination Notice regarding the sub-committee's determination.
- ☐ All parties may appeal against the sub-committee's decision within 21 days beginning with the day on which the appellant is notified of the Licensing Authority's written determination. Appeals must be lodged with the Magistrates' Court. Parties should be aware that the Magistrates Court may make an order with respect to costs on any appeal.
- ☐ The hearing is formally closed.