

## **NOTICE OF MEETING**

### **Licensing Panel**

**Wednesday 8 February 2017, 10.00 am**

**Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

**To: The Licensing Panel**

Councillor Brunel - Walker (Chairman), Councillors Brossard and Gaw

ALISON SANDERS  
Director of Corporate Services

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If you require further information, please contact: Hannah Stevenson  
Telephone: 01344 352308  
Email: [hanna.stevenson@bracknell-forest.gov.uk](mailto:hanna.stevenson@bracknell-forest.gov.uk)  
Published: 31 January 2017



## **Licensing Panel**

**Wednesday 8 February 2017, 10.00 am**

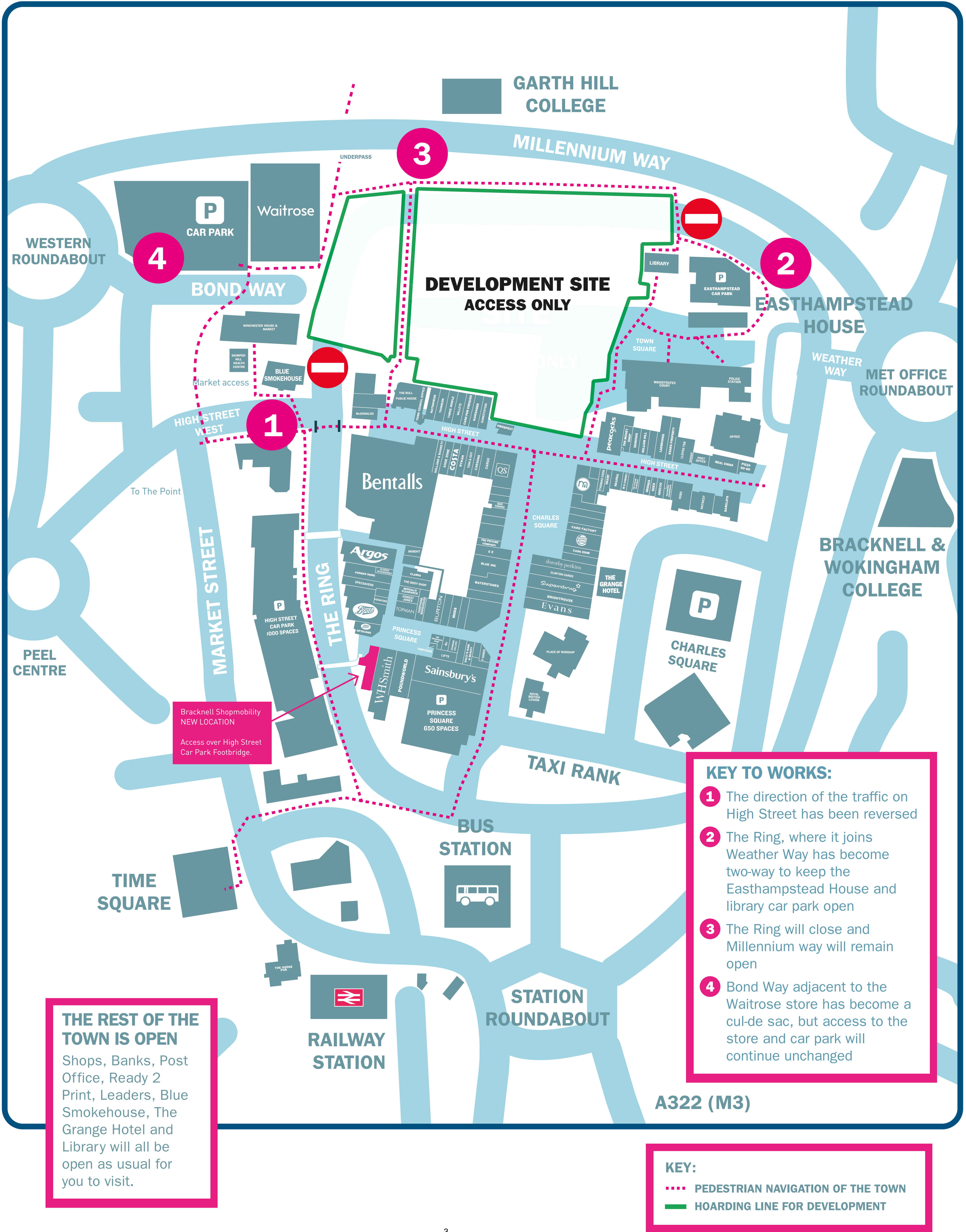
**Council Chamber, Fourth Floor, Easthampstead House,  
Bracknell**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

## **AGENDA**

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| 1. <b>Maps</b>  | 3 - 8   |
| 2. <b>Declarations of Interest</b>  |         |
| Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days. |         |
| 3. <b>The Procedure for Hearings at Licensing Panels</b>  | 9 - 14  |
| 4. <b>New Application for The Acoustic Couch Community Centre CIC,<br/>11 Market Street, Bracknell RG12 1JG</b>   | 15 - 19 |
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# BRACKNELL TOWN CENTRE OPEN AS USUAL DURING ROAD LAYOUT CHANGES



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# Bracknell Town Centre Map

## Legend

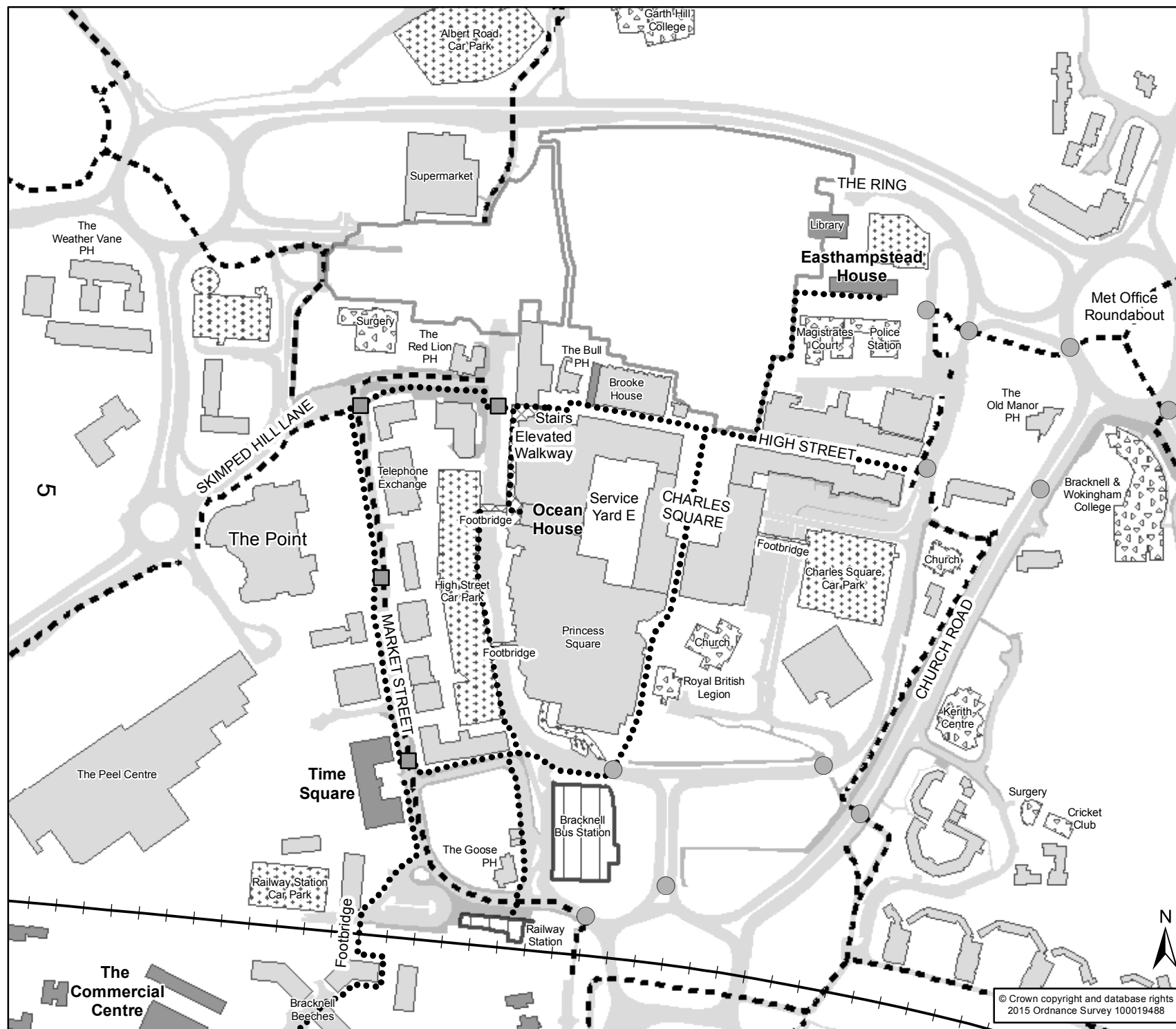
-  Subway
-  Zebra Crossing
-  Walk Route
-  Footpath/Cycleway
-  Railway
-  Building
-  Car Parks
-  Council Buildings
-  Demolished
-  Elevated Walkway
-  Places of Interest
-  Public Transport

0 50 100  
Metres



Map Produced January 2015

G:\GIS\Environment\GIS\Projects\TownCentreMap\Jan2015B+W



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Motorway / Motorway  
Junction (with number)



A Road



Town



Bracknell Forest Borough



Bracknell  
Forest  
Council

HIGH WYCOMBE

M40

M40

M25

M40

MARLOW

MAIDENHEAD

SLOUGH

M25

M4

HENLEY  
ON  
THAMES



HEATHROW  
AIRPORT

READING

WINDSOR

STAINES

M4

M4

M4

WOKINGHAM

BRACKNELL

M3

M3

## Bracknell Forest Borough Location Plan

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Bracknell Forest Borough Council LA100019488.

BAGSHOT

CAMBERLEY

WEYBRIDGE

M25

M3

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## **INFORMATION AND THE PROCEDURE FOR HEARINGS OF THE LICENSING PANEL**

**The following document provides information and outlines the procedure taken for hearings by the Licensing Panel, when considering applications.**

### **1. REQUIREMENTS FOR THE HEARING**

- 1.1 The applicant will normally be required to attend the meeting in person. They will be entitled to be represented by a solicitor or counsel or by any other individual provided that the name of any such person is given to the Council's Licensing Manager 48 hours in advance of the hearing.
- 1.2 Written notification of the intended proceedings will be given to the applicant not less than ten clear working days before the meeting. This notification will give details of the procedure to be followed at the hearing and shall advise applicants of their right to be represented.
- 1.3 Any documents to be produced at the hearing by the Director of Environment, Culture and Communities representative shall be sent so as to reach the applicant by no later than 48 hours before the hearing. A copy of these documents shall at the same time be given to Democratic Services to distribute to members of the Panel.
- 1.4 Any documents to be produced at the hearing by the applicant shall be sent to the Council's Licensing Manager by no later than 48 hours before the hearing. A copy of these documents shall at the same time be sent to Democratic Services to distribute to members of the Panel.
- 1.5 At the discretion of the Panel any or all of the requirements set out in paragraphs 1.3 to 1.4 above may be waived, provided that the Panel is satisfied that the interests of the applicant or any objector have not been prejudiced.
- 1.6 Financial costs incurred by either party in the hearing must be met in full by those parties and no awards for costs will be made to either party regardless of the outcome of the hearing.
- 1.7 The public will be allowed access, except if "Confidential Information" as defined by Section 100A of the Local Government Act 1972 is likely to be disclosed (in which case the public must be excluded) or, if "Exempt Information" falling within Schedule 12A of the Local Government Act 1972 is likely to be disclosed in which case the Panel may decide to exclude the public.

### **2. ORDER OF THE HEARING**

- 2.1 Hearings shall be conducted as follows:
  - (a) The Chairman will open the proceedings by stating the nature of the matter which is to be considered and will welcome the parties, introduce them and confirm the roles of those present.
  - (b) The Chairman will ask the officers to confirm whether or not the formal requirements in respect of the matter to be considered have been complied with.
  - (c) The applicant will be asked if there is any reason for the case to be adjourned. An adjournment will only normally be granted if unforeseeable circumstances can be demonstrated which would be prejudicial to a fair hearing if it was heard at that time.

- (d) The Chairman shall first call upon the Director of Environment, Culture and Communities representative to put forward their case.
  - (e) If satisfied as to the formal requirements, the Panel will consider the merits of the application or proposed suspension/revocation and the report of the officer. The Panel may ask the Director of Environment, Culture and Communities representative for clarification of any points.
  - (f) The applicant shall have an opportunity to put questions to the Director of Environment, Culture and Communities representative.
  - (g) The Chairman will then invite (if any) interested parties who have made representations to speak. The Panel may ask interested parties questions and points of clarification.
  - (h) The Chairman will then invite the applicant or licence holder to make any representations.
  - (i) The Chairman, members of the Panel and the Director of Environment Culture and Communities representative may ask the applicant questions and points of clarification. Having heard the applicant's statement, any Responsible Authorities in attendance will be given the opportunity to respond.
  - (j) An opportunity shall be given to the Director of Environment, Culture and Communities representative and the applicant, in that order, to sum up their case (but not to add any new facts).
  - (k) The Panel members, the representative from Legal Services and Clerk to the Panel shall withdraw. Officers present do not take part in the decision making but will provide legal and procedural advice and record the decision.
  - (l) The members of the Panel consider their decision. The applicant or his/her representative (if any) and any officer present is asked to remain in attendance and if any further clarification or information is required from the applicant or licence holder or any officer, this will be sought by the clerk.
- 2.2 The decision of the Panel shall be notified to the applicant and her/his representative (if any) within two working days following the meeting. In most cases, a verbal decision will be given on the day of the hearing.

### **3. ROLES OF THOSE AT THE HEARING**

- 3.1 The Director of Environment Culture and Communities representative is present at the hearing to present the professional officer's case for refusal, suspension or revocation of licences. They are also present to challenge points put forward by the applicant.
- 3.2 Members of the Panel are present to consider and determine an application or to consider if a licence should be suspended or revoked. In doing so they will follow the above procedure.
- 3.3 The representative from Legal Services is present to provide legal and procedural advice to the members of the Panel and to assist in the clarification of any issues which might arise.
- 3.4 The representative from Democratic Services is present to provide procedural advice to members of the Panel and to record the decision.

*Address for Correspondence:*

Licensing Team Leader  
Environment, Culture and Communities  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
Berkshire RG12 1JD  
Tel: 01344 352517  
e-mail: [laura.driscoll@bracknell-forest.gov.uk](mailto:laura.driscoll@bracknell-forest.gov.uk)

Democratic Services, Corporate Services  
Bracknell Forest Council  
Easthampstead House  
Town Square  
Bracknell  
Berkshire RG12 1AQ  
Tel: 01344 352253  
e-mail: [lizzie.rich@bracknell-forest.gov.uk](mailto:lizzie.rich@bracknell-forest.gov.uk)

#### **4. BACKGROUND**

4.1 The Council's Licensing Panel has been given delegated authority to deal with the following applications:

| <b>Matter to be dealt with:</b>  | <b>Licensing Panel</b>               |
|--|--------------------------------------|
| Application for personal licence   | If a Police objection                |
| Application for personal licence with unspent convictions  | All cases                            |
| Application for premises licence/club premises certificate   | If a relevant representation is made |
| Application for provisional statement  | If a relevant representation is made |
| Application to vary designated premises supervisor   | If a Police objection                |
| Application for transfer of premises licence   | If a Police objection                |
| Applications for interim authorities   | If a Police objection                |
| Applications to review premises licence/club premises certificate  | All cases                            |
| Decision to object when local authority is a consultee and not the relevant authority considering the application. | All cases                            |
| Determination of a police objection to a temporary event notice.   | All cases                            |

4.2 In carrying out its licensing function, the Licensing Authority will promote the four Licensing Objectives. These are the only matters to be taken into account when determining an application. The four Licensing Objectives are:

- Prevention of Crime and Disorder;
- Public Safety;
- Prevention of Public Nuisance; and
- Protection of Children from Harm.

- 4.3 The Licensing Policy is about the regulation of licensable activities and as such is focussed on the direct impact of activities taking place on or in the vicinity of those premises. It is not a mechanism for controlling general nuisance unconnected to the Licensing Objectives.
- 4.4 The Council has, apart from the above, delegated power to determine applications, renew, suspend or revoke existing licences and consents to the Director of Environment Culture and Communities. The Director has in turn delegated such authority to officers within the Department.
- 4.5 Whilst officers have delegated authority there will be occasions where it is considered appropriate to refer the matter to the Licensing Panel. Specifically the Licensing & Safety Committee at its meeting on 12 March 2003, resolved to receive representations from applicants for either a licence or a consent where under delegated powers the applicant has been advised that a refusal or revocation is likely.
- 4.6 Where the application is being considered for refusal, having exhausted all options for negotiating an acceptable solution, the applicant is invited should they wish to present their case to the Panel. This request must have been made in writing within 21 days following receipt of a letter from the Council offering the opportunity of a hearing. If the applicant or licence holder fails to comply with this requirement or declines the offer, the matter will be dealt with under delegated authority.
- 4.7 Where an application is refused or a licence/consent is suspended or revoked by the Panel the applicant may have a right of appeal to the courts under the relevant provisions of the legislation and the Panel will inform the applicant within their decision letter.

**LICENSING ACT 2003**  
**HEARINGS – Right of Attendance, Assistance and Representation**

**Regulation 15 of the Licensing Act 2003 (Hearings) Regulations 2005.**

15. Subject to regulations 14(2) and 25 in relation to hearings taking place in public and the right for the Chairman to ask a person attending the hearing to leave the room, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified to do so.

**LICENSING ACT 2003**  
**HEARINGS – REPRESENTATIONS AND SUPPORTING INFORMATION**

**Regulation 16,17,18 and 19 of the Licensing Act 2003 (Hearings) Regulations 2005.**

16. At the hearing, a party shall be entitled to:
- In response to a point upon which the Panel has given notice to a party that it will want clarification under regulation 7(1)(d), give further information in support of their application, representations or notice (as applicable).
  - If given permission by the Panel, question any other party.
  - Address the Panel.
17. Members of the Panel may ask any question of any party or other person appearing at the hearing.
18. In considering any representations or notice made by a party, the Panel may take into account documentary or other information produced by a party in support of their application, representations or Notice, (as applicable), either before the hearing or, with the consent of all the other parties at the hearing.
19. The Panel shall disregard any information given by a party or any other person to whom permission to appear at the hearing is given by the Panel which is not relevant to:
- their application, representations or notice, (as applicable); or in the case of another person, the application representations or notice of the party requesting their appearance, and
  - The promotion of the licensing objectives or, in relation to a hearing to consider a notice given by a chief officer of police, the crime prevention objective.

**LICENSING ACT 2003**  
**HEARINGS – CONSEQUENCES WHERE A PARTY DOES NOT ATTEND, OR IS NOT**  
**REPRESENTED AT A HEARING**

**Regulation 20 of the Licensing Act 2003 (Hearings) Regulations 2005.**

- 20. (1) If a party has informed the Authority that he does not intend to attend, or be represented at, a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend, or be represented, at a hearing, the Authority may:
  - (a) where it considers it to be **necessary in the public interest**, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the party's absence.
- (3) Where the Authority holds the hearing in the absence of a party, the Authority shall consider at the hearing, the application, representations or Notice made by that party.
- (4) Where the Authority adjourns the hearing to a specified date, it must, forthwith, notify the parties of the date, time and place to which the hearing has been adjourned

## LICENSING PANEL 8 FEBRUARY 2017

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### LICENSING ACT 2003

THE ACOUSTIC COUCH COMMUNITY CENTRE CIC,  
11 MARKET STREET, BRACKNELL, RG12 1JG

### APPLICATION FOR GRANT OF NEW PREMISES LICENCE (Chief Officer: Environment and Public Protection)

#### 1 APPLICATION DETAILS

- 1.1 On 22 December 2016 an application was made by The Acoustic Couch Community Centre CIC for a new premises licence. The application is attached at **Annex A** and proposed plan at **Annex B**.

- 1.2 The application is for the following licensable activities:

Provision of Plays - Sunday to Monday: 08:00 – 01:00

Exhibition of Film - Sunday to Wednesday: 08:00 – 00:00, Thursday: 08:00 – 01:00, Friday: 08:00 – 02:00, Saturday: 08:00 – 03:00

Live Music - Monday to Thursday: 08:00 - 01:00, Friday: 08:00 – 02:00, Saturday: 08:00 – 03:00, Sunday: 08:00 – 00:00

Recorded Music - Monday to Wednesday: 07:00 – 00:00, Thursday: 07:00 – 01:00, Friday: 07:00 – 02:00, Saturday: 09:00 – 03:00, Sunday: 09:00 – 00:00

Performance of Dance - Monday to Wednesday: 08:00 – 00:00, Thursday: 08:00 – 01:00, Friday: 08:00 – 02:00, Saturday: 08:00 – 03:00, Sunday: 09:00 – 00:00

Late Night Refreshment - Sunday to Wednesday: 23:00 – 00:00, Thursday: 23:00 – 01:00, Friday: 23:00 – 02:00, Saturday: 23:00 – 03:00

Sale of Alcohol - Sunday to Wednesday: 11:00 – 00:00, Thursday: 11:00 – 01:00, Friday: 11:00 – 02:00, Saturday: 11:00 – 03:00

Details of seasonal variations to these licensable activities and non-standard timings are available within the application at **Annex A**.

- 1.3 On viewing the public notice displayed at the premises on 3 January 2017, it was noted that the hours were not consistent with those stated on the application form. A copy of the public notice displayed on 3 January 2017 is attached at **Annex C**.

- 1.4 The discrepancies were as follows:

Provision of plays

Listed on application form as: 08:00-01:00 Mon-Sun

Listed on public notice as: 08:00-00:00 Mon, Tue, Wed, Sun

08:00-01:00 Thurs

08:00-02:00 Fri

08:00-03:00 Sat

Provision of live music

Listed on application form as: 08:00-00:00 Sun

Listed on public notice as: 08:00-01:00 Sun

- 1.5 As a result of these discrepancies, it was agreed with the applicant that of the hours

listed on the application form and the public notice, whichever had the earlier finish time would go forward onto the licence, should one be granted.

- 1.6 The hours of the licensable activities would therefore be as per section 1.2, other than for provision of plays, where the hours would be:

08:00-00:00 Mon, Tue, Wed, Sun

08:00-01:00 Thurs, Fri, Sat

## **2 REPRESENTATIONS RECEIVED**

- 2.1 During the period for making representations, from 22 December 2016 to 19 January 2017, two representations were received in respect of the application. These representations are attached at **Annexes D and E**.

## **3 SUPPORTING INFORMATION**

- 3.1 A map showing the location of the premises is attached at **Annex F**. This map also shows the locations of those who have made representations.
- 3.2 The proposed conditions, including both the mandatory conditions and those arising from the operating schedule, are attached at **Annex G** of this report.
- 3.3 Mediation was offered to the applicant and the individuals who made representations. This is scheduled to take place on 31 January 2017, after the deadline for publication of this report. An update will be provided on the result of the mediation at the Panel hearing.

## **4 RELEVANT BRACKNELL FOREST BOROUGH COUNCIL POLICIES**

- 4.1 In determining applications, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. (2.5)
- 4.2 The Council, as Licensing Authority, recognises that conditions attached to licences will be focused on matters which are within the control of individual licensees. (2.7)
- 4.3 If it is reasonably considered that the licensing objectives cannot be met unless additional specific conditions are attached, then the Licensing Authority may consider attaching those which are appropriate for the promotion of the licensing objectives, proportionate to the individual style and characteristics of the event or premises concerned. (11.3)

## **5 RELEVANT NATIONAL GUIDANCE**

- 5.1 As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation. (9.36)
- 5.2 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:



- a) the steps that are appropriate to promote the licensing objectives;
  - b) the representations (including supporting information) presented by all the parties;
  - c) the Guidance issued under section 182 of the Licensing Act 2003;
  - d) its own statement of licensing policy. (9.37)
- 5.3 The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives. (10.8)
- 5.4 Licensing conditions must be tailored to the individual type, location and characteristics of the premises and events concerned. They should be proportionate, justifiable and be capable of being met. (1.16)

## **6 RECOMMENDATION**

- 6.1 The Licensing Authority must, having regard to the representations, take such steps as it considers necessary for the promotion of the licensing objectives, either:
- a) to grant the licence subject to the conditions as proposed, or
  - b) to grant the licence subject to modified and/or additional conditions, or
  - c) to grant the licence but exclude any of the licensable activities sought, or
  - d) to reject the application.

### Background Papers

Licensing Act 2003

Guidance issued under section 182 of the Licensing Act 2003

Regulations (cited as the Licensing Act 2003 [various] Orders 2005)

Bracknell Forest Borough Council Statement of Licensing Policy (January 2016)

### Contact for further information

Charlie Fletcher, Licensing Officer

01344 352550

[charlie.fletcher@bracknell-forest.gov.uk](mailto:charlie.fletcher@bracknell-forest.gov.uk)

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**Bracknell Forest**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licence.alk@bracknell-forest.gov.uk](mailto:licence.alk@bracknell-forest.gov.uk)  
 Telephone: 01344 352000

\* required information

## Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

\* Is your business registered in the UK with Companies House? ☒ Yes ☐ No

\* Registration number

\* Business name

If your business is registered, use its registered name.

\* VAT number

Put "none" if you are not registered for VAT.

\* Legal status

\* required information

## Section 2 of 19

### PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

#### Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

#### Postal Address Of Premises

|                               |   |
|-------------------------------|---|
| Building number or name       | <input type="text" value="The Acoustic Couch Community Centre 11"/> |
| Street                        | <input type="text" value="Market Street"/>                          |
| District                      | <input type="text"/>  |
| City or town                  | <input type="text" value="Bracknell"/>                              |
| County or administrative area | <input type="text" value="Bracknell Forest Borough Council"/>       |
| Postcode                      | <input type="text" value="RG12 1JG"/>                               |
| Country                       | <input type="text" value="United Kingdom"/>                         |

#### Further Details

|   |  |
|---|--|
| Telephone number                            | <input type="text" value="07413664164"/> |
| Non-domestic rateable value of premises (£) | <input type="text" value="19,000"/>      |

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\* required information

## Section 3 of 19

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company
- ☐ A partnership
- ☐ An unincorporated association
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c 14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales
- ☐ Other (for example a statutory corporation)

### Confirm The Following

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

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\* required information

## Section 4 of 19

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

#### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

#### Contact Details

E-mail

Telephone number

Other telephone number

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\* required information

## Section 5 of 19

### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /   
 dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
 dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The Community Centre is situated underneath The High Street Car Park, with entrances off The Ring and Market Street Bracknell. With approximately 500 sqm of floor space split up into a large Stage and Dance Floor, off which are a Cafe Bar to one side and a Control Box. At one end there is a sound proofed room plus Toilets including Disabled facilities. Further into the area is access to small shop/workshop and 2 Breakout Rooms for small meetings. All these areas will be within the Licenced area

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

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\* required information

## Section 6 of 19

### PROVISION OF PLAYS

Will you be providing plays?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

##### SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other  
 structure tick as appropriate. Indoors may  
 include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not  
 exclusively) whether or not music will be amplified or unamplified.



*Continued from previous page...*

There will be performances like "The Rocky Horror Show" which will be amplified through our sound desk

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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\* required information

## Section 7 of 19

### PROVISION OF FILMS

Will you be providing films?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

##### TUESDAY

Start

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Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

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##### FRIDAY

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##### SUNDAY

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End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

Will the exhibition of films take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other  
 structure tick as appropriate. Indoors may  
 include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not  
 exclusively) whether or not music will be amplified or unamplified

*Continued from previous page...*

The Showing of Film Recordings of Acts and Performances by Artists, Dramatists, Training, Education and associated items

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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\* required information

|   |
|---|
| <b>Section 8 of 19</b>  |
| <b>PROVISION OF INDOOR SPORTING EVENTS</b>  |
| Will you be providing indoor sporting events?   |
| <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| <a href="#">&lt; Previous</a> <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a> <a href="#">10</a> <a href="#">11</a> <a href="#">12</a> <a href="#">13</a> <a href="#">14</a> <a href="#">15</a> <a href="#">16</a> <a href="#">17</a> <a href="#">18</a> <a href="#">19</a> <a href="#">Next &gt;</a> |

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**Section 9 of 19**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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\* required information

## Section 10 of 19

### PROVISION OF LIVE MUSIC

Will you be providing live music?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

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##### THURSDAY

Start

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##### FRIDAY

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##### SATURDAY

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##### SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other  
 structure tick as appropriate. Indoors may  
 include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not  
 exclusively) whether or not music will be amplified or unamplified.

*Continued from previous page...*

Various pre-booked Acts will perform on stage. They may be enhanced via our Sound Desk

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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## Section 11 of 19

### PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

##### TUESDAY

Start

End

Start

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##### WEDNESDAY

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##### THURSDAY

Start

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##### FRIDAY

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##### SATURDAY

Start

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End

##### SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other  
 structure tick as appropriate. Indoors may  
 include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not  
 exclusively) whether or not music will be amplified or unamplified.



*Continued from previous page...*

Background music will be provided through our Sound Desk from various sources like iPods, MP3s, Radio, Computer.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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## Section 12 of 19

### PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

##### TUESDAY

Start

End

Start

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##### WEDNESDAY

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##### THURSDAY

Start

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##### FRIDAY

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##### SATURDAY

Start

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Start

End

##### SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other  
 structure tick as appropriate. Indoors may  
 include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not  
 exclusively) whether or not music will be amplified or unamplified.

*Continued from previous page...*

Dance of all types from Ballet to Disco and Street Dance will be performed at various times.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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**Section 13 of 19**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

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## Section 14 of 19

### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

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##### THURSDAY

Start

End

Start

End

##### FRIDAY

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##### SATURDAY

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##### SUNDAY

Start

End

Start

End

*Continued from previous page...*

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors                      ☐ Outdoors                      ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

For Pre-booked Studio, Practice sets and Events , we will provide sustenance in the form of Hot & Cold Drinks and Snacks

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

LNR for duration of Studio Booking

LNR for duration of dance-a-thon type events

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\* required information

## Section 15 of 19

### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

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##### THURSDAY

Start

End

Start

End

##### FRIDAY

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##### SATURDAY

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End

##### SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on  
 the premises select on, if the sale of alcohol  
 is for consumption away from the premises  
 select off. If the sale of alcohol is for  
 consumption on the premises and away  
 from the premises select both.

*Continued from previous page...*

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

☐ Electronically, by the proposed designated premises supervisor



*Continued from previous page...*

- ☒ As an attachment to this application

Reference number for consent  
form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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\* required information

## Section 16 of 19

### ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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\* required information

## Section 17 of 19

### HOURS PREMISES ARE OPEN TO THE PUBLIC

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

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Start

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##### THURSDAY

Start

End

Start

End

##### FRIDAY

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##### SATURDAY

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##### SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

***Continued from previous page...***

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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## Section 18 of 19

### LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Member of Local Pub Watch

No Binge Drinking Promotions will take place

Any person who appears drunk or aggressive will not be permitted access to the building

Notices will be placed in prominent positions to ask the patrons to leave the premises quietly

A suitable evacuation plan in case of emergency

Free Drinking Water will be provided at all times

b) The prevention of crime and disorder

Any incident at the premises which impacts on the crime and disorder licensing objective shall be recorded in a register kept at the premises and shall contain the following information:

a) time and date

b) exact location

c) nature of incident

d) name of staff members or door supervisors involved

e) name of any offender

f) action taken as a result of the incident

g) name of member of staff recording the incident

This record must be retained at the premises for a period of not less than six months and be available on request by any authorized officer of the Licensing Authority or Police.

A written record shall be kept in respect of all door supervisors working at the premises containing the following information:

a) name, address, and telephone number;

b) registration number;

c) name, address, and telephone number of the agency (where the door supervisor in question is not employed directly by the premises);

d) dates and times at which he/she commences and finishes work at the premises

e) details of any incident in which the door supervisor is involved, including calls to police and any police action taken.

This record will be retained at the premises for a period of not less than six months and be available on request by any authorised officer of the Licensing Authority or Police.

At under-18s permitted entry events, there shall be at least one door supervisor per exit, whichever is the greater. Also a female security person.

The management of the premises shall devise and implement a written policy relating to the prevention of illegal drugs and offensive weapons. This policy shall include: staff training, searching, confiscation, storage and disposal of seized items. No customers carrying open containers of alcohol shall be admitted to the premises at any time when the premises are open to the public.

Customers shall be prevented from taking any glasses or open bottles from the premises smoking area. security will be present

Drinking vessels shall be made of toughened glass or plastic and shall be designed not to have a sharp edge when broken.

*Continued from previous page..*

A digital CCTV system will be installed and maintained in accordance with current Home Office Guidelines relating to UK Police Requirements for Digital CCTV Systems. The system shall ensure all licensed areas of the premises (except toilet facilities) are monitored, including all entry and exit points and external areas, and should ensure frontal identification of every person entering and in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept and available for a minimum of 31 days with accurate time and date stamping. Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. A member of staff trained in data retrieval and viewing from the CCTV system shall be available at all times when the premises is open to the public. Recordings shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Bracknell Forest Council together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available within 48 hours. Any request from Thames Valley Police or Bracknell Forest Council for a copy of the CCTV recording to be made for evidential purposes must be carried out within 48 hours.

The management of the premises shall devise and implement a written policy to monitor and control the access and exit of persons to and from the premises, including ejections and dispersal.

The supply of alcohol shall cease 15 minutes prior to the closure of the premises and a winding down period with quieter music shall be implemented. Last orders will be 30 minutes.

Provision will be made for customers leaving the premises to be able to book licensed private hire or hackney carriage vehicles.

The management of these premises shall devise and implement a written policy for the provision of appropriately qualified and trained staff at the premises.

There shall be at least two members of staff on duty at the premises each main event evening until the premises closes.

All staff responsible for alcohol sales shall be able to converse with members of the public and relevant agencies in English.

**c) Public safety**

A suitable method of determining the number of persons on the premises at any one time shall be employed to ensure that the maximum permitted capacity is not exceeded. Ticket sales or a clicker.

A notice shall be displayed prominently at the entrance to the premises indicating the maximum number of persons permitted on the premises (or any particular part of the premises) at any one time.

All exit doors shall be available at all times when the premises is open to the public without the use of a key, code, card or similar. Exit doors shall be regularly checked to ensure they function satisfactorily. On main event nights security will be positioned at both entrances.

Safety checks shall be carried out before the admission of the public, and these should be recorded in a log book available on request to an authorised officer of the licensing authority.

Staff with specific responsibilities in the event of fire or other emergency shall receive training and written instruction appropriate to their role and documented records of such training and instruction shall be kept.

Access routes for emergency vehicles shall be kept clear and free from obstruction.

**d) The prevention of public nuisance**

During any regulated entertainment, or in any case after. All external doors (including lobby doors) and windows to the premises shall remain closed, other than for access and egress.

Prominent, clear and legible notices are to be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.

All reasonable steps shall be taken to ensure that people entering or leaving the premises do so in an orderly manner and do not in any way cause annoyance to residents and people passing by the premises.

Regulated entertainment shall only take place within the premises and no speakers shall be provided in external areas of the premises.

external smoking area [as identified on the plan]. This area shall be monitored by the DPS or nominated staff to ensure noise is kept to a minimum so as not to cause nuisance.



*Continued from previous page...*

The external areas of the premises shall be monitored by the DPS or a nominated person every 30 minutes from the start of any regulated entertainment and for a further 30 minutes after the permitted closing time of the premises, to ensure there is no noise which is likely to cause a nuisance

All external monitoring and actions taken as a result of such monitoring shall be recorded and made available to authorised officers on request.

Flashing or bright lights which cause a nuisance to nearby properties shall not be permitted.

PN20 Noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.

No poster, advertisement, or similar which is unsuitable for general exhibition shall be displayed in a public place. If the licensee is notified by the Licensing Authority in writing that it objects under this rule to a poster, advertisement or similar it shall not be displayed, sold or supplied.

The licensee shall ensure that the footway and public space in the vicinity of the premises is swept and kept free of litter at regular intervals whilst the premises are open and at the close of business, and litter and sweepings disposed of in an appropriate manner.

Notices shall be exhibited in prominent positions on the premises to ask patrons to dispose of their rubbish in the bins provided.

An adequate number of waste receptacles for use by patrons shall be provided and emptied at appropriate intervals.

The licensee shall ensure that all waste is properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.

All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 23:00 hours and 07:00 hours.

#### e) The protection of children from harm

During entertainment presented especially for under-18s, a member of staff shall be stationed in each area occupied by children, and in the vicinity of each exit, so that on each level occupied by children the minimum number of responsible adult members of staff on duty shall be one for every 50 children or part thereof.

During entertainment presented especially for under-18s, there shall be a minimum of two door supervisors on duty at all times including at least one female door supervisor.

Any supervisors and chaperones at performances for children shall be appropriately checked by the Disclosure and Barring Service. Measures shall be put in place to ensure that the children can be accounted for at all times in case of an evacuation or emergency

The licensee shall adopt and maintain a Challenge 25 Policy as part of their policy relating to alcohol sales. Clear signage relating to the policy shall be displayed at the premises. (we want to know can we enforce no ID no service to alcohol)?

All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol, the company's proof of age policy and the procedure on handling and recording refusals. Training shall be documented in writing and details made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. Training shall be reviewed and updated on a regular basis.

An alcohol refusal register shall be maintained at the premises and kept up to date. The register is to be made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. The register should include details of the time, date, member of staff, reason for refusal and a brief description of the person refused. Alcohol shall be kept behind the kiosk/counter with no public access to this area.

Where appropriate, especially and including under 18 events specifically staff and volunteers will be db's checked including and especially permanent staff. again guest lists have been introduced and will be evolved to maximise safety of all visitors and again especially youth.

Advice has and will continue to be acquired from the police and suitable people like youth line .



\* required information

## Section 19 of 19

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out the non-domestic rateable value of a premises please go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee.

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

### DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered 'Yes' to the question 'Are you an agent acting on behalf of the applicant?'

\* Full name

Jody Rule

\* Capacity

300 - 500



Continued from previous page...

\* Date       /  /   
                 dd                   mm                   yyyy

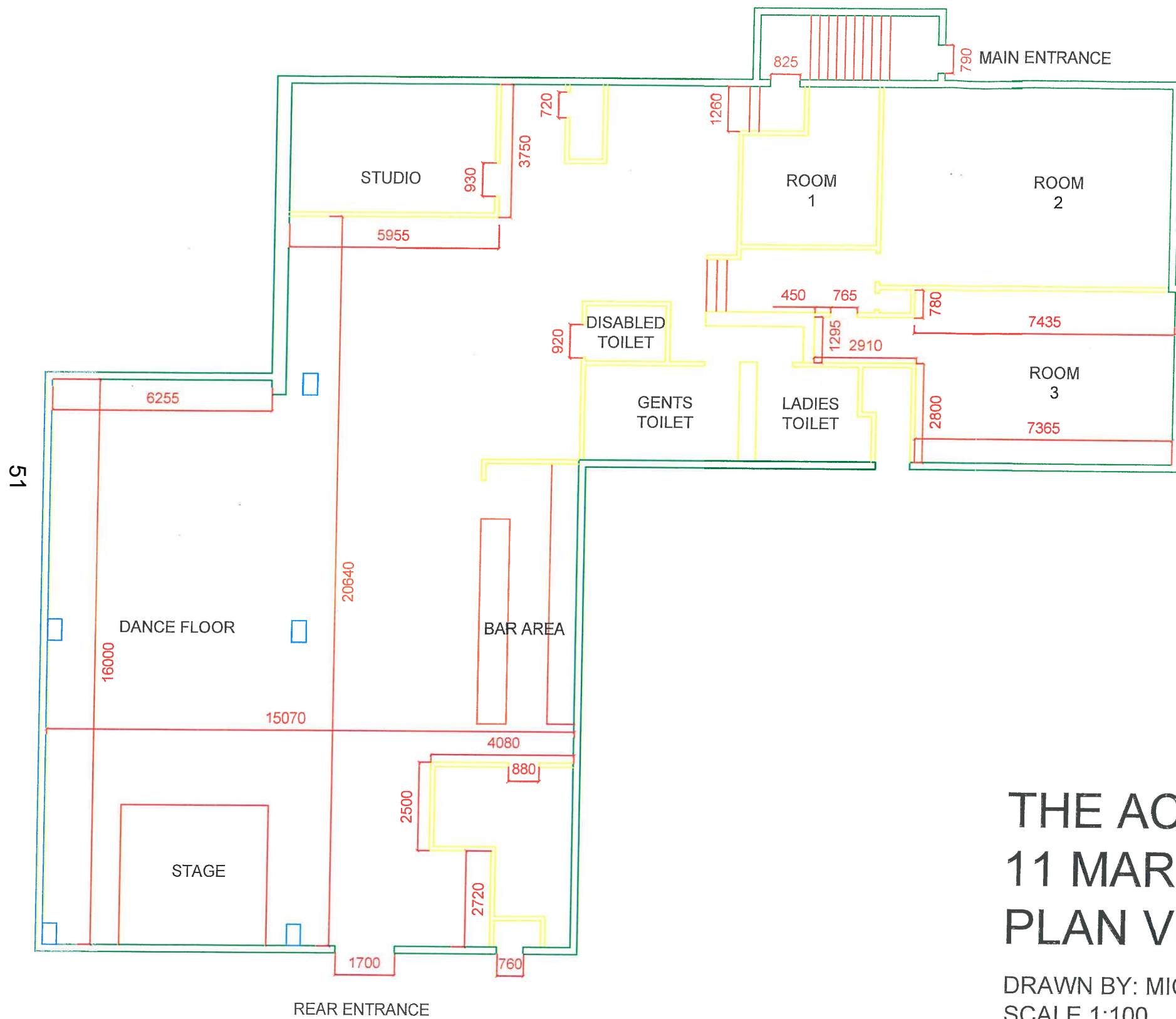
[Add another signatory](#)

Once you're finished you need to do the following:  
1. Save this form to your computer by clicking file/save as...  
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/bracknell-forest/apply-1> to upload this file and continue with your application.  
Don't forget to make sure you have all your supporting documentation to hand.

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

[< Previous](#)    [1](#)   [2](#)   [3](#)   [4](#)   [5](#)   [6](#)   [7](#)   [8](#)   [9](#)   [10](#)   [11](#)   [12](#)   [13](#)   [14](#)   [15](#)   [16](#)   [17](#)   [18](#)   **[19](#)**

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BRACKNELL FOREST  
COUNCIL  
14 OCT 2016  
I certify that this is a true copy  
of the original document.

# THE ACOUSTIC COUCH BRACKNELL 11 MARKET STREET, RG12 1JG PLAN VIEW

DRAWN BY: MICHAEL CORRIETTE  
SCALE 1:100

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LICENSING ACT 2003  
NOTICE OF APPLICATION FOR A PREMISES LICENCE

**Premises:**

**The Acoustic Couch Community Centre CIC**  
**11 Market Street**  
**Bracknell**  
**Berkshire RG12 1JG**

Notice is given that The Acoustic Couch Community Centre CIC has applied to Bracknell Forest Borough Council for a Premises Licence / under Section 17 of the Licensing Act 2003.

**The proposed licensable activities are:**

**Provision of Plays;**

**Between the hours of :**

08:00 & 00:00 Monday, Tuesday, Wednesday & Sunday

08:00 & 01:00 Thursday, 08:00 & 02:00 Friday 08:00-03:00 Saturday

**Provision of Films;**

**Between the hours of :**

08:00 & 00:00 Monday, Tuesday, Wednesday & Sunday

08:00 & 01:00 Thursday, 08:00 & 02:00 Friday 08:00-03:00 Saturday

**Provision of Live Music;**

**Between the hours of :**

08:00 & 01:00 Monday, Tuesday, Wednesday, Thursday & Sunday

08:00 & 02:00 Friday 08:00-03:00 Saturday

**Provision of Recorded Music;**

**Between the hours of :**

07:00 & 00:00 Monday, Tuesday, Wednesday & Sunday

07:00 & 01:00 Thursday, 07:00 & 02:00 Friday 09:00-03:00 Saturday

**Provision of Performances of Dance;**

**Between the hours of :**

08:00 & 00:00 Monday, Tuesday, Wednesday 08:00 & 01:00 Thursday,

08:00 & 02:00 Friday 08:00-03:00 Saturday 09:00 - 00:00 Sunday

**Supply of Alcohol;**

**between the hours of**

11:00 & 00:00 Monday, Tuesday, Wednesday & Sunday 11:00 & 01:00 Thursday

11:00 & 02:00 Friday 11:00 & 03:00 Saturday

**Provision of Late Night Refreshment**

**between the hours of**

23:00 & 00:00 on Monday, Tuesday, Wednesday & Sunday 23:00 & 01:00 on Thursday

23:00 & 02:00 on Friday 23:00 & 03:00 on Saturday

Anyone who wishes to make representations regarding this application must give notice in writing to: Licensing Team, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD or by email to [licensing@bracknell-forest.gov.uk](mailto:licensing@bracknell-forest.gov.uk).

Representations must be received by 19/01/2017.....

The application record and register may be viewed during normal office hours at the above address.

It is an offence under Section 158 of the Licensing Act 2003, knowingly or recklessly to make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is level 5 on the standard scale (£5000).



**From:** [REDACTED]  
**Sent:** 11 January 2017 15:51  
**To:** Licence All  
**Cc:** Charlie Fletcher  
**Subject:** Objection against License Application of The Acoustic Couch.

Dear Sir/Madam,

I am writing to respectfully but firmly object to the licensing of The Acoustic Couch.

The so called "community centre" has been operating since I moved into my brand new flat which is located just a few yards away and has constantly been causing noise pollution, sometimes till very late at night.

The loud **heavy metal** sounds can clearly be heard from anywhere in my flat, causing disturbance and frustration to myself and the other residents. The music is so loud that even closing all the windows won't help insulate the property against the noise.

The current location of the Acoustic is highly **residential**. There are many people living in flats nearby, as well as plans to build even more apartments near market street. The situation is not acceptable and I am sure that other landlords, tenants and businesses in the area will join me in stopping the disturbance caused by The Acoustic Couch.

In fairness, I suggest The Acoustic couch to be located in a more appropriate environment where music performers and singers can express themselves without disturbing any of their fellow community members.

I rely on your understanding and cooperation in this matter.

Thank you.

Regards,  
[REDACTED]  
[REDACTED], Ringside Apartments  
Bracknell  
RG12 [REDACTED]  
[REDACTED].

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**From:** [REDACTED] email\_address@email.com  
**Sent:** 11 January 2017 14:45  
**To:** Licence All  
**Cc:** Charlie Fletcher  
**Subject:** Acoustic Couch - objection to licence

Dear Sir/Madam,

I am writing in reference to the letter that was sent to Bracknell High Street residents concerning the application for a license from the Acoustic couch - WK/201610364

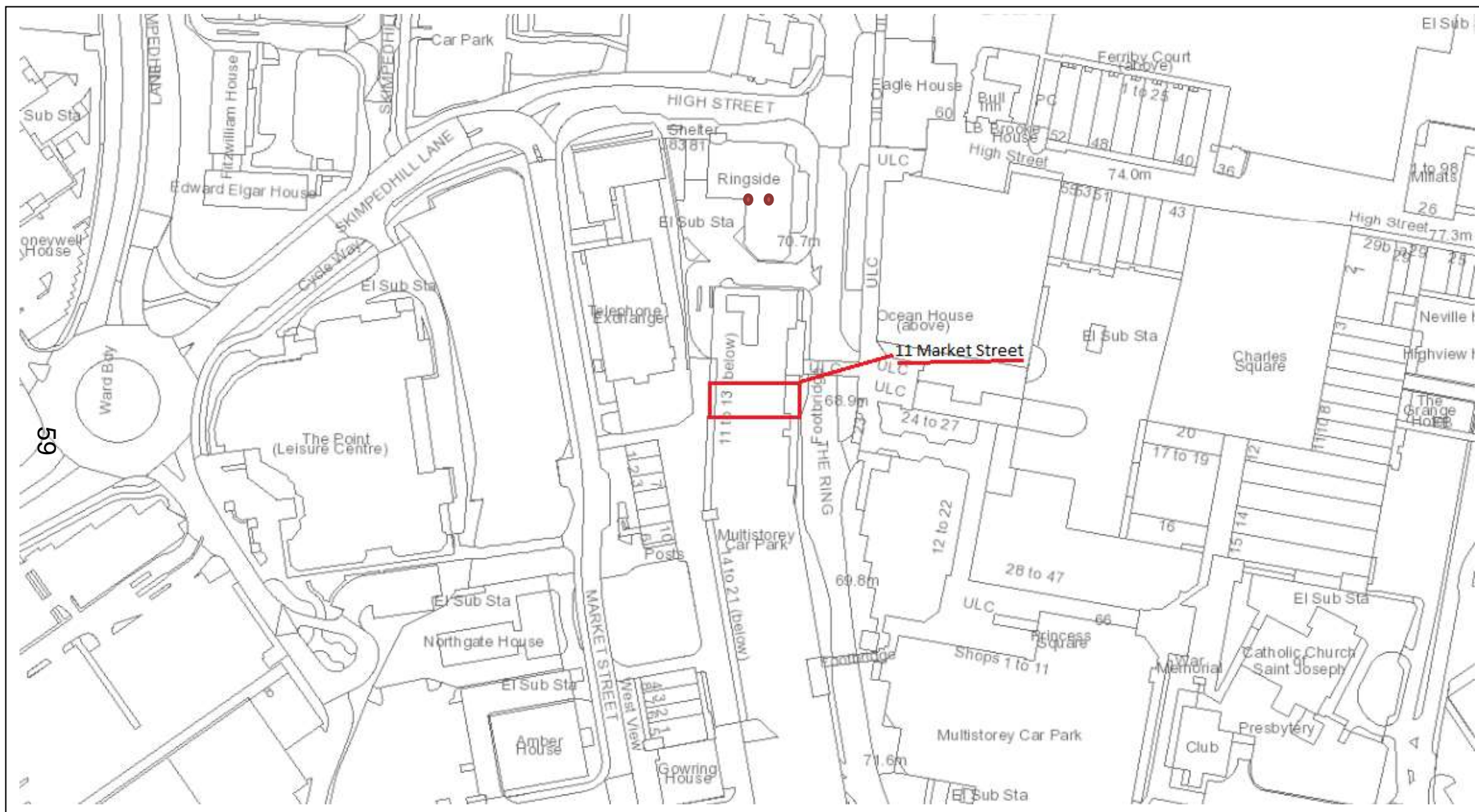
I am grateful that residents have been contacted in this regards to give their opinion on this matter, and despite the busy festive season i have made sure to get back to you before the deadline. I would like to highlight that since i moved into the Ringside apartment in August, the Acoustic couch has been a nuisance, causing noise pollution to the extent that i am unable to open windows whilst they are performing - This summer has not been very pleasant or peaceful due to the disturbance caused by Acoustic Couch. Even when windows are closed, i am still able to hear the loud heavy metal music playing. This is definitely causing grief not only to myself but other residents who i have had a chance to speak with and therefore i would like to object to their application for a license to operate in a highly residential area where new home developments are foreseen.

I rely on your understanding and cooperation on this very sensitive matter.

Kind regards and thanks,

[REDACTED]  
[REDACTED], Ringside Apartments  
Bracknell  
RG12 [REDACTED]  
[REDACTED].

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Map showing location of premises and location of residents who have made representations

Date: 20/01/2017

● = Location of residents who have made representations

Scale: 1:1500

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**Mandatory Conditions:**

- (1) No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence or when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
- (2) Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- (3) 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. For the purposes of this condition,
  - (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  $P = D + (D+V)$  where –
    - i) P is the permitted price,
    - ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

Where the permitted price given by this formula is not a whole number, it should be rounded up to the nearest penny.
  - (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; and
  - (d) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
  - (e)
    - (i) Sub-paragraph (ii) applies where the permitted price 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.
    - (ii) 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.
- (4) 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. “Responsible person” means the holder of a premises licence, the designated premises supervisor under such a licence or any individual aged 18 or over who is authorised to sell alcohol by a licence holder or designated premises supervisor. 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 a disability).
- (5) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- (6) (a) The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (b) 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.
- (c) 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
- (i) holographic mark or
  - (ii) an ultraviolet feature
- (7) 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; and
- (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.
- (8) Admission of children to the exhibition of any film shall be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by this licensing authority as appropriate.
- (9) All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.

**Conditions consistent with the Premises Operating Schedule:**

- (10) The premises licence holder will be an active member of Pubwatch.
- (11) Any person who appears to be intoxicated or aggressive will be refused permission to enter the premises.
- (12) Prominent, clear and legible notices are to be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.
- (13) Any incident at the premises which impacts on the crime and disorder licensing objective shall be recorded in a register kept at the premises and shall contain the following information:

- (a) time and date
- (b) exact location
- (c) nature of incident
- (d) name of staff members or door supervisors involved
- (e) name of any offender
- (f) action taken as a result of the incident
- (g) name of member of staff recording the incident

This record must be retained at the premises for a period of not less than six months and be available on request by any authorised officer of the Licensing Authority or Police.

- (14) A written record shall be kept in respect of all door supervisors working at the premises containing the following information:

- (a) name, address, and telephone number;
- (b) registration number;
- (c) name, address, and telephone number of the agency (where the door supervisor in question is not employed directly by the premises);
- (d) dates and times at which he/she commences and finishes work at the premises
- (e) details of any incident in which the door supervisor is involved, including calls to police and any police action taken.

This record must be retained at the premises for a period of not less than six months and be available on request by any authorised officer of the Licensing Authority or Police.

- (15) Where under-18s are permitted entry to the premises, there shall be at least one door supervisor per exit and a minimum of one female door supervisor on duty at the premises at all times during opening hours.
- (16) The management of the premises shall devise and implement a written policy relating to the prevention of illegal drugs and offensive weapons. This policy shall include: staff training, searching, confiscation, storage and disposal of seized items.
- (17) No customers carrying open containers of alcohol shall be admitted to the premises at any time when the premises are open to the public.
- (18) Customers shall be prevented from taking any glasses or open bottles from the premises.
- (19) Drinking vessels shall be made of toughened glass or plastic and shall be designed not to have a sharp edge when broken.
- (20) A digital CCTV system shall be installed and maintained in accordance with current Home Office Guidelines relating to UK Police Requirements for Digital CCTV Systems. The system shall ensure all licensed areas of the premises (except toilet facilities) are monitored, including all entry and exit points and external areas, and should ensure frontal identification of every person entering and in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept and available for a minimum of 31 days with accurate time and date stamping. Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. A member of staff trained in data retrieval and viewing from the CCTV system shall be available at all times when the premises is open to the public. Recordings shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Bracknell Forest Council together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available within 48 hours. Any request from Thames Valley Police or Bracknell Forest Council for a copy of the CCTV recording to be made for evidential purposes must be carried out within 48 hours.
- (21) The management of the premises shall devise and implement a written policy to monitor and control the access and exit of persons to and from the premises, including ejections and dispersal.
- (22) The supply of alcohol shall cease 15 minutes prior to the closure of the premises and a winding down period with quieter music shall be implemented.

- (23) Provision will be made for customers leaving the premises to be able to book licensed private hire or hackney carriage vehicles.
- (24) The management of these premises shall devise and implement a written policy for the provision of appropriately qualified and trained staff at the premises.
- (25) All staff responsible for alcohol sales shall be able to converse with members of the public and relevant agencies in English.
- (26) A suitable method of determining the number of persons on the premises at any one time shall be employed to ensure that the maximum permitted capacity is not exceeded.
- (27) A notice shall be displayed prominently at the entrance to the premises indicating the maximum number of persons permitted on the premises (or any particular part of the premises) at any one time.
- (28) All exit doors shall be available at all times when the premises is open to the public without the use of a key, code, card or similar. Exit doors shall be regularly checked to ensure they function satisfactorily.
- (29) Safety checks shall be carried out before the admission of the public, and these should be recorded in a log book available on request to an authorised officer of the licensing authority.
- (30) Staff with specific responsibilities in the event of fire or other emergency shall receive training and written instruction appropriate to their role and documented records of such training and instruction shall be kept.
- (31) Access routes for emergency vehicles shall be kept clear and free from obstruction.
- (32) During any regulated entertainment, all external doors (including lobby doors) and windows to the premises shall remain closed, other than for access and egress.
- (33) All reasonable steps shall be taken to ensure that people entering or leaving the premises do so in an orderly manner and do not in any way cause annoyance to residents and people passing by the premises.
- (34) Regulated entertainment shall only take place within the premises and no speakers shall be provided in external areas of the premises.
- (35) The external smoking area shall be monitored by the DPS or nominated staff to ensure noise is kept to a minimum so as not to cause disturbance.
- (36) The external areas of the premises shall be monitored by the DPS or a nominated person every 30 minutes from the start of any regulated entertainment and for a further 30 minutes after the permitted closing time of the premises, to ensure there is no noise which is likely to cause a nuisance to local residents.
- (37) All external monitoring and actions taken as a result of such monitoring shall be recorded and made available to authorised officers on request.
- (38) Flashing or bright lights which cause a nuisance to nearby properties shall not be permitted.
- (39) Noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.
- (40) No poster, advertisement, or similar which is unsuitable for general exhibition shall be displayed in a public place. If the licensee is notified by the Licensing Authority in writing that it objects under this rule to a poster, advertisement or similar it shall not be displayed, sold or supplied.
- (41) The licensee shall ensure that the footway and public space in the vicinity of the premises is swept and kept free of litter at regular intervals whilst the premises are open and at the close of business, and litter and sweepings disposed of in an appropriate manner.



- (42) Notices shall be exhibited in prominent positions on the premises to ask patrons to dispose of their rubbish in the bins provided.
- (43) An adequate number of waste receptacles for use by patrons shall be provided and emptied at appropriate intervals.
- (44) The licensee shall ensure that all waste is properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
- (45) All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 23:00 hours and 07:00 hours.
- (46) During entertainment presented especially for under-18s, a member of staff shall be stationed in each area occupied by children, and in the vicinity of each exit, so that on each level occupied by children, the minimum number of responsible adult members of staff on duty shall be one for every 50 children per part thereof.
- (47) Any supervisors and chaperones at performances for children shall be appropriately checked by the Disclosure and Barring Service. Measures shall be put in place to ensure that the children can be accounted for at all times in case of an evacuation or emergency.
- (48) The licensee shall adopt and maintain a Challenge 25 Policy as part of their policy relating to alcohol sales. Clear signage relating to the policy shall be displayed at the premises.
- (49) All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol, the company's proof of age policy and the procedure on handling and recording refusals. Training shall be documented in writing and details made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. Training shall be reviewed and updated on a regular basis.
- (50) An alcohol refusal register shall be maintained at the premises and kept up to date. The register is to be made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. The register should include details of the time, date, member of staff, reason for refusal and a brief description of the person refused.

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