



NOTICE OF MEETING

Licensing Panel

Thursday 20 April 2017, 10.00 am

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Licensing Panel

Councillor Brossard (Chairman), Councillors Ms Gaw and Tullett

ALISON SANDERS
Director of Corporate Services

EMERGENCY EVACUATION INSTRUCTIONS

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

If you require further information, please contact: Hannah Stevenson
Telephone: 01344 352308
Email: Hannah.stevenson@bracknell-forest.gov.uk
Published: 10 April 2017

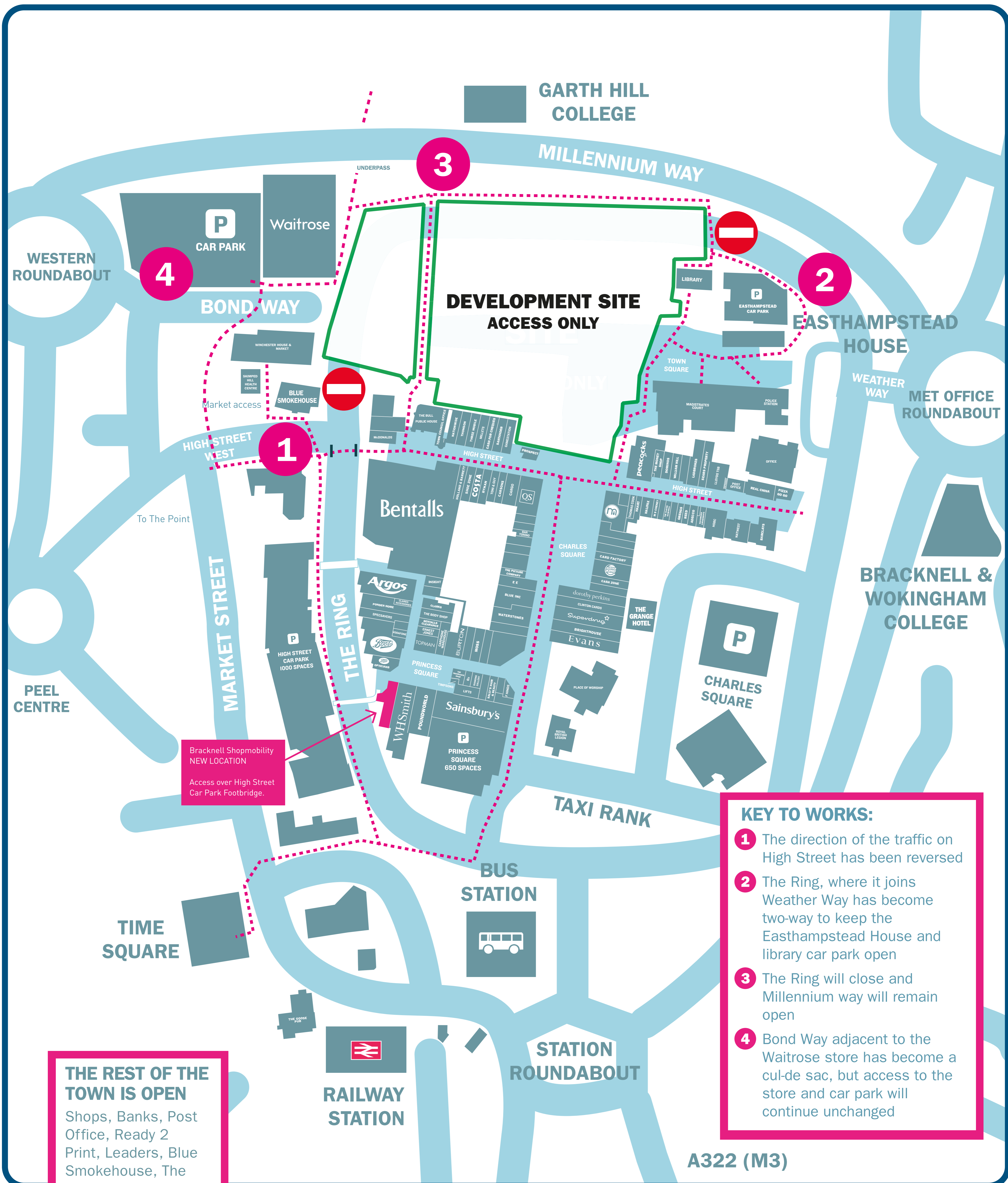


Licensing Panel
Thursday 20 April 2017, 10.00 am
Council Chamber, Fourth Floor, Easthampstead House, Bracknell

AGENDA

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| 1. Maps | 3 - 8 |
| 2. Declarations of Interest | |
| Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting. | |
| Any Member with a Disclosable Pecuniary 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 Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days. | |
| Any Member with an affected Interest in a matter must disclose the interest to the meeting and must not participate in discussion of the matter or vote on the matter unless granted a dispensation by the Monitoring officer or by the Governance and Audit Committee. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting. | |
| 3. The Procedure for Hearings at Licensing Panels | 9 - 14 |
| 4. Application to Vary a Premises Licence for BP Oil UK Limited, Hornbill Service Station, Bagshot Road, Bracknell | |
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BRACKNELL TOWN CENTRE OPEN AS USUAL DURING ROAD LAYOUT CHANGES



Bracknell Shopmobility
NEW LOCATION
Access over High Street
Car Park Footbridge.

THE REST OF THE TOWN IS OPEN
Shops, Banks, Post Office, Ready 2 Print, Leaders, Blue Smokehouse, The Grange Hotel and Library will all be open as usual for you to visit.

- KEY TO WORKS:**
- 1 The direction of the traffic on High Street has been reversed
 - 2 The Ring, where it joins Weather Way has become two-way to keep the Easthampstead House and library car park open
 - 3 The Ring will close and Millennium way will remain open
 - 4 Bond Way adjacent to the Waitrose store has become a cul-de sac, but access to the store and car park will continue unchanged













KEY:

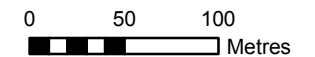
- PEDESTRIAN NAVIGATION OF THE TOWN
- HOARDING LINE FOR DEVELOPMENT

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Bracknell Town Centre Map

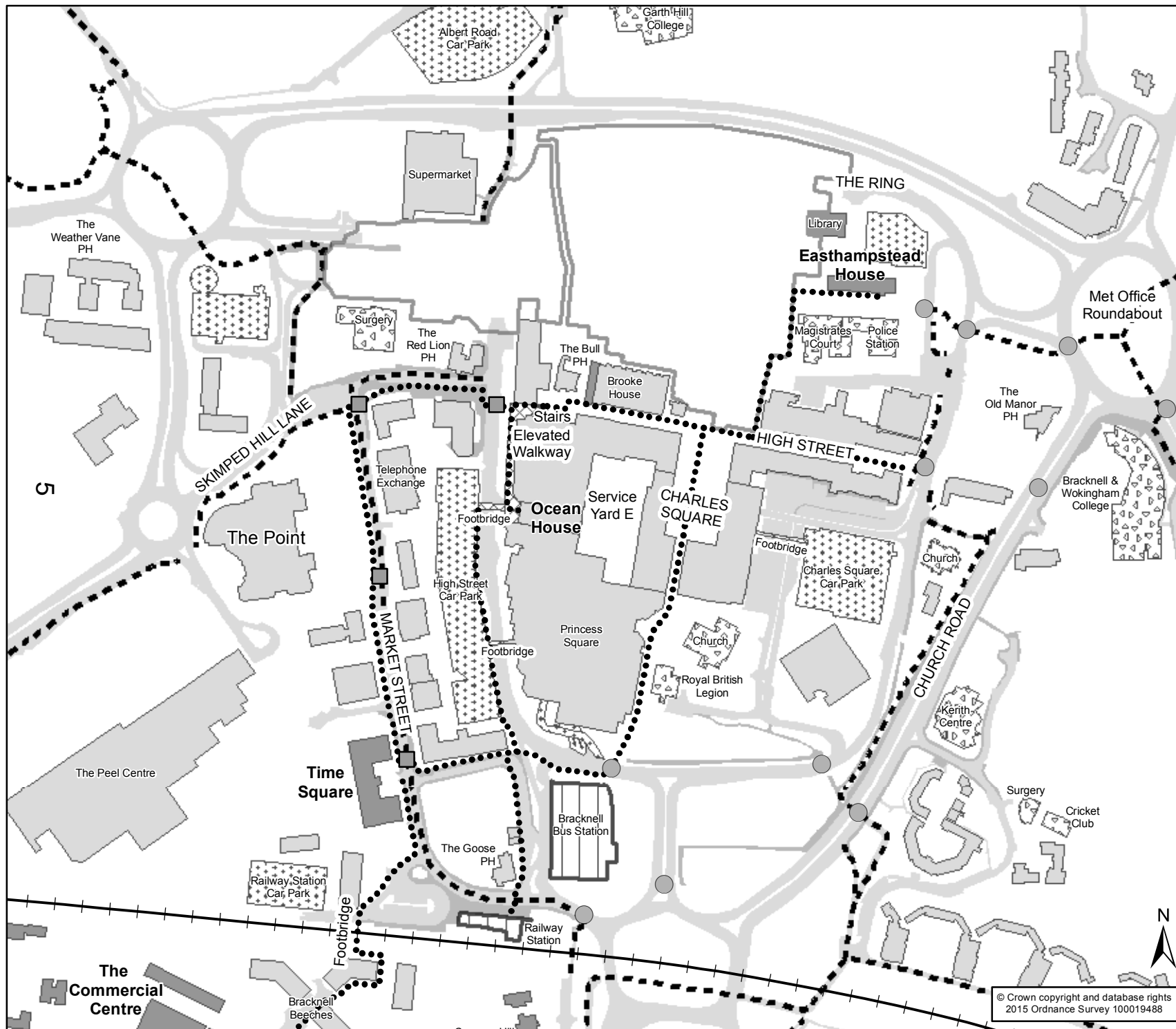
Legend

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




Map Produced January 2015


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2015 Ordnance Survey 100019488

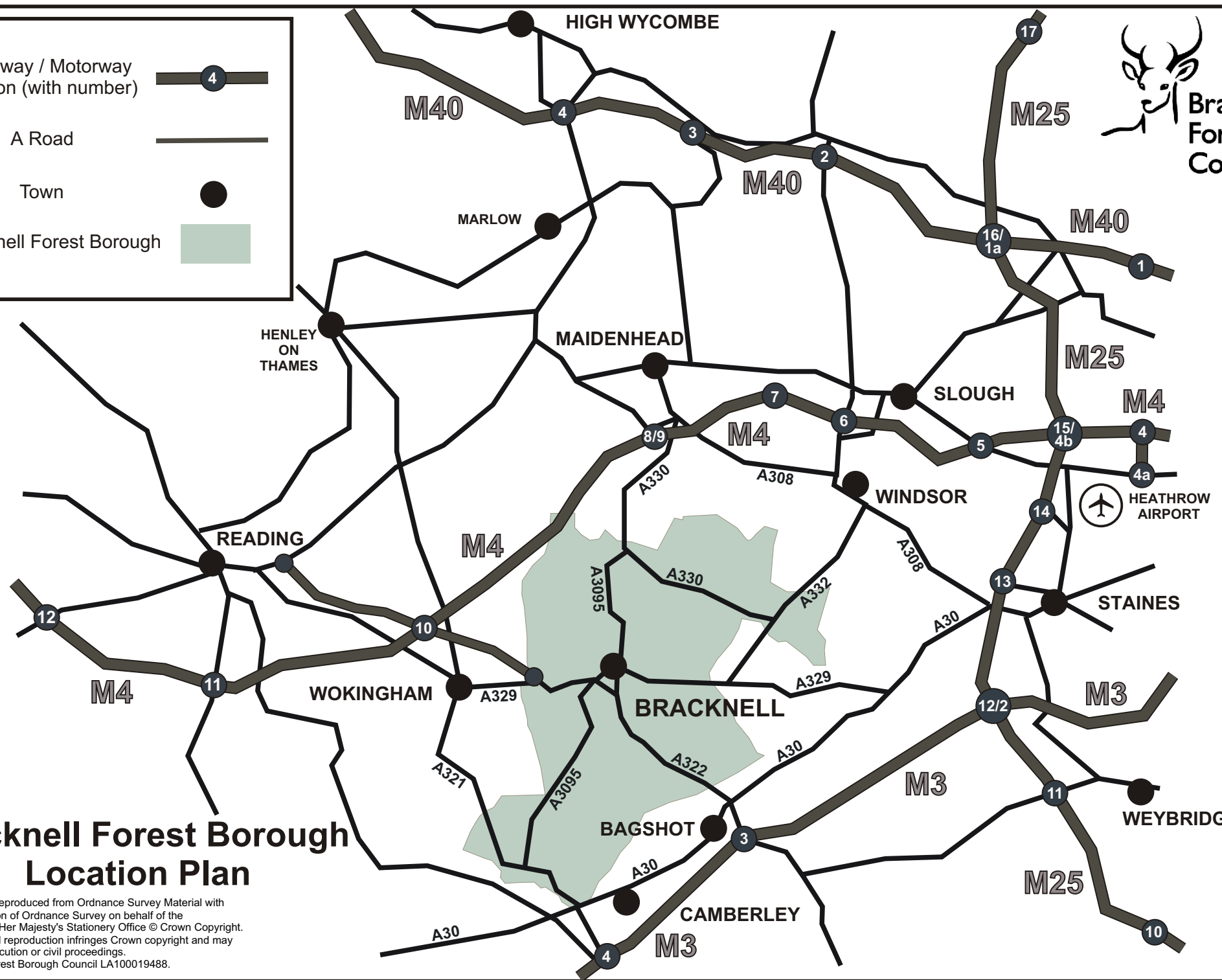
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Motorway / Motorway Junction (with number) 

A Road 

Town 

Bracknell Forest Borough 



Bracknell Forest Borough Location Plan

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Bracknell Forest Borough Council LA100019488.

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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. Included with the written notification shall be the Agenda for the meeting.
- 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

Democratic Services, Corporate Services
Bracknell Forest Council
Easthampstead House
Town Square
Bracknell
Berkshire RG12 1AQ
Tel: 01344 352253
e-mail: amanda.roden@bracknell-forest.gov.uk
Fax: 01344 353251

4. BACKGROUND

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

| Matter to be dealt with: | Licensing Panel |
|--|--------------------------------------|
| 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



**Bracknell Forest
Application to vary a premises licence
Licensing Act 2003**

For help contact
licence.all@bracknell-forest.gov.uk
Telephone: 01344 352000

* required information

Section 1 of 17

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 | <input type="text" value="Not Currently In Use"/> | This is the unique reference for this application generated by the system. |
| Your reference | <input type="text" value="AGS/88/203"/> | 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? | | Put "no" if you are applying on your own behalf or on behalf of a business you own or work for. |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | | |

Applicant Details

| | | |
|---|---|-----------------------|
| * First name | <input type="text" value="BP Oil UK Limited"/> | |
| * Family name | <input type="text" value="BP Oil UK Limited"/> | |
| * E-mail | <input type="text" value="asanders@wslaw.co.uk"/> | |
| Main telephone number | <input type="text"/> | Include country code. |
| Other telephone number | <input type="text"/> | |
| <input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone | | |

Is the applicant:

| | |
|---|--|
| <input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader | A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby. |
| <input type="radio"/> Applying as an individual | |

Applicant Business

| | | |
|--|---|---|
| Is the applicant's business registered in the UK with Companies House? | <input checked="" type="radio"/> Yes <input type="radio"/> No | Note: completing the Applicant Business section is optional in this form. |
| Registration number | <input type="text" value="00446915"/> | |
| Business name | <input type="text" value="BP Oil UK Limited"/> | If the applicant's business is registered, use its registered name. |
| VAT number | - <input type="text" value="N/A"/> | Put "none" if the applicant is not registered for VAT. |
| Legal status | <input type="text" value="Private Limited Company"/> | |

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent 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:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

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

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 17

APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

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

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

111,000

Section 3 of 17

VARIATION

Do you want the proposed variation to have effect as soon as possible? Yes No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe 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.

A petrol forecourt store located on Bagshot Road, Bracknell, RG12 9QT.

The variation is to do the following:

1. Extension of the hours for the sale of alcohol to 24 hours daily.
2. To remove conditions listed in Annex 2.
3. To include in Annex 2 the conditions in boxes b to e of Section 16 of the application.
4. To extend the premises.

Section 4 of 17

PROVISION OF PLAYS

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

Section 5 of 17

PROVISION OF FILMS

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

Section 6 of 17

Continued from previous page...

PROVISION OF INDOOR SPORTING EVENTS

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes No

Section 7 of 17

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

- Yes No

Section 8 of 17

PROVISION OF LIVE MUSIC

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes No

Section 9 of 17

PROVISION OF RECORDED MUSIC

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes No

Section 10 of 17

PROVISION OF PERFORMANCES OF DANCE

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes No

Section 11 of 17

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

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes No

Section 12 of 17

PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes No

Section 13 of 17

Continued from previous page...

SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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 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.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on 20 additional days during the summer months.

Continued from previous page...

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

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

Section 14 of 17

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.

Provide 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.

The premises sells alcohol and other age restricted products.

Section 15 of 17

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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.

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

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

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Those conditions listed under Annex 2.

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

Continued from previous page...

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.

b) The prevention of crime and disorder

1. A CCTV system will be installed, or the existing system maintained, such system to be fit for the purpose.
2. The CCTV system shall be capable of producing immediate copies of recordings on site. Copies of recordings will either be recorded on good quality video tape or digitally on to CD/DVD or other equivalent medium.
3. Any recording shall be retained and stored in a suitable and secure manner for a minimum of 28 days and shall be made available, subject to compliance with Data Protection legislation, to the police for inspection on request.
4. The CCTV system will incorporate a camera covering the entrance door and the alcohol display areas and will be capable of providing an image which is regarded as identification standard. The precise positions of the cameras may be agreed, subject to compliance with Data Protection legislation, with the police from time to time.
5. The system will display, on any recording, the correct time and date of the recording.
6. A system will be in place to maintain the quality of the recorded image and a complete audit trail maintained.
7. The CCTV system will be maintained so as to be fully operational throughout the hours that the premises are open for any licensable activity.
8. An incident book/register shall be maintained to record:

All incidents of crime and disorder occurring at the premises;
Details of occasions when the police are called to the premises.

This book/register will be available for inspection by a police officer or other officer on request.

c) Public safety

The premises licence holder will at all times maintain adequate levels of staff. Such staff levels will be disclosed, on request, to the licensing authority and police.

d) The prevention of public nuisance

1. Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.
2. A notice will be displayed at the exit of the premises requesting customers leaving the premises late at night to do so quietly and with consideration, so as not to disturb nearby residents.

e) The protection of children from harm

1. The premises licence holder will ensure that an age verification policy will apply to the premises whereby all cashiers will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving

Continued from previous page...

licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence.

2. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following training in age restricted sales:

Induction training which must be completed and documented prior to the sale of alcohol by the staff member.
Refresher/reinforcement training at intervals of no more than 6 months.

Training records will be available for inspection by a police officer on request.

3. All cashiers shall be trained to record refusals of sales of alcohol in a refusals book/register. The book/register will contain:

Details of the time and date the refusal was made;
The identity of the staff member refusing the sale;
Details of the alcohol the person attempted to purchase.

This book/register will be available for inspection by a police officer or other officer on request.

Section 17 of 17

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.

Variation 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

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

If you own a large premises 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 (£)

450.00

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

Continued from previous page...

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 | <input type="text" value="Winckworth Sherwood LLP"/> |
| * Capacity | <input type="text" value="Agent"/> |
| * Date | <input type="text" value="28"/> / <input type="text" value="02"/> / <input type="text" value="2017"/> dd mm yyyy |

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/change-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

OFFICE USE ONLY

| | |
|----------------------------|---|
| Applicant reference number | <input type="text" value="AGS/88/203"/> |
| Fee paid | <input type="text"/> |
| Payment provider reference | <input type="text"/> |
| ELMS Payment Reference | <input type="text"/> |
| Payment status | <input type="text"/> |
| Payment authorisation code | <input type="text"/> |
| Payment authorisation date | <input type="text"/> |
| Date and time submitted | <input type="text"/> |
| Approval deadline | <input type="text"/> |
| Error message | <input type="text"/> |
| Is Digitally signed | <input type="checkbox"/> |

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

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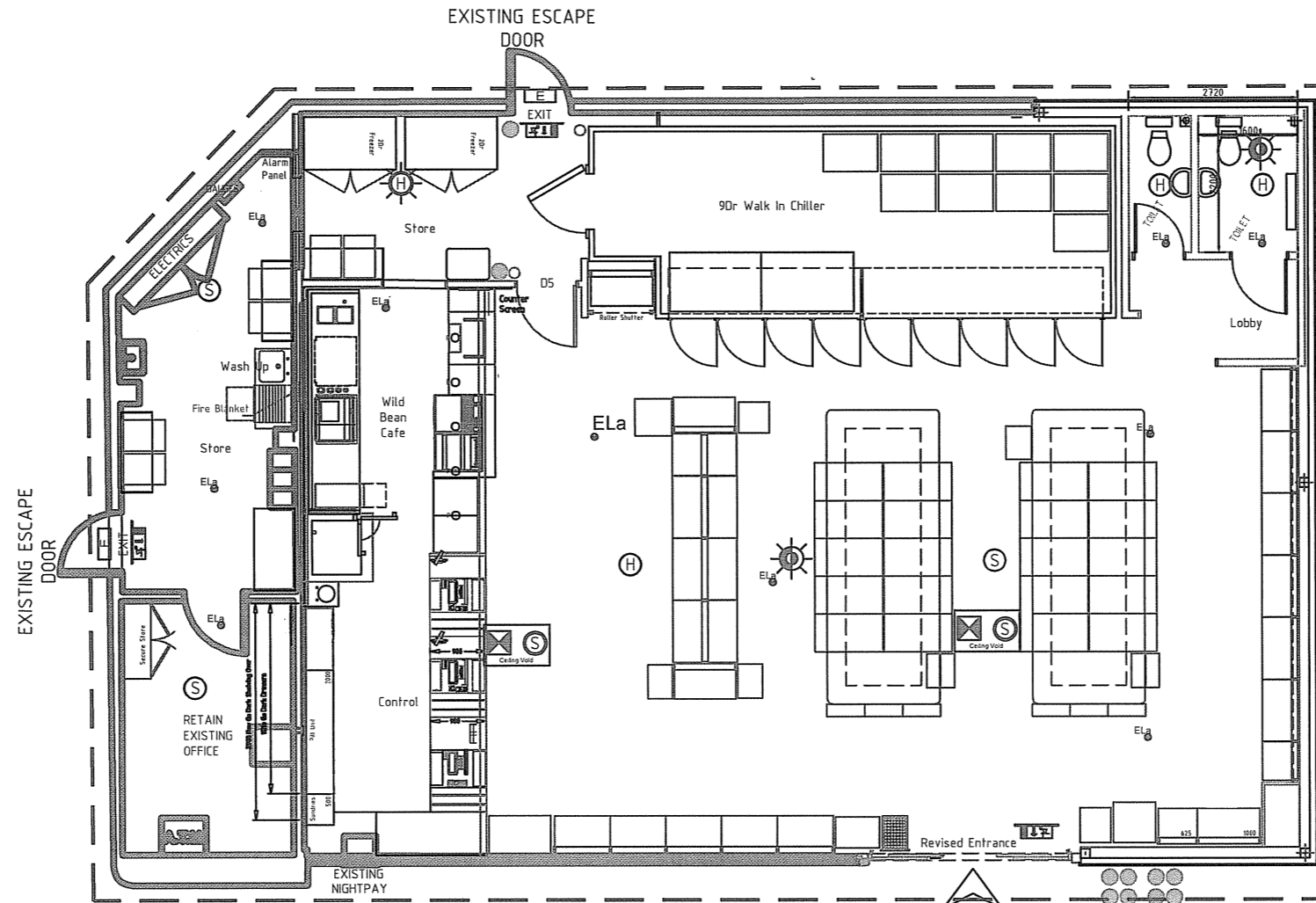
KEY

- ELa ○ EMERGENCY LIGHTING
- POWDER FIRE EXTINGUISHER
- CO FIRE EXTINGUISHER
- ▮ FIRE BLANKET
- ⊙ SMOKE DETECTOR
- ⊕ HEAT DETECTOR
- EXIT EMERGENCY INTERNAL EGRESS SIGNAGE
- EXIT EMERGENCY EXTERNAL EGRESS SIGNAGE

The entire store is to be licensed for the sale of alcohol and the provision of late night refreshment



SITE O.S. LOCATION MAP 1:1250



ENTIRE STORE TO BE LICENSED FOR THE SALE OF ALCOHOL AND THE PROVISION OF LATE NIGHT REFRESHMENT

4No TROLLEYS EACH COMPRISING OF 2No 9KG DRY POWDER 1No SAND BUCKET

SHOP LAYOUT

1:100

| NR | DATE | DESCRIPTION |
|--|------|---|
| | | |
| REVISIONS | | |
| STATUS | | PLANNING DRAWING |
| | | BP OIL UK Ltd Asset Development |
| BP OIL UK Ltd Asset Development WITAN GATE HOUSE MILTON KEYNES BUCKS MK9 1ES Tel No 01908 853000 Fax No 01908 853999 | | HORNBILL SF CONNECT BAGSHOTT ROAD BRACKNELL BERKSHIRE RG12 0SH |
| DRAWN: M. MERAJI DATE: 08/02/2017 DESIGN CHECKED: DATE: APPROVED: DATE: ATRACK CHECKED: DATE: SCALE: 1:100@A3 | | PREMISES LICENSE APPLICATION LAYOUT |
| DRAWING NUMBER 13028 - 79 | | REV ARCHITECT: |
| <small>SCALED DIMENSIONS SHOULD NOT BE TAKEN FROM THIS DRAWING (APPROPRIATE FOR A3 ONLY)</small> | | |
| <small>This drawing has been produced in accordance with BP Oil UK Ltd retail design standards & current legal requirements. Copyright of BP Oil UK Ltd. Reproduction or use is prohibited. Reproduction only with permission of BP Oil UK Ltd. BP Oil UK Ltd, Asset Development, 200-100 Witton Gate West, Milton Keynes, MK9 1ES</small> | | |

A3 ORIGINAL PLOT SIZE

ANNEX B

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From: Dean Andy (Licensing) [mailto:Andy.Dean@thamesvalley.pnn.police.uk]
Sent: 27 March 2017 11:34
To: Licence All
Subject: TVP Application Response - Full Variation for Hornbill SF Connect: OBJECTION

Dear Bracknell Forest;

Please ignore my previous email stating NO OBJECTION – please see below.

On 28/02/2017, we received a Full Variation application relating to Hornbill SF Connect, Bracknell

=====
Extension of Hours for sale of Alcohol to 24 hrs, Remove out of date conditions and replace them, to extend the premises

=====
Based on the supplied information, the Thames Valley Police response is: ***
OBJECTION ***

Details of the objection and our rationale will be sent shortly by the Licensing Officer, who will also notify the applicant.

*** Issues surrounding possible increase in Crime and Disorder relating to this Premises and therefore insufficient conditions proposed to meet the Licensing objective. Applicant already aware of concerns and Meeting to be held (Thursday 11th April)with applicants to review this.

Andy

Andy Dean C2915 – Licensing Officer (Wycombe, Wokingham & Bracknell): [Address](#) – Police Station, Queen Victoria Road, High Wycombe, Bucks HP11 1BE : [Telephone](#) (Int) 312 6077, (Ext) 01865 309275.
NOT RESTRICTED

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Premises location

Scale 1:6000

Date created: 28/03/2017

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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) (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

Conditions consistent with the Premises Operating Schedule:

- (5) A CCTV system shall be installed, or the existing system maintained, such system shall be fit for purpose. The CCTV system shall be capable of producing immediate copies of recordings on site. Copies of recordings shall either be recorded on good quality video tape or digitally on to CD/DVD or other equivalent medium. Any recording shall be retained and stored in a suitable and secure manner for a minimum of 28 days and shall be made available, subject to compliance with Data

Protection legislation, to the police for inspection on request. The CCTV system shall incorporate a camera covering the entrance door and the alcohol display areas and shall be capable of providing an image which is regarded as identification standard. The precise positions of the cameras may be agreed, subject to compliance with Data Protection legislation, with the police from time to time. The system shall display, on any recording, the correct time and date of the recording. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The CCTV system shall be maintained so as to be fully operational throughout the hours that the premises are open for any licensable activity.

(6) An incident book/register shall be maintained to record:

- (a) All incidents of crime and disorder occurring at the premises;
- (b) Details of occasions when the police are called to the premises.

This book/register shall be available for inspection by a police officer or other officer on request.

(7) The premises licence holder shall at all times maintain adequate levels of staff. Such staff levels shall be disclosed, on request, to the licensing authority and police.

(8) Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.

(9) A notice shall be displayed at the exit of the premises requesting customers leaving the premises late at night to do so quietly and with consideration, so as not to disturb nearby residents.

(10) The premises licence holder shall ensure that an age verification policy will apply to the premises whereby all cashiers shall be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence.

(11) All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following training in age restricted sales:

- (a) Induction training which must be completed and documented prior to the sale of alcohol by the staff member.
- (b) Refresher/reinforcement training at intervals of no more than 6 months.

Training records shall be available for inspection by a police officer or other officer on request.

(12) All cashiers shall be trained to record refusals of sales of alcohol in a refusals book/register. The book/register shall contain:

- (a) Details of the time and date the refusal was made;
- (b) The identity of the staff member refusing the sale;
- (c) Details of the alcohol the person attempted to purchase.

This book/register shall be available for inspection by a police officer or other officer on request.

LICENSING ACT 2003**PART A - PREMISES LICENCE**

Granted by Bracknell Forest Borough Council as Licensing Authority

Premises Licence Number : LN/20050433

Part 1 – Premises Details

Postal address of premises :

Premises Name : BP Connect
Address : Hornbill Service Station
 Bagshot Road
 Bracknell
 RG12 9QT
Telephone Number : N/A

Where the licence is time limited the dates : N/A

The licensable activities authorised by the licence and the times the licence authorises the carrying out of those activities :

| Licensable Activities : | Authorised Times : |
|--------------------------------|----------------------------------|
| Late night refreshment | Sunday - Saturday: 23:00 - 05:00 |
| Sale by retail of alcohol | Sunday - Saturday: 08:00 - 23:00 |

The opening hours of the premises : Sunday - Saturday: 00:00 - 00:00

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


Part 2

Name and (registered) address of holder of premises licence :

Name : BP Oil UK Limited
Address : Chertsey Road
 Sunbury on Thames
 Middlesex
 TW16 7BP
Telephone Number : 01908 853000
e-mail : N/A

Registered number of holder (where applicable) : 00446915

**Name and address of designated premises supervisor
(where the premises authorises the supply of alcohol) :**

| | |
|------------------|---|
| Name : | Ganga Dhar Adhikari |
| Address : |  |

**Personal licence number and issuing authority of personal licence held by designated
premises supervisor (where the premises authorises the supply of alcohol) :**

| | |
|----------------------------------|--------------------------|
| Personal Licence Number : | 06/00119/LAPER |
| Issuing Authority : | Rushmoor Borough Council |

Signed :
for Chief Officer – Environment and Public Protection
Date: 26 August 2011

Licensing Team, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD
Telephone: 01344 352000
Email: licence.all@bracknell-forest.gov.uk

Annex 1 - 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.
- 2) No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
- 3) Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- 4) The premises licence holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. 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 a holographic mark.

Annex 2 – Conditions consistent with the club Operating Schedule:

- 5) Alcohol shall not be sold or supplied except during permitted hours. Permitted hours are between 08:00 and 23:00.
The above restrictions do not prohibit:
 - (a) during the first twenty minutes after the above hours, the taking of the alcohol from the premises, unless the alcohol is supplied or taken in an open vessel;
 - (b) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
 - (c) the sale of alcohol to a trader or club for the purposes of the trade or club;
 - (d) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces.
- 6) Alcohol shall not be sold in an open container or be consumed in the licensed premises.
- 7) A CCTV system shall be installed and maintained. This system shall: (a) Incorporate a camera covering the entrance door; (b) Be capable of providing an image which is regarded as identification standard; (c) Incorporate a recording facility and any recording shall be retained and stored in a suitable and secure manner for a minimum of one calendar month; (d) Be maintained and fully operational throughout the hours that the premises are open for any licensable activity. The precise positioning of the CCTV cameras shall be agreed with the Police.
- 8) The licensee shall at all times maintain an adequate level of staff on the premises. Such staff levels shall be disclosed, on request, to the Licensing Authority and the Police.
- 9) Adequate waste receptacles for use by the customers shall be provided in and immediately outside the premises.
- 10) An accredited proof of age scheme shall be in place and maintained.
- 11) All staff employed in the sale of alcohol shall be trained (and a record of their training maintained) in respect of: (a) The legal obligations with regard to the sale of alcohol; (b) Advice/procedure on handling refusals; (c) Understand the company's proof of age policy; (d) Understand the policy to record all refusals; (e) EPOS Systems. Training shall be reviewed and updated periodically.
- 12) The management of the premises shall devise and implement a policy (which is approved by Trading Standards) in respect of: (a) What IDs are acceptable; (b) When ID should be asked for; (c) What should be done in the absence of ID.

Annex 3 – Conditions attached after a hearing by the Licensing Authority:

N/A

Annex 4 – Plans:

Attached