



NOTICE OF MEETING

Licensing Panel

Monday 26 March 2018, 2.00 pm

Council Chamber, Fourth Floor, Easthampstead House, Town Square,
Bracknell - Easthampstead House, Town Square, Bracknell, RG12
1AQ

To: Licensing Panel

Councillors Dr Barnard, Brossard and Ms Gaw

cc: Substitute Members of the Committee

Councillors Allen, Mrs Angell, G Birch, Brunel-Walker, Finch, Finnie, Leake, Mrs McKenzie,
Ms Miller, Porter, Thompson and Tullett

ALISON SANDERS
Director of Resources

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: Lizzie Rich
Telephone: 01344 352253
Email: lizzie.rich@bracknell-forest.gov.uk
Published: 16 March 2018



Licensing Panel

Monday 26 March 2018, 2.00 pm

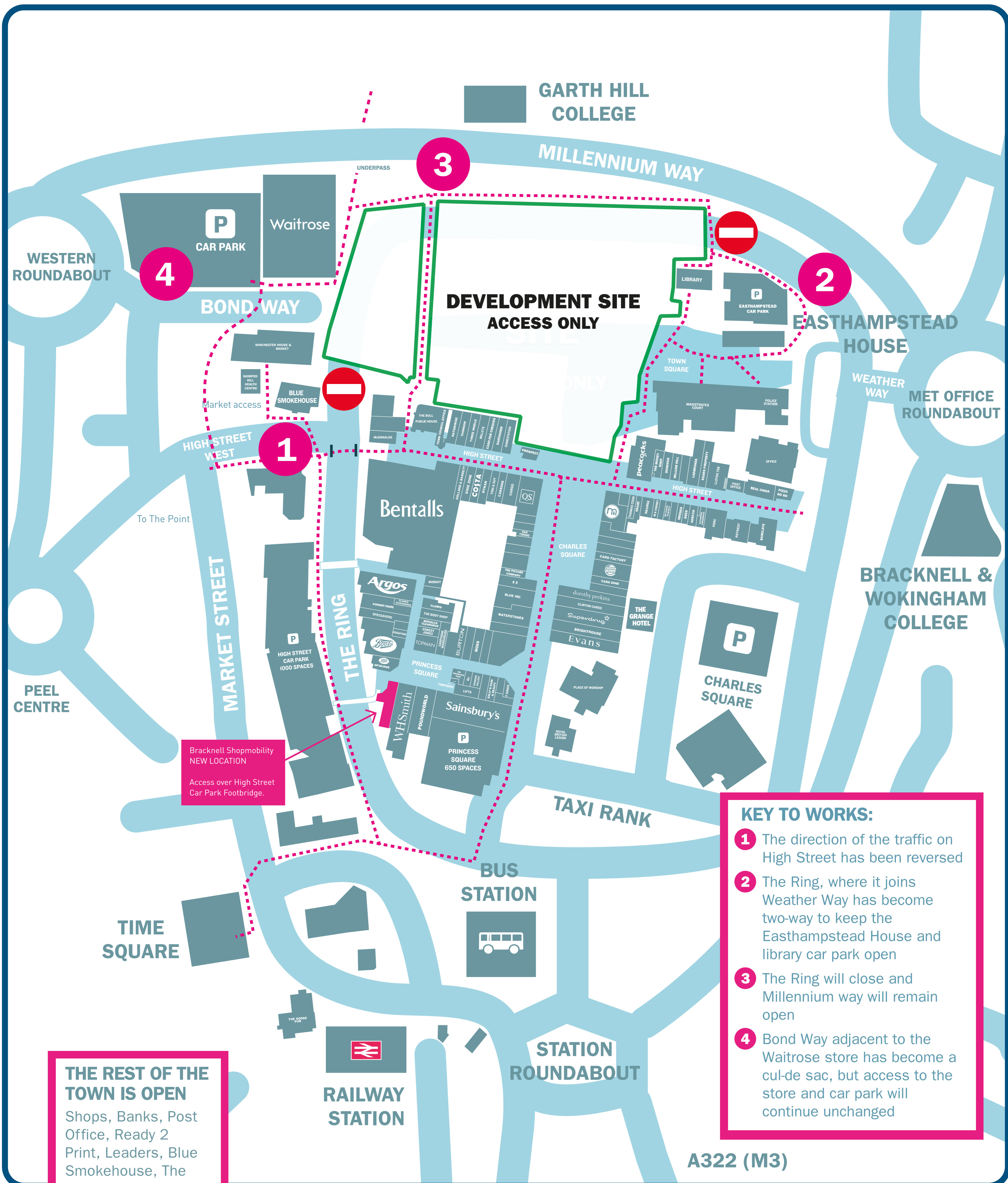
Council Chamber, Fourth Floor, Easthampstead House, Town Square, Bracknell - Easthampstead House, Town Square, Bracknell, RG12 1AQ

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. 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. 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.	
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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:

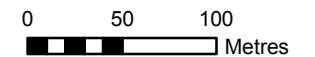
- PEDESTRIAN NAVIGATION OF THE TOWN
- HOARDING LINE FOR DEVELOPMENT

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Bracknell Town Centre Map

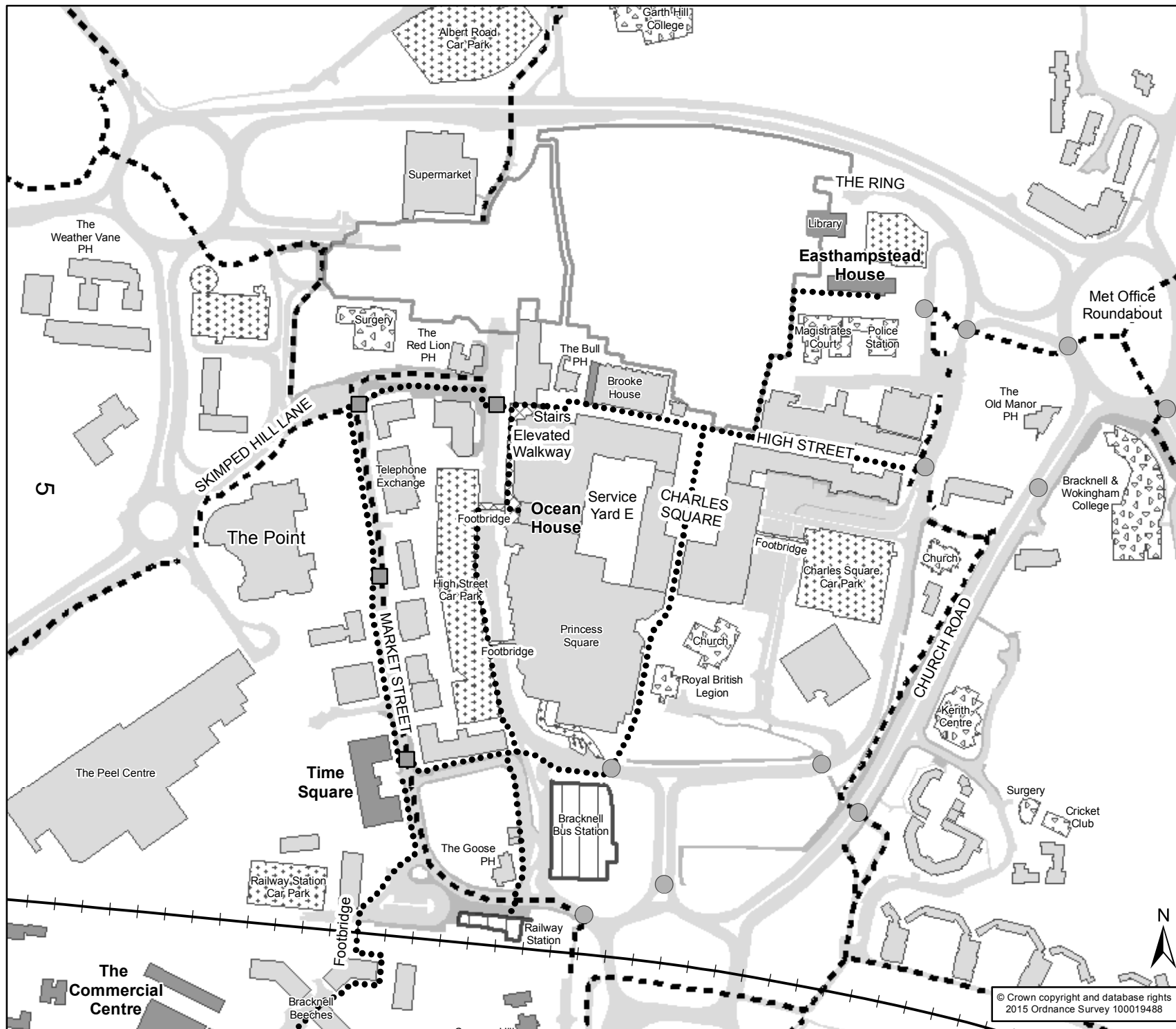
Legend

-  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


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





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2015 Ordnance Survey 100019488

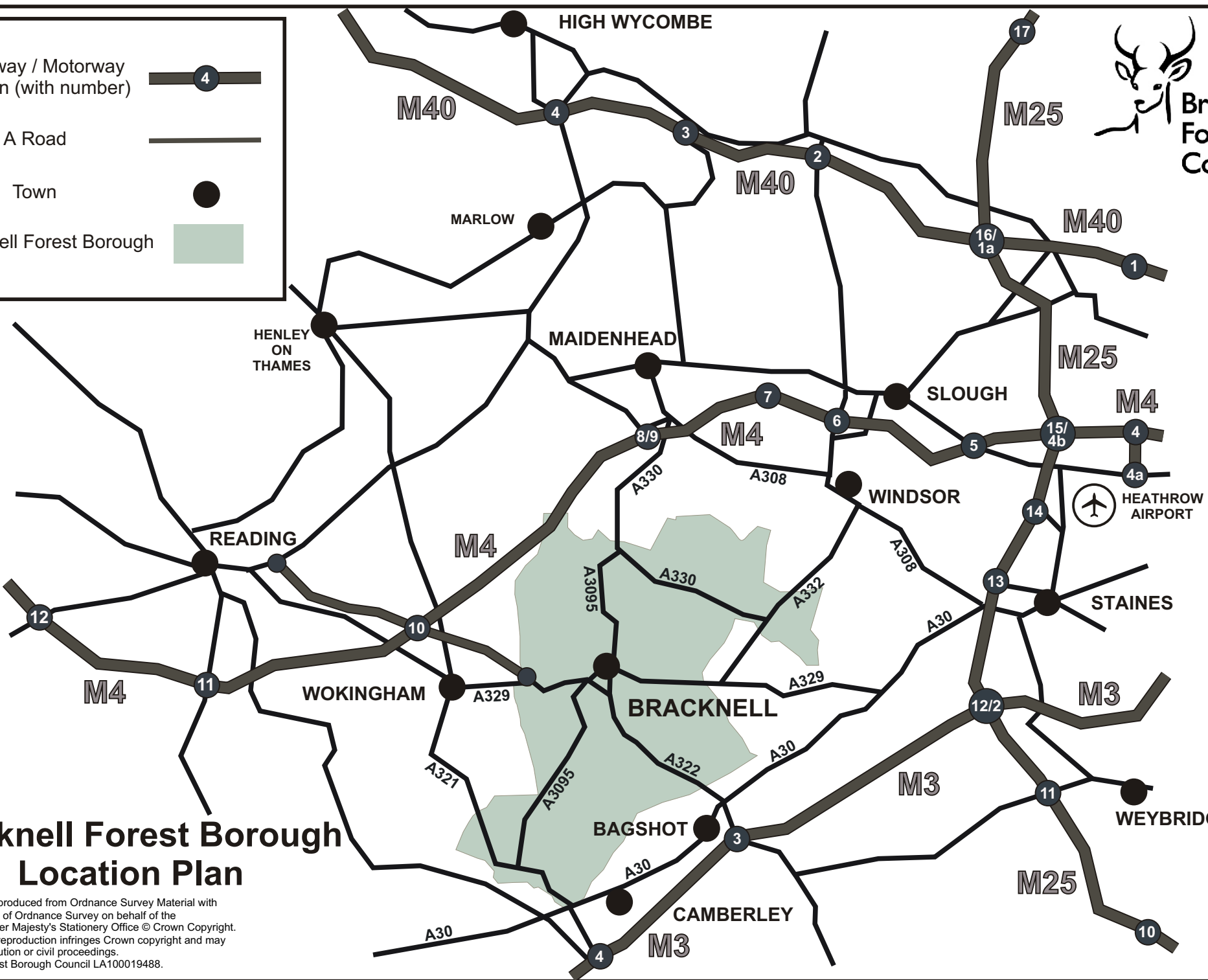
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Motorway / Motorway Junction (with number) 

A Road 

Town 

Bracknell Forest Borough 



Bracknell Forest Borough Location Plan

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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: lizzie.rich@bracknell-forest.gov.uk
Fax: 01344 352253

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

LICENSING PANEL 26 MARCH 2018

REPORT ON TEMPORARY EVENT NOTICE FOR MARKET INN (Chief Officer: Environment and Public Protection)

1. INTRODUCTION

- 1.1 The Licensing Act 2003 (“the 2003 Act”) allows a person (“premises user”) wishing to hold an event at which licensable activities are carried on, to give notice to the Council of the event, known as a temporary event notice (“TEN”).
- 1.2 The TEN, in effect, exempts the premises user from the need for a licence, in order that licensable activities can take place.
- 1.3 The premises user must, in addition to the Council, serve copies of the notice on Thames Valley Police and the Council’s Environmental Health Department responsible for noise nuisance. Both of these as “relevant persons”, have the right to object to the TEN should they feel the activities proposed will undermine the licensing objectives.
- 1.4 On this occasion, an objection notice has been received from Thames Valley Police. The objection relates to the prevention of crime and disorder licensing objective.
- 1.5 The panel is asked to consider the objection notice in relation to the TEN and decide whether to serve a counter notice to the premises user.

2. APPLICATION

- 2.1 A TEN was served on 12/03/2018. A copy of the notice and application summary is attached at **Annex A**.
- 2.2 The TEN was served by Mr Richard Heap, who is the designated premises supervisor at the Market Inn. The TEN is to authorise the following activities:
 - (i) The sale by retail of alcohol
 - (ii) The provision of regulated entertainment
- 2.3 The TEN is to authorise the above activities to take place at the Market Inn, Market Street, Bracknell, during the following dates and times:

Saturday	31/03/2018	01:00 - 03:00
Sunday	01/04/2018	01:00 - 03:00
- 2.4 The event is described as a ‘back to school’ fancy dress party.
- 2.5 A map showing the location of the proposed event is attached at **Annex B**.

3. OBJECTION RECEIVED

- 3.1 Section 104 of the 2003 Act (as amended by section 112 of the Police Reform and Social Responsibility Act 2011) permits both the Chief Officer of Police and the Council’s Environmental Health team to serve an objection notice in relation to a TEN, on the basis of any of the licensing objectives.

3.2 On 15 March 2018, the Thames Valley Police Licensing Officer served an objection notice, as they are of the view that the event described would undermine the prevention of crime and disorder licensing objective. The objection notice is attached at **Annex C**.

4. RELEVANT GUIDANCE

4.1 Statutory guidance has been issued under Section 182 of the 2003 Act. The panel must have regard to this guidance when determining this application, below are some relevant extracts.

4.2 The 2003 Act provides four objectives which must be promoted when licensing functions are carried out:

- (i) The prevention of crime and disorder;
- (ii) Public safety;
- (iii) The prevention of public nuisance; and
- (iv) The protection of children from harm.

4.3 Licensing authorities should look to the police as the main source of advice on crime and disorder. (2.1 of Section 182 Guidance)

4.4 If the police or EHA (Environmental Health Authority) believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN. (7.33 of Section 182 Guidance)

4.5 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead. (7.34 of Section 182 Guidance)

4.6 "Relevant persons" may contact the premises user to discuss their objections and try to come to an agreement which will allow the proposed licensable activities to proceed. The TEN can be modified (for example, by changing the details of the parts of the premises that are to be used for the event, the description of the nature of the intended activities or their duration). The other relevant person has to agree for the modification to be made. (7.36 of Section 182 Guidance)

5. PANEL OPTIONS

5.1 The panel must, having regard to the objection notice, take such steps as it considers necessary for the promotion of the licensing objectives, either:

- (i) Do nothing if they do not accept the objection notice submitted (meaning the event can go ahead as planned); or
- (ii) Serve a counter notice if satisfied that the promotion of the licensing objectives will adversely be affected by the TEN; or

- (iii) Add conditions already present on the premises licence and allow the event to go ahead as planned. The conditions currently stated on the premises licence for the Market Inn are attached at **Annex D**. These conditions will not be applicable during the period of the TEN unless specifically added by the panel.

5.2 Should the premises user or either of the relevant persons feel aggrieved at the decision, they may appeal to the Magistrates' Court.

Background Papers

The Licensing Act 2003

Guidance issued under section 182 of the Licensing Act 2003

Contact for further information

Charlie Fletcher, Licensing Officer
charlie.fletcher@bracknell-forest.gov.uk
01344 352550

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**Bracknell Forest
Temporary Event Notice
Licensing Act 2003**

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

* required information

Section 1 of 9

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

Yes No

Applicant Details

First name

Family name

E-mail address

Main telephone number include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

Building number or name	[]
Street	[]
District	[]
City or town	[]
County or administrative area	[]
Postcode		
Country	[]

Agent Details

First name	<input type="text" value="Heather"/>
Family name	<input type="text" value="Morris"/>
E-mail address	<input type="text" value="Licensing@stonegatepubs.com"/>
Main telephone number	<input type="text" value="01582 957124"/>
Other telephone number	<input type="text"/>

Include country code.

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	<input type="text" value="FCO29833"/>
Business name	<input type="text" value="Stonegate Pub Company Limited"/>
VAT number	<input type="text" value="GB"/> <input type="text" value="927232332"/>
Legal status	<input type="text" value="Private Limited Company"/>
Your position in the business	<input type="text" value="Licensing Assistant"/>
Home country	<input type="text" value="United Kingdom"/>

If your business is registered, use its registered name.
Put "none" if you are not registered for VAT.

The country where the headquarters of your business is located.

Continued from previous page...

Agent Registered Address

Address registered with Companies House.

Building number or name	Risk Management (Licensing), Stonegate Pub Company Limited, Porter Tun House
Street	500 Capability Green
District	
City or town	Luton
County or administrative area	Bedfordshire
Postcode	LU1 3LS
Country	United Kingdom

Section 2 of 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

- Yes No

Your date of birth

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

Building number or name	Risk Management (Licensing), Stonegate Pub Company Limited, Porter Tun House
Street	500 Capability Green
District	
City or town	Luton
County or administrative area	Bedfordshire
Postcode	LU1 3LS
Country	United Kingdom

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes

No

E-mail

Licensing@stonegatepubs.com

Telephone number

01582 957124

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

Does the premises have an address?

Yes

No

Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes

No

Building number or name

Market Inn

Street

Station Road

District

City or town

Bracknell

County or administrative area

Berkshire

Postcode

RG12 1HY

Country

United Kingdom

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither

Premises licence

Club premises certificate

Premises licence number

LN/20050053

Location Details

Provide further details about the location of the event

As above

Continued from previous page...

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Whole of the premises

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Licensed premises - public house

Describe the nature of the event below (see also guidance on completing the form, note 5)

Extension to permitted trading timings for continuation of promo event "Back to School" fancy dress party for Easter

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

(See also guidance on completing the form, note 7).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

(See also guidance on completing the form, note 8).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 9)

Event start date / /
 dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
 dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

01:00 - 03:00hrs both days

(see also guidance on completing the form, note 10)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

200

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 11)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 12):

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 13)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

Not applicable

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence? Yes No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue

Any further relevant details

Continued from previous page...

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 15)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

State the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year

1

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 16)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: Yes No

a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION (See also guidance on completing the form, note 18)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.
This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, note 19)

- * The information contained in this form is correct to the best of my knowledge and belief
 - * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
 - * (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both
- 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	<input type="text" value="Heather Morris"/>
Capacity	<input type="text" value="Licensing Assistant, Stonegate Pub Company Limited (Agent)"/>
Date	<input type="text" value="12"/> / <input type="text" value="03"/> / <input type="text" value="2018"/> dd mm yyyy

Continued from previous page...

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/temporary-event-notice/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.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="17Mar31&Apr01-MarketInn"/>
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 Next >

Application ref: bracknell-forest-591669
 Licence: Temporary Event Notice
 Applicant name: Heather Morris
 Applicant email: Licensing@stonegatepubs.com
 Submitted on: 12/03/2018 13:32
 Total fee: £21.00
 Payment status: Paid
 Capita ref: 082087
 Amount paid: £21.00
 Fee outstanding: £0.00

Tacit consent applies

Process by: 14/03/2018
 Status: Not collected

Recent History

Notification to licensing-
 notifications+production@digital.cabin
 office.gov.uk:
 Sent on 12/03/2018 13:33

Notification to
 Licensing@stonegatepubs.com:
 Sent on 12/03/2018 13:33

Notification to licensing-
 notifications+production@digital.cabin
 office.gov.uk:
 Sent on 12/03/2018 13:33

Notification to
 Licence.All@Bracknell-
 Forest.gov.uk:
 Sent on 12/03/2018 13:33

Payment Successful :
 at 12/03/2018 13:33

Application

Heather Morris application form

Supporting documents (0)

Authority Reference

Reference:



Location of Market Inn, Market Street, Bracknell

Date: 15/03/2018

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From: Dean Andy (Licensing)
Sent: 15 March 2018 14:35
To: 'Enviromental.Health@Bracknell-Forest.gov.uk' <Enviromental.Health@Bracknell-Forest.gov.uk>
Cc: 'MarketInn.Bracknell@stonegatepubs.com' <MarketInn.Bracknell@stonegatepubs.com>
Subject: FW: TVP TEN Response - Market Inn, Station Road, Bracknell, RG12 1HY (31/03/2018): Objection

Please see the below email.

Andy

Andy Dean C2915 – Licensing Officer (Wycombe, Wokingham & Bracknell): Address – Police Station, Queen Victoria Road, High Wycombe, Bucks HP11 1BE
NOT RESTRICTED

From: Dean Andy (Licensing)
Sent: 15 March 2018 09:11
To: 'licensing@bracknell-forest.gov.uk' <licensing@bracknell-forest.gov.uk>
Cc: Licensing <Licensing@thamesvalley.pnn.police.uk>
Subject: TVP TEN Response - Market Inn, Station Road, Bracknell, RG12 1HY (31/03/2018): Objection

On 15/03/2018, we received a TEN from Richard Heap relating to below event.

=====
Back to school fancy dress party at Market Inn, Station Road, Bracknell, RG12 1HY
=====

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 if appropriate.

Other Event Details:
Organiser: Richard Heap
Contact Details: 01344 311 629
Maximum Number in Attendance: 200
Dates/Times:
31/03/2018 - 01:00 to 03:00
01/04/2018 - 01:00 to 03:00

Licensable Activities:
Sale of Alcohol
Regulated Entertainment

*** We are objecting to this application due to the number of incidents of crime and disorder in the last 2 months.

Meeting to be held with premises next Thursday 22/03/2017***

Andy

Andy Dean C2915 – Licensing Officer (Wycombe, Wokingham & Bracknell): Address – Police Station, Queen Victoria Road, High Wycombe, Bucks HP11 1BE
NOT RESTRICTED

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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 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.

Annex 2 – Conditions consistent with the Premises Operating Schedule:

- (9) Non-standard timings:
- (a) On the dates listed below, additional hours are to be permitted for licensable activity (not including drinking up time) - 1st January 1 hour, 1st March (St David's) 1 hour, 17th March (St Patrick's) 2 hours, Easter Sunday 1 hour, Easter Monday 1 hour, May Bank Holiday (1st) Sunday Prior 2 hours, May Bank Holiday (2nd) Sunday prior 2 hours, May Bank Holiday (1st) Bank Holiday Monday 1 hour, May Bank Holiday (2nd) Bank Holiday Monday 1 hour, August Bank Holiday Sunday prior 2 hours, August Bank Holiday 1 hour, Halloween 2 hours, Christmas Eve 2 hours, Boxing Day 2 hours, 27th December 2 hours, 28th December 2 hours, 30th December 2 hours;
 - (b) In the event of the transmission of any recognised international event which falls outside the current permitted hours on the premises licence to permit the sale of alcohol and provision of hot food commencing one hour before the start of the event and ending one hour after the end of the event, the detail of the activity to be notified to the police 10 days beforehand; and
 - (c) From the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).
 - (d) An additional hour to the standard and non-standard times on the day when British Summer time commences.
- (10) The manager shall actively participate in and support the Pub Watch scheme.
- (11) The existing CCTV system shall continue to operate.
- (12) There shall be no drinks promotions that encourage illegal, irresponsible or immoderate consumption of alcohol.
- (13) The manager shall liaise with local residents to resolve their reasonable concerns.
- (14) No adult entertainment (of a nude physical nature) shall be permitted at the premises.
- (15) Any drugs found at the premises shall be confiscated and placed in a secure area, by the manager, until handed to the Police.
- (16) Deliveries to or from the premises shall not occur between the hours of 22:00 and 07:00.
- (17) The outdoor area shall only be permitted for use up to 00:00 on any day.
- (18) Whenever the premises are in use under this licence, the external doors and windows shall not be fixed open after 23:00 on any day of the week.
- (19) All refuse and bottles shall be disposed of in bins quietly so as not to disturb neighbours or local residents. There shall be no disposal of glass bottles outside between 23:00 and 07:00.
- (20) The licensee shall ensure that the immediate vicinity of the premises is kept free of litter from the premises at all material times.
- (21) A sufficient number of suitable receptacles for refuse storage shall be provided to the satisfaction of the Licensing Authority in approved positions. These receptacles shall be maintained in a clean condition.
- (22) Prominent, clear and legible notices shall be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
- (23) Customers shall be encouraged to leave the premises quietly.
- (24) Between the hours of 21:00 and the closure of the premises, all external parts of the site shall be monitored for disturbance by an adequate number of staff, to ensure quiet behaviour of customers.

- (25) 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.
- (26) The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall be either prohibited altogether, or prohibited except following prior notification to the Licensing Authority at least ten days in advance. The decision for their use shall be held by the Licensing Authority.
- (27) The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the approved arrangements.
- (28) All exit doors shall be available at all material times without the use of a key, code, card or similar means.
- (29) Doors at such exits shall be regularly checked to ensure they function satisfactorily.
- (30) All fire resisting doors to ducts, service shafts and cupboards shall be kept locked and shut.
- (31) The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.
- (32) All internal gangways shall be kept unobstructed.
- (33) Safety checks shall be carried out before the admission of the public.
- (34) Staff with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role and documented records of such training/instruction shall be kept.
- (35) Access routes for emergency vehicles shall be kept clear and free from obstruction.
- (36) An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.
- (37) The licensee shall ensure that whenever disabled persons are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency.
- (38) Should the premises not be equipped with a staff alerting system the minimum number of attendants required to be on duty is 2 (two), to be available to assist in the event of an emergency, during events involving the transmission of any recognised international event (e.g. sport) and/or film exhibition.
- (39) No flammable films shall be allowed on the premises without the prior notification of the Licensing Authority and Fire Authority.
- (40) Free toilet facilities in proper working order shall be available.
- (41) Any child under the age of 16 at the premises shall remain the responsibility of their accompanying adult.
- (42) Staff at the premises shall not be in sole supervision of any child under the age of 16 at the premises.
- (43) 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 throughout the premises.
- (44) All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol. The training shall include:
 - Details of the Challenge 25 Policy operated by the premises
 - How to ask for ID
 - What ID to accept
 - What to do if a customer complains about being refused/asked
 - How to record any challenges.

- (45) This training will be documented in writing and made available on request to Thames Valley Police, Trading Standards & Licensing Officers. Staff will be trained at least every 6 months and the content of the training will be reviewed and updated on a regular basis.
- (46) A short test will be devised to check that staff understand the policy and procedures operated by the premises in relation to underage sales. This test will be carried out at least twice a year. It will be updated and reviewed on a regular basis.
- (47) All door staff working at the Premises will be required to sign the company policy to confirm that they have been made aware of the Premises policy in relation to underage sales.
- (48) A sign will be placed at the entrance to the Premises and at the bar serverly, highlighting to customers that ID will still be required at the bar even if door staff are present upon entry.
- (49) The business will have a documented policy and system in place to ensure that customers of the premises are of an age commensurate with the legal consumption of the beverages they are drinking.
- (50) An Alcohol Check Register (which may be electronic) shall be maintained at the Premises and kept up-to-date.
- (51) This register is to be reviewed and signed weekly by the DPS. If there are concerns about the number of entries made by any staff member, this should be recorded along with any follow up action taken. The register shall be kept at the premises and made available for inspection on request to Thames Valley Police, Trading Standards & Licensing Officers.
- (52) A personal licence holder will be present at the Premises on all key trading sessions i.e. Fridays ad Saturdays and all special events.
- (53) New members of staff will not be permitted to work on the bar on Fridays and Saturdays between 20:00 and the closure of the premises or at any special events until such time as they have completed three bar shifts at the premises under the direct supervision of a personal licence holder and have successfully completed the Company online training in relation to underage sales.
- (54) Persons under the age of 18 shall not be admitted to the premises between the hours of 20:00 and the closure of the premises.
- (55) Persons under the age of 18 shall only be admitted to the premises if they are supervised and accompanied by an adult whilst on the premises.

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