



NOTICE OF MEETING

Licensing Panel

Wednesday 9 September 2015, 2.00 pm

**Function Room, Fifth Floor, Easthampstead House, Town Square,
Bracknell**

To: The Licensing Panel

Councillor Thompson (Chairman), Councillors Ms Gaw and Leake

cc: Substitute Members of the Committee

Councillors Allen, Brossard, Brunel-Walker, Finch, Finnie and Porter

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: Amanda Roden
Telephone: 01344 352253
Email: amanda.rodan@bracknell-forest.gov.uk
Published: 18 August 2015



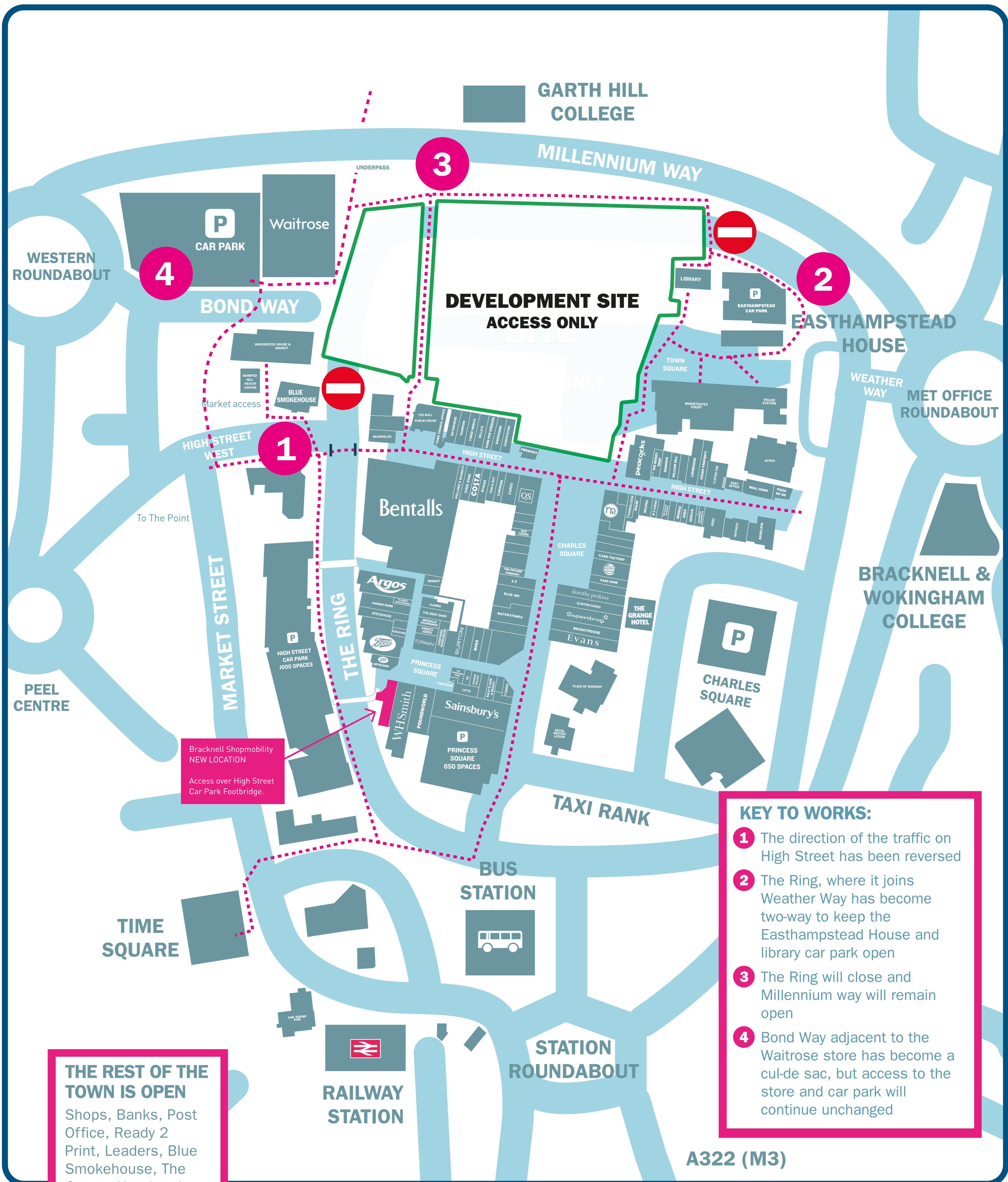
Licensing Panel
Wednesday 9 September 2015, 2.00 pm
Function Room, Fifth Floor, Easthampstead House, Town
Square, Bracknell

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

AGENDA

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1. Maps	1 - 6
2. Declarations of Interest	
Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.	
3. The Procedure for Hearings at Licensing Panels	7 - 12
4. Application for a Variation of Premises Licence - Shell Filling Station, 102 Yorktown Road, Sandhurst, GU47 9BH	
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Annex A – Application	
Annex B – Plan	
Annex C – Representation	
Annex D – Location Map	
Annex E – Proposed Conditions	

BRACKNELL TOWN CENTRE OPEN AS USUAL DURING ROAD LAYOUT CHANGES



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

- 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

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:

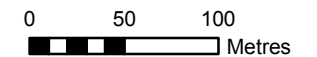
- PEDESTRIAN NAVIGATION OF THE TOWN
- HOARDING LINE FOR DEVELOPMENT

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Bracknell Town Centre Map

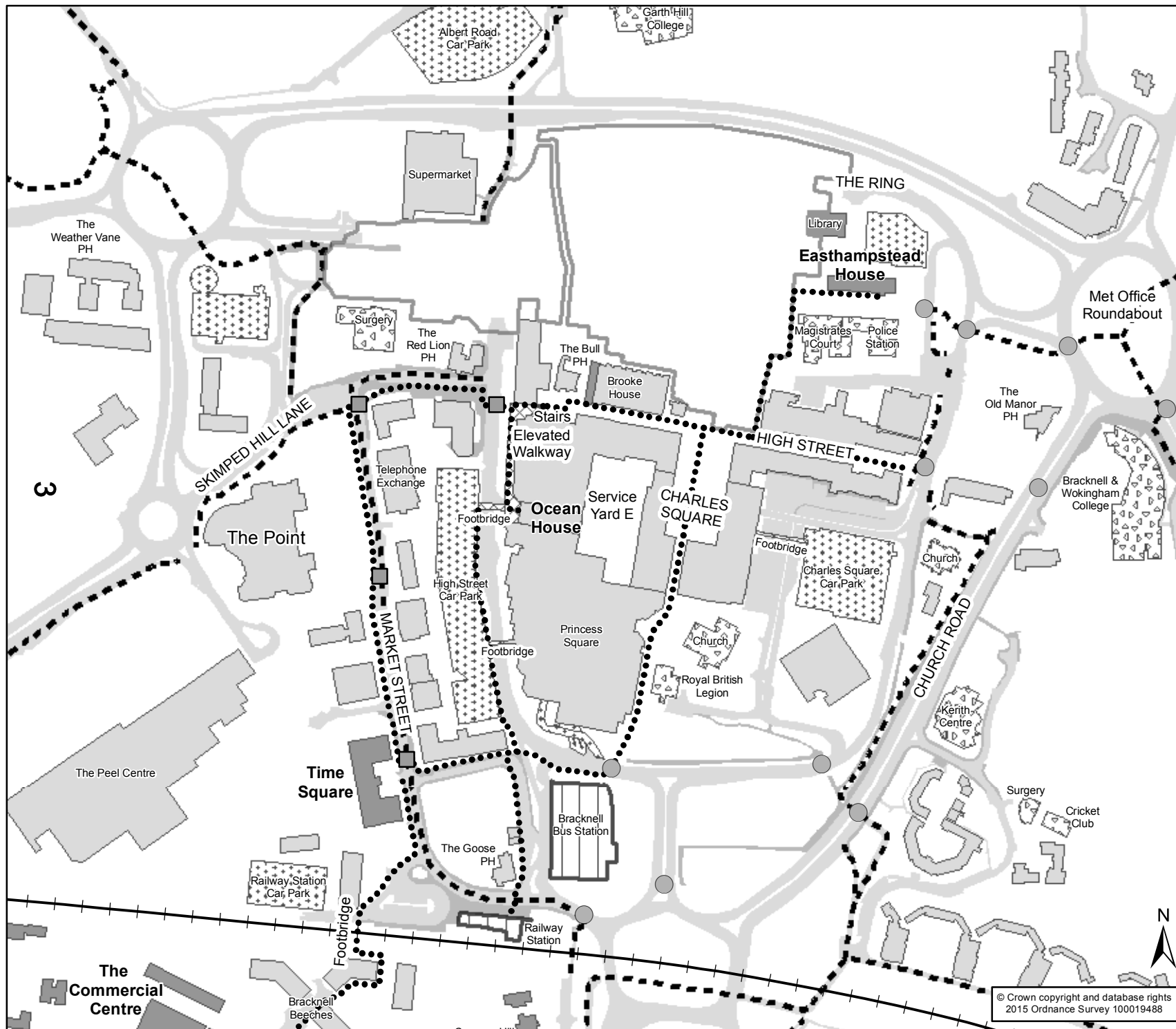
Legend

-  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

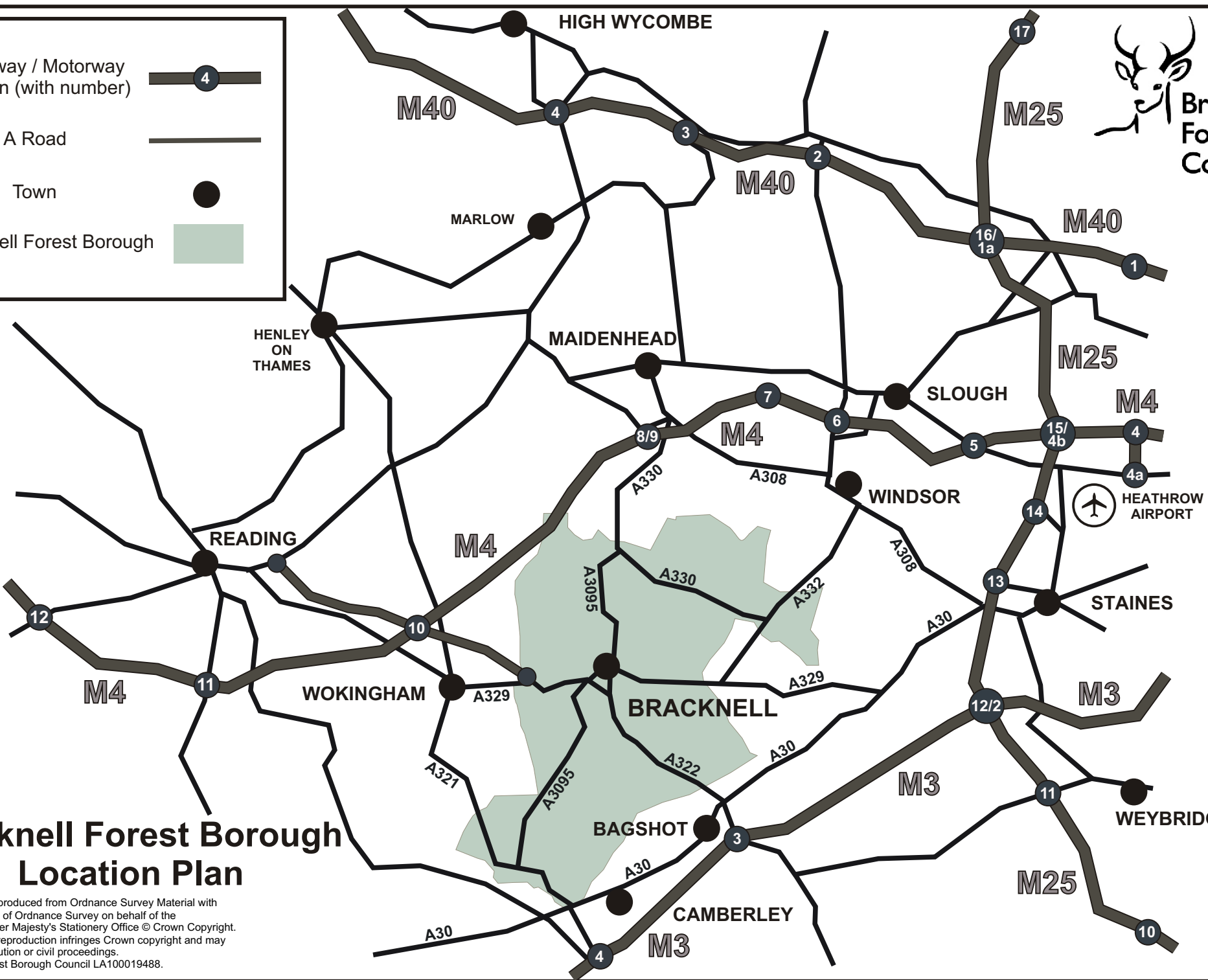
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Motorway / Motorway Junction (with number) 

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: 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

LICENSING PANEL 9 SEPTEMBER 2015

LICENSING ACT 2003 SHELL FILLING STATION, 102 YORKTOWN ROAD, SANDHURST, GU47 9BH APPLICATION FOR VARIATION OF A PREMISES LICENCE (Chief Officer: Environment and Public Protection)

1 APPLICATION DETAILS

- 1.1 On 16 July 2015 an application was made by Motor Fuel Limited to vary the premises licence for the above mentioned premises. The application is attached at **Annex A** and an amended plan at **Annex B**.
- 1.2 The application is to vary the hours for the supply of alcohol from 08:00 to 23:00 Monday to Saturday and 10:00 to 22:30 on Sunday to 06:00 to 23:00 Monday to Sunday. The variation also removes a condition limiting licensable hours on Christmas Day and Good Friday and includes an updated plan and new conditions.

2 REPRESENTATIONS RECEIVED

- 2.1 During the period for making representations from 17 July 2015 to 13 August 2015, one representation was received in respect of the application. This representation is attached at **Annex C**, and is from a member of the public.

3 SUPPORTING INFORMATION

- 3.1 A map showing the location of the premises is attached at **Annex D**.
- 3.2 The proposed conditions including both the mandatory conditions and those arising from the operating schedule are attached at **Annex E** of this report.

4 RELEVANT BRACKNELL FOREST BOROUGH COUNCIL POLICIES

- 4.1 In determining applications, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned (p 1.24).
- 4.2 The Council, as Licensing Authority recognises that conditions attached to licences will be focused on matters which are within the control of individual licensees (p 1.11).
- 4.3 When determining applications the Licensing Authority must be satisfied that the applicant's operating schedule seeks to promote the licensing objectives (p 1.13).
- 4.4 In appropriate cases, and where its discretion is engaged, the Licensing Authority may attach conditions in line with the achievement of the licensing objectives, as listed in the model conditions (p 2.12, 3.15, 4.8 & 5.17).
- 4.5 The Licensing Authority will apply a level of conditions proportionate to the individual style and characteristics of the premises concerned (p 6.8).

5 RELEVANT NATIONAL GUIDANCE

- 5.1 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Licensing Authority must give appropriate weight to the representations (including supporting information) provided by all the parties and the steps that are necessary to promote the licensing objectives (p 5.69).
- 5.2 The Licensing Authority may not impose any conditions unless its discretion has been engaged following the making of relevant representations and it has been satisfied at a hearing of the necessity to impose conditions due to the representations raised. It may then only impose such conditions as are necessary to promote the licensing objectives arising out of consideration of the representations (p. 7.5).
- 5.3 Licensing conditions should be tailored to the size, style, characteristics and activities taking place at the premises. It is important that conditions are proportionate (p 7.17).

6 RECOMMENDATION

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

Background Papers

Licensing Act 2003

Guidance issued under section 182 of the Licensing Act 2003

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

Bracknell Forest Borough Council Licensing Policy (January 2011)

Contact for further information

Charlie Fletcher, Licensing Officer - 01344 352550

charlie.fletcher@bracknell-forest.gov.uk

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

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

I/We **MOTOR FUEL LIMITED**

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

LN/200500384

Part 1 – Premises Details

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

SANDHURST FILLING STATION FS371
102 YORKTOWN ROAD

Post town	SANDHURST	Postcode	GU47 9BH
-----------	-----------	----------	----------

Telephone number at premises (if any)	
---------------------------------------	--

Non-domestic rateable value of premises	£33500
---	--------

Part 2 – Applicant details

Daytime contact telephone number	01727 898891
----------------------------------	--------------

E-mail address (optional)	
---------------------------	--

Current postal address if different from premises address	CLOCK HOUSE COURT 5-7 LONDON ROAD
---	--------------------------------------

Post town	ST ALBANS	Postcode	AL1 1LA
-----------	-----------	----------	---------

Part 3 - Variation

Please tick as appropriate

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

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

EXTEND THE HOURS FOR THE SALE OF ALCOHOL REMOVING RESTRICTIONS ON CHRISTMAS DAY AND GOOD FRIDAY AND DEPOSIT A MODIFIED PLAN

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

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

Please tick all that apply

- | | |
|--|--------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | <input type="checkbox"/> |

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

Sale by retail of alcohol (if ticking yes, fill in box J) X

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for performing plays (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3)					
Mon								
Tue								
Wed						State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur								
Fri						Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Wed			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the performance of live music (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue			State any seasonal variations for the performance of dance (please read guidance note 4)		
Wed			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	X
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	06.00	23.00			
Tue	06.00	23.00			
Wed	06.00	23.00			
Thur	06.00	23.00			
Fri	06.00	23.00			
Sat	06.00	23.00			
Sun	06.00	23.00			
			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00.00	24.00	
Tue	00.00	24.00	
Wed	00.00	24.00	
Thur	00.00	24.00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	

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

CHANGE ALCOHOL HOURS AND REMOVE RESTRICTIONS ON CHRISTMAS DAY AND GOOD FRIDAY

Please tick as appropriate

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

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.
SUMMARY COPY ENCLOSED – MASTER PREMISES LICENCE ALREADY WITH YOU
FOLLOWING PREMISES LICENCE TRANSFER

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

OTHER EXISTING AND MANDATORY CONDITIONS TO REMAIN - ALARM SYSTEM, CCTV SYSTEM WITH RECORDING FACILITIES, TRAINED STAFF WITH RECORDED ONGOING ALCOHOL TRAINING REGIME, CHALLENGE 25 AND PROOF OF AGE INITIATIVE EMBRACED, INSTORE CHALLENGE SIGNAGE, REFUSALS SYSTEM WITH REFUSALS BOOK AND INCIDENT LOG

b) The prevention of crime and disorder

ALARM SYSTEM, CCTV SYSTEM WITH RECORDING FACILITY, TRAINED STAFF, CHALLENGE 21, REFUSALS SYSTEM AND INCIDENT LOG

c) Public safety

STAFF TRAINED IN FIRE SAFETY PROCEDURES AND THE USE OF FIRE SAFETY EQUIPMENT, FIRE FIGHTING EQUIPMENT

d) The prevention of public nuisance

STAFF TRAINED TO DEAL WITH SITUATIONS, USEABLE WASTE BINS PROVIDED ON THE FORECOURT

e) The protection of children from harm

FULL ALCOHOL TRAINING REGIME IN USE, ONGOING RECORDED ALCOHOL TRAINING AND REFRESHER TRAINING, CHALLENGE 25 TRADING INITIATIVE EMBRACED, CHALLENGE SIGNAGE, REFUSALS SYSTEM AND REFUSALS BOOK

Checklist:

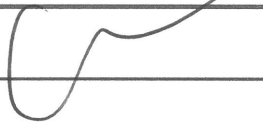
Please tick to indicate agreement

- I have made or enclosed payment of the fee. X
- I have sent copies of this application and the plan to responsible authorities and others where applicable. X
- I understand that I must now advertise my application. X
- I have enclosed the premises licence or relevant part of it or explanation. X
- I understand that if I do not comply with the above requirements my application will be rejected. X

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.

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	15 TH JULY 2015
Capacity	LICENSING SOLUTIONS - DULY AUTHORISED AGENT

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

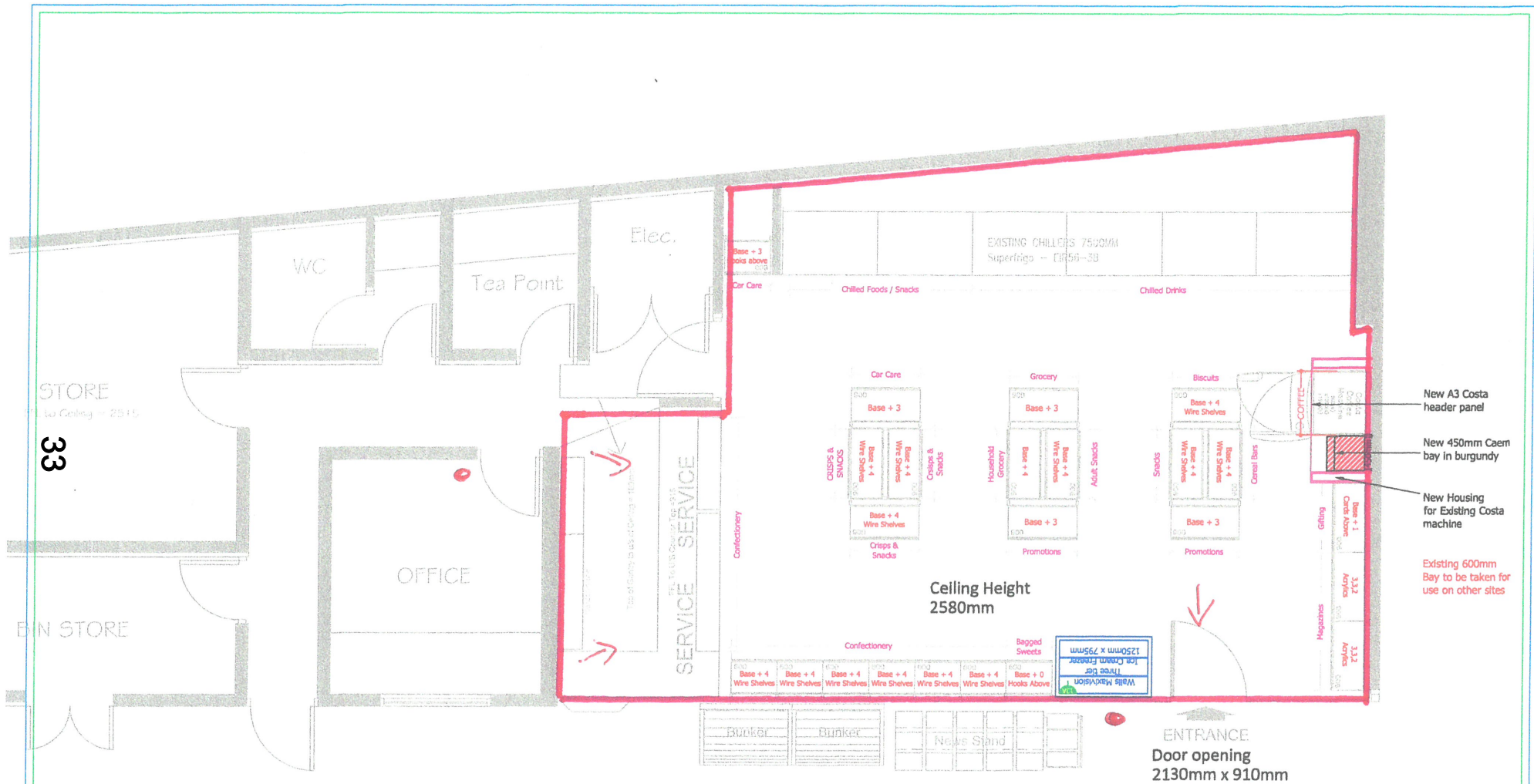
Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

LICENSING SOLUTIONS
32 CHURCH ROAD
LOCKS HEATH

Post town	SOUTHAMPTON	Post code	SO31 6LU
Telephone number (if any)	07831 159450		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) chris@licensingolutions.org.uk			

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- New A3 Costa header panel
- New 450mm Caern bay in burgundy
- New Housing for Existing Costa machine

Existing 600mm Bay to be taken for use on other sites

ALLOWED DISPLAY THROUGHOUT STORE WITHIN RED BORDER

THE DIMENSIONS ETC. SHOWN ON THIS THIS DRAWING MUST BE CHECKED ON SITE BEFORE INSTALLATION

This drawing is the property of The Jordan Group and must not be copied or reproduced except with their express permission nor may the design or any information shown thereon be disclosed to any third party

CUSTOMER APPROVAL
I acknowledge that this drawing contains all the units and items of display equipment comprised in the order No. _____ and to which this drawing is annexed

SIGNED _____
Proprietor / Director / Manager Responsible

Relevant Specifications:

Notes:
KLT
EXTENDING SKEDS
CLTV

Job Title:
FS 371 - MFG - Sandhurst
102 Yorkshire Road
Bracknell Forest
Surrey
GU47 9BH

Drawing No. Proposed Layout	Date: June 2015
Drawn By: Wayne Symons	Revision:

Scale(s)
1 to 50 @ A3

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Fax: 0161-6229709
e-mail: sales@jordon.co.uk

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From: [REDACTED]
Sent: 13 August 2015 14:59
To: Licence All
Subject: LN/200500384 Application to vary.

Dear Sirs,

LN/200500384 Variation Application Shell Sandhurst Filling Station

1. I am [REDACTED], Living at [REDACTED] Yorktown Road, Sandhurst, [REDACTED], next door to the premises in question. I have lived at this address for more than 10 years. (My telephone number is [REDACTED]; Please text if the telephone is switched off. My e-mail address is [REDACTED])

2. This Filling Station is situated in a fundamentally residential enclave, bisected by the main (Yorktown) road; this is an orderly and respectable neighbourhood. For residents purchasing alcohol, the Sandhurst Co-op is less than 5 minutes' walk and there are a half-dozen supermarkets no more than 5 minutes' drive away in any direction (Crowthorne, College Town, Owlsmoor, Meadows). These shops are open daily for very long periods.

3. I would question what type of trade this application is intended to attract.

It is unlikely to be local residents, who have no need to go to a petrol station to shop for alcohol, especially before breakfast!

It presumably aims at the "passing motorist", though few morning commuters require alcohol to start the working day and for those that do, it is hardly public-spirited to provide it. (In view of the continuing campaign against "drink-driving", it seems self-contradictory to facilitate offence by prolonging the availability of alcohol at an outlet specifically for drivers.)

However, at so unsocial an hour as 6a.m., the likeliest customers, in my view, will be the compulsive and improvident, who cannot brook the least delay in satisfying a craving for alcohol; in short, alcoholics, not "responsible drinkers". This unusually early-morning source of booze will draw undesirables from surrounding areas to infest the neighbourhood, not least the nearby Park, a large open space and carefully maintained amenity. It would be too much to expect alcoholics to abstain from consuming their purchases until they have left the neighbourhood.

Inebriates are entirely devoid of social awareness, consideration for others and, frequently, of decorum! (I, for example, cannot be the only main road resident who has been rudely woken from deep sleep in the dead of night by the passage of noisy drunks, meandering along (or in) the road, bawling at full voice; the usual outcome is the loss of the remainder of the night's sleep.)

4. While the neighbourhood in general faces nuisance or worse, quite obviously any disturbance on the garage premises, whether noise or misbehaviour, will have the greatest impact on the residents next door (No.100). We are entitled to a reasonable night's sleep (not necessarily only the the exact 7hr interval between 11p.m. and 6a.m. to suit the applicant's convenience) and, while I recognise that this cannot anyway be guaranteed (see 3 above), I do not accept increasing the probability of disturbance by what amount to an invitation to drunkards.

Further, past experience has shown that misbehaviour on those premises easily spreads to these.

A particular feature of these two properties (100 & 102) is their separation by a very low brick wall at the front; in front of Hodge's is a small parking area and, on the garage side, a forecourt 'bay' formed by the solid wall of the building, where customers use the vacuum-cleaning machine. This nook is therefore out of sight to staff inside and (I believe) unmonitored by any surveillance system.

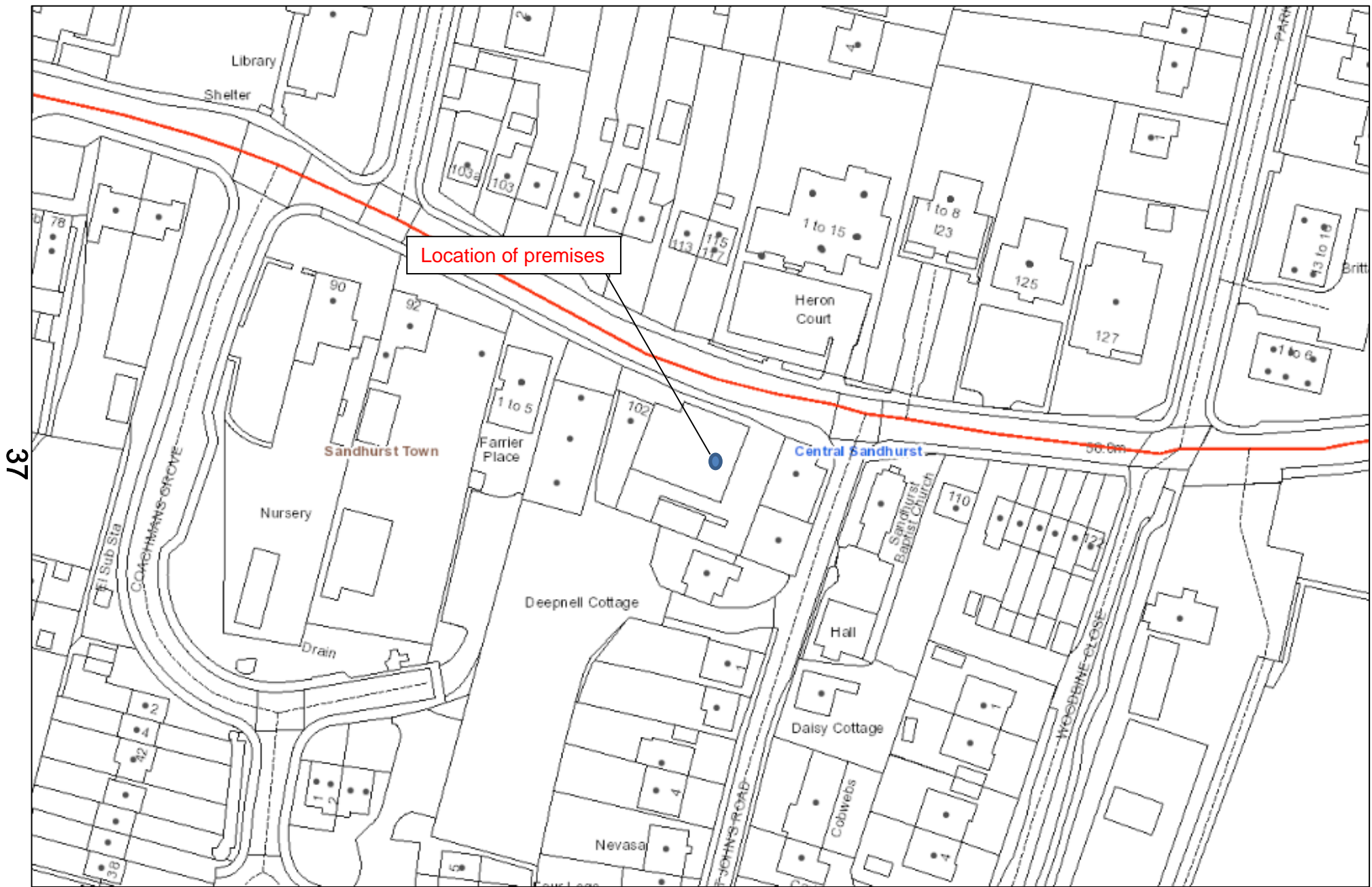
Though less problematic recently, I have often in the past been troubled by hordes of pubescent children, who, having initially assembled on the garage side, smoking, drinking and making noise enough to compel attention, increased in numbers and unruliness so as to overflow and run riot in Hodge's courtyard. I have found these confrontations and ejections personally arduous and stressful to handle and on a couple of occasions, if I recall correctly, I have had to invoke the police. Messrs Hodge have been obliged to instal a locked gate to their side passage to stop it being used as a urinal.

While juvenile aggravation is improbable in the early morning, if children can spot a "secret nook", so can alcoholics impatient for instant gratification, with what I fear will be equally deplorable results.

5. As I understand it, granting this application will permit the sale of alcohol throughout the day (saving only exactly 7 hours' intermission overnight) on every day throughout the year, without respite. It is a provision as unnecessary to the residents of the enclave in which this one garage is situated, as undesirable in its prospective clientele, conducive to public nuisance and disorder, if not crime. A grant, even if not directed to the benefit of residents, should at least not be to their detriment. Therefore the application should be refused.

Yours faithfully,

██████████



Map showing location of Shell, 102 Yorktown Road, Sandhurst, GU47 9BH

Date: 14/08/2015

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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) (a) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (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

Annex 2 - Conditions consistent with the Premises Operating Schedule:

- (5) Alcohol shall not be sold in an open container or be consumed in the licensed premises.
- (6) A CCTV system shall be installed that ensures all areas of the licensed premises are monitored, including all entry and exit points, and external areas to the front and rear of the premises and which enables frontal identification of every person entering in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept available for a minimum of 31 days with correct time and date stamping. Recordings shall be made available to an authorised officer or a police officer together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available on 24 hours notice. All staff should be trained on data retrieval and viewing from the CCTV system. Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. A sign advising customers that they are on CCTV shall be positioned in a prominent position.
- (7) 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.
- (8) Only a valid driver's licence showing a photograph, a valid passport, a UK nationally approved proof of age card showing the 'Pass' hologram (or any other similarly nationally recognised scheme) or a current UK Military Identity card, are to be accepted as identification.
- (9) All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol, the company's proof of age policy and the procedure on handling and recording refusals. Training must be documented and details made available upon request by Thames Valley Police or authorised officers of the Council. This training shall formally take place once every six months. Training shall be reviewed and updated on a regular basis.
- (10) An alcohol refusal register shall be maintained at the premises and kept up to date. The register is to be made available upon request by Thames Valley Police or authorised officers of the Council. The register will contain the following information:
 - a) Date
 - b) Time
 - c) Member of staff
 - d) What was requested
 - e) What ID was produced

A responsible member of staff will review and sign the refusals register at least once a week.

- (11) Any incident at the premises which impacts on the crime and disorder licensing objective shall be recorded in a register kept at the premises. The register will contain the following information:
 - a) Time and date
 - b) Exact location
 - c) Nature of incident
 - d) Name of staff members or door supervisors involved
 - e) Name of any offender
 - f) Action taken as a result of the incident

This record must be retained at the premises for a period of not less than six months and be made available upon request by Thames Valley Police or authorised officers of the Council.

- (12) An appropriate number of waste bins will be provided on the forecourt.

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

TBC

Annex 4 - Plans:

Site Plan dated May 2015