

Annex C – Premises Licence Part A

LICENSING ACT 2003

PART A - PREMISES LICENCE

Granted by Bracknell Forest Borough Council as Licensing Authority

Premises Licence Number : LN/20050509

Part 1 – Premises Details

Postal address of premises :

Premises Name : Royal County of Berkshire Polo Club
Address : North Street
Winkfield
SL4 4TH
Telephone Number : 01344 890060

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

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

Licensable Activities :	Authorised Times :
Sale by retail of alcohol Live music Recorded music Performance of dance	Monday - Sunday: 11:00 - 02:00
Late night refreshment	Monday - Sunday: 23:00 - 02:00

The opening hours of the premises : Monday - Sunday: 11:00 - 02:40

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

Part 2

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

Name : Royal County of Berkshire Polo Club Ltd
Address : North Street
Winkfield
SL4 4TH
Telephone Number : 01344 890060
e-mail : info@rcbpoloclub.com

Registered number of holder (where applicable) :

01903088

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

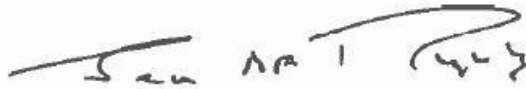
Name : Mr Michael Amoore
Address :

Telephone Number : N/A

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

Personal Licence Number : PL NO100/4866/2

Issuing Authority : Royal Borough of Windsor and Maidenhead Council



Signed:
for Chief Officer: Environment and Public Protection
Date: 27 July 2018

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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 $P = D + (D \times V)$ 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) All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the Premises Operating Schedule:

- (9) Non-standard timings: all licensable activities may be extended 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).

- (10) Non-standard timings: all licensable activities may be extended by one hour on no more than 6 (six) occasions per year giving the Local Authority 7 (seven) days notice of the event. The additional 6 (six) occasions will only be used for no more than 2 nights in succession. The additional 6 (six) occasions will not use a marquee for the playing of live or amplified music after 02.00 hrs i.e. a band or disco; background music will be allowed.
- (11) Children under the age of 18 years are able to occupy the Polo Club premises, the Club House and Marquee, Pavilion and Canteen, under the supervision of a parent or guardian who is a Polo Club member or invited guest, during licensable activities for the duration of the authorised opening times.
- (12) A female door supervisor shall be available if searches are to be conducted on female customers.
- (13) Where there are 5 or more door supervisors at least one of these shall be female.
- (14) Door supervisors shall wear clothing that can be easily and clearly identifiable on CCTV, for example yellow reflective tabards.
- (15) Door supervisors shall be issued with multi-channel radios capable of communicating with other door supervisors, the designated premises supervisor and Town Centre radio link if required.
- (16) A door supervisor register shall be kept which includes names, dates and times of the persons employed in such capacity.
- (17) Alcohol and soft drinks shall be served in plastic or toughened glasses.
- (18) All bottles sold shall be made of plastic (where available).
- (19) Customers carrying open or sealed bottles or glasses shall not be admitted to the premises at any time.
- (20) Customers shall not be permitted to take open containers of alcoholic or soft drinks from the premises.
- (21) All bottles and glasses shall be removed from public areas as soon as the contents have been drunk or are empty.
- (22) Bottle bins for collection of empty bottles shall not be accessible to member of the public.
- (23) All instances of crime and disorder shall be reported to the Police as soon as reasonably practicable.
- (24) All-inclusive nights or other irresponsible drinks promotions shall not be permitted.
- (25) The designated premises supervisor or a personal licence holder shall be in charge of the premises when any drinks promotions are taking place.
- (26) Crime prevention notices shall be displayed warning customers of the possibility of crime which may target them, e.g. "Bags should not be left unattended", "Watch out for pickpockets".
- (27) A personal licence holder shall be at the premises at all times when alcohol is being sold or regulated entertainment is being provided.
- (28) A secure area for customer's personal belongings shall be available.
- (29) Food shall be available at all times when the premises are open.
- (30) All exit doors shall be easily operable without the use of a key, card, code or similar means.
- (31) Exit doors shall be regularly checked to ensure they function satisfactorily.

- (32) Records of any Fire Risk Assessments and Exit checks shall be kept and available for inspection.
- (33) All removable security fastening shall be removed whenever the premises are open to the public or staff.
- (34) All fire doors shall be maintained unobstructed and effectively self closing and will not be held open other than with approved devices.
- (35) Fire resistant doors to service shafts, ducts and cupboards shall be kept locked shut.
- (36) Step and stair edges shall be appropriately highlighted so as to be conspicuous.
- (37) All upholstered seating shall be fire retardant and comply with current fire safety regulations.
- (38) Curtains, hangings and temporary decorations shall be located so as not to obstruct exits, fire safety signs or fire-fighting equipment.
- (39) Notices detailing the actions to be taken in the event of fire or other emergency shall be prominently displayed and maintained in good condition.
- (40) Access shall be provided for emergency vehicles and kept clear and free from obstruction at all times.
- (41) Fire drills and emergency lighting tests shall be conducted regularly (weekly or monthly). Records of these tests shall be available on request.
- (42) All fire exits and means of escape shall be signed in accordance with BS5499: Part 1: Specification for Fire Safety Signs: 1990.
- (43) The current evacuation policy shall be maintained and all staff shall be trained in fire and emergency evacuation procedures.
- (44) All wall and ceiling finished shall be fire resistant to the appropriate standard.
- (45) Exit doors shall open outwards or shall be secured in the open position if this is not the case.
- (46) Adequate arrangements shall exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.
- (47) Adequate and appropriate First Aid materials shall be available on the premises.
- (48) At least one suitable trained First-Aider shall be on duty when the public are present.
- (49) If more than one First-Aider is present on duty at any one time, their respective duties shall be clearly defined.
- (50) In the absence of adequate daylight suitable and sufficient artificial lighting shall be provided and maintained in any area accessible to the public.
- (51) Fire safety signs shall be adequately illuminated.
- (52) Emergency lighting shall be installed and maintained.
- (53) Emergency lighting batteries shall be fully charged before the admission of the public to the premises.
- (54) Emergency lighting tests shall be conducted monthly. Records of these tests shall be available on request.

- (55) An inspection of any gas boiler, calorifier or appliance shall be carried out annually.
- (56) The current public liability insurance shall be renewed annually and displayed on the premises.
- (57) All portable fire fighting equipment shall be inspected annually.
- (58) Any temporary electrical equipment being used shall be checked before use by a N.I.C.E.I.C or E.C.A. electrician and a temporary electrical installation report or a certificate of compliance with British Standard BS7909:1998 shall be obtained.
- (59) The use of special effects or mechanical installations shall be arranged, operated and stored so as to minimise any risk to the safety of the audience, performers or staff.
- (60) Special effects (including: dry ice machines and cryogenic fog; smoke machines and fog generators; pyrotechnics including fireworks; real flame; firearms; motor vehicles; strobe lighting; lasers; explosives and highly flammable substances) shall only be used with prior notification to Environmental Health, Licensing and / or Fire authority.
- (61) All safety signs warning customers about the risks to their health and safety shall comply with BS5378 1980: Safety Signs and Colours.
- (62) Free drinking water shall be available at all times when the premises is open to the public and taps are labelled as such.
- (63) A chill out area to the satisfaction of the Police and Licensing Authority shall be provided.
- (64) A "Hot line" to local taxi firms shall be available.
- (65) A policy shall be in place for escorting all patrons from the premises to a licensed taxi or private hire vehicle should a request be made.
- (66) Searching as a condition of entry shall be considered at all times and shall be mandatory when directed by the Police.
- (67) The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall not be permitted.
- (68) Disposal of bottles into waste receptacles outside the premises shall not be permitted to take place between the hours of 23:00 and 07:00.
- (69) For the final hours of opening the music shall be reduced in volume and shall be discernibly quieter.
- (70) The playing of live or recorded music in the garden or outside seating areas of the premises shall not be permitted unless in a marquee.
- (71) The playing of live or recorded music in the marquee shall not be permitted after 02:00.
- (72) The garden or outside seating areas are closed to the public after 02:00.
- (73) All fixed plant and equipment at the premises e.g. ventilation systems that produce significant levels of noise shall be fitted with appropriate means of noise suppression and shall be restricted in their use so as to minimise disturbance to any neighbouring noise sensitive premises.
- (74) All ventilation and extraction systems shall be designed and maintained so as to prevent noxious smells causing a nuisance to nearby properties.

- (75) Refuse receptacles shall be cleaned with disinfectant at least once a week.
- (76) Flashing / bright / flood lights used outside the premises and any security access lighting installed shall not be operated so as to cause a nuisance to nearby occupiers.
- (77) All external lighting, including floodlighting, is directed away from adjacent occupiers.
- (78) At least 5 litter receptacles shall be placed outside the premises for customers to use and shall be emptied daily.
- (79) No advertisement for events which contain nudity or striptease shall be displayed on the premises so that it is seen from outside the premises.
- (80) No person under 18 shall be permitted to enter the premises whilst nudity or striptease is taking place.
- (81) An attendant shall be station in the area(s) occupied by children at a children's event and in the vicinity of each exit.
- (82) All attendants shall have completed appropriate Criminal Record Bureau (C.R.B.) checks.
- (83) The minimum number of attendants on duty as children's events shall be 1 attendant per 50 children (or part thereof).
- (84) The sale and supply of alcohol shall cease 40 minutes prior to the closure of the Club houses and a winding down period shall be implemented, for example quieter music and lighting level raised during or before this 40 minute period.
- (85) The maximum occupancy capacity of the Club house shall be 100 persons.
- (86) The maximum occupancy capacity of the Canteen shall be 50 persons.
- (87) The licensee shall ensure that no noise shall emanate from the premises which gives rise to nuisance.
- (88) Clearly legible notices shall be displayed in prominent locations requesting patrons and their guests to respect the needs of local residents and to leave the premises and area quietly.
- (89) Noise from the premises shall not unreasonably disturb other people.
- (90) No music or speech shall be relayed via external speakers other than for large events detailed in condition 93.
- (91) The premises licence holder shall not permit amplification equipment to be brought onto the site unless:-
- a) it is for use as part of regulated entertainment
 - b) it is for the use of authorised traders for the sole purpose of providing 'incidental' or background music to their stall or fairground attraction.
- (92) Erection/dismantling activities for equipment, stages etc. shall be restricted to 07:00 to 21:00 hours.
- (93) Conditions 93.1 to 93.16 shall apply to large events. A large event is used to describe any event involving more than 1000 attendees.
- 93.1 An Event Management Plan (EMP) and copy of plans showing the layout of the site for an event shall be submitted to the Licensing Authority at least 28 days prior to an event; the layout plan shall comply with section 23 of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005. The layout plan is subject to approval from the Licensing Authority.

93.2 The EMP shall contain the following details:

- a) Safety & Security
- b) Noise Management
- c) Traffic Management
- d) Bar & Alcohol Management
- e) Medical Provision
- f) Lost Children Policy
- g) No Smoking Policy
- h) Waste Management
- i) Contingency Plans
- j) Fire Safety Risk Assessment

93.3 A Noise Management Plan Noise Management and Community Liaison Plan (NMP) shall be submitted to the Licensing Authority at least 28 days prior to the event.

93.4 The NMP shall contain the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with the local community and shall include:

- a) An inventory of all sound systems to be used on the site
- b) A schedule of contact details for those who are responsible for the sound systems
- c) A list of stages and cinemas together with sound power output details, a schedule of their location, orientation, and shut down times and their maximum audience capacity
- d) Maximum permitted sound power output details for traders
- e) Management command and communication structure / methods for ensuring that permitted sound system output and finish times are not exceeded
- f) Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints
- g) Action to be taken by the Event Organiser following complaints.

93.5 Information relating to a specific event shall be submitted to the Licensing Authority for agreement no later than 28 days prior to the event. No alteration to the NMP after this date shall be made by the premises licence holder except with the written consent of the Licensing Authority.

93.6 The premises licence holder shall ensure compliance with all aspects of the NMP.

93.7 There shall be no more than six large events per year and no more than two large events per month, unless otherwise agreed with the Licensing Authority. An event is used to describe a single day or night music event.

93.8 At least 7 days prior to an event the premises licence holder shall provide to the licensing authority a telephone number for contacting the licence holder or a nominated representative during the course of an event.

93.9 The premises licence holder shall produce and make available a Public Information Document with details of arrangements for the event based on the EMP and NMP that might affect the local community. This shall be made available at least 7 days prior to the event and published through a method agreed with the Licensing Authority.

93.10 The premises licence holder shall manage noise levels based on principles laid out in the 1995 'Code of Practice on Environmental Noise Control at Concerts'.

93.11 Where the premises licence holder plans to hold 3 or less music events per year the music noise level shall not exceed 65dB(A) over a 15 minute period, at 1 meter from the facade of any noise sensitive premises, from 11:00 to 23:00 hours.

93.12 Where the premises licence holder plans to hold more than 3 events per year the music noise level shall not exceed background noise levels by more than 15dB(A) over at 15 minute period, at 1 meter from the façade of any noise sensitive premises, from 11:00 to 23:00 hours.

93.13 After 23:00 music noise from the premises shall not be at a level that would be considered a nuisance.

93.14 The sound systems of the principal stages shall be tested to ensure compliance with conditions 93.11 to 93.13, prior to the commencement of the event. The Licensing Authority shall be notified no less than 24 hours in advance of such testing being undertaken.

93.15 The premises licence holder shall appoint a competent noise consultant to monitor and record on site and off site noise, to ensure compliance with conditions 93.11 to 93.13.

93.16 Music noise levels shall be measured throughout any event. Monitoring locations and noise levels to be met at those locations shall be agreed in writing with the Licensing Authority no later than 28 days in advance of the event.

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

- (94) An exclusion zone shall be in operation during events, as shown by the hatched area marked on the authorised premises plan. No licensable activities shall take place within this zone. Nothing within this condition shall prevent members of the public from accessing the public right of way that crosses the site. The effect of this is that the hatched area is not a licensed area and is outwith the licensed area and licensable activities.
- (95) Condition to apply during large events as defined by condition 93; marshals shall be present throughout large events and shall patrol the boundary of the site adjacent to the hatched area as marked on the authorised plan, to ensure no attendees of the event trespass into the neighbouring residential property.

Annex 4 – Plans:

Attached, plan dated 27/07/2018