

The Licensing Authority

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Statement of Licensing Policy

Licensing Act 2003

January 2005 to December 2007 (unless revised sooner)



Statement of Licensing Policy

Licensing Act 2003

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Corrections 22nd February 2005 - removal of note about Regulations from front cover
- reformatting of Appendix 7 table 1
3rd March 2005 - Appendix 7: add Trading Standards contact details
10 May 2005 - **page 15 footnote: Appendix 5 (not 6)**
- **page 47 : Vale of White Horse District Council**

Updated

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Welcome to Oxford City Council's Licensing Policy.

This **revised** sets out our guiding principles for making licensing decisions under the Licensing Act 2003, which **came into force in November 2005..** It addresses licensing of many venues and events - from nightclubs to the smallest pubs and off-licences, from "Fun in the Parks" to small-scale local events.

We have a duty to balance the needs of residents, visitors, pub/club operators and businesses. Our aims are to:

- Reduce crime and disorder
- Preserve public safety
- Reduce public nuisance
- Protect children from harm

Our City enjoys huge cultural diversity and our leisure and entertainment scene is important in enhancing that. We attract thousands of visitors to Oxford from right across the UK and abroad. Evening leisure and entertainment is commercially and culturally important but it must take place in sympathy with people living nearby. Freedom to live, work or enjoy leisure activities in a clean, safe and civilised environment is a basic right and everyone should be able to enjoy their home in peace and be able to get a good night's sleep.

Oxford caters for a very broad group of people as a regional entertainment centre but the late night activities tend to attract large numbers of a much narrower group of people, attracted mainly to late night drinking and dancing. Oxford has recently gained a reputation for late night crime and public nuisance so we are extremely keen to help Pubwatch, Nightsafe, Thames Valley Police and other organisations tackle these problems.

The 'Special Saturation Policy' (SSP) for much of the City Centre, which is included in this policy, does not affect existing licences. However, it does mean that applications for new licences and for significant changes to existing licences are likely to be declined if objections are received. Even so, we may still grant licences to those who can successfully demonstrate that their proposals will not exacerbate problems of antisocial behaviour, because we must consider each application on its merits. The Police **continuously keeps** all parts of Oxford under review and will consult on changes to SSP area(s) as necessary.

The Licensing Act is much clearer and relevant to the 21st Century than previous law on alcohol and entertainment. We are delighted that it gives us much more scope to act on the views of Oxford's citizens, not only in development and reviews of policy, but also on licence applications or when problems arise. Your Council and the Police have powers to close premises or events if there are serious problems.

Unless we hear from people with concerns we cannot refuse, or impose conditions on, licences (even within SSP areas) so please do contact us if any application concerns you.

We believe that this policy represents as fair a way as possible of balancing needs and desires of everyone in this City. We hope it will help us to maintain Oxford's important role as a safe and pleasant centre of culture and entertainment for everybody.

Chair of Licensing Committee

Vice-Chair of Licensing Committee

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INTRODUCTION

This policy statement has four main purposes, which are:

- **To confirm to elected Members** of the Licensing Committee, the boundaries and powers of the Authority and the parameters within which to make decisions.
 - **To inform licence applicants** of the parameters within which the Authority will make licensing decisions and therefore how licensed premises are likely to be able to operate within the area.
 - **To inform local residents and businesses** of the parameters within which the Authority will make licensing decisions and therefore how their needs will be addressed.
 - **To support a case in a court of law** if the Authority has to show how it arrived at its licensing decisions.
-

Using this Statement of Licensing Policy

- The policies are shown in text boxes, which are separately numbered and titled.
- The additional text gives examples, background and reasons for the policies.
- The Appendices give additional information.

Oxford City Council has different roles under the Licensing Act 2003, so:

- 'Authority' is used where it acts as the Licensing Authority under the 2003 Act.
- 'Council' is used where parts of the Council act in other capacities, for example:
 - to determine policy;
 - when the 'Council' applies to the 'Authority' for a licence for Council premises;
 - when Environmental Health or Planning Control officers act as a 'Responsible Authority' in making a Representation about an application received.

The 'Authority' must balance the interests of applicants (as stated in their applications for licences) and any interests stated by others (in Representations and Relevant Representations). When it grants a licence, the Authority must attach mandatory conditions if applicable. The Authority cannot attach other conditions unless they are proportional to the applications and any Representation or Relevant Representation received.

Other information

Pool of conditions

The Authority has a 'Pool of conditions' from which it draws the conditions that it will add to licences. This pool of conditions is subject to continuous development and the Authority keeps it available on the Council website.

Guidance to applicants

The Authority plans to provide guidance to applicants to assist them with making their applications for licences.

Contact details

Contact details are given on the back cover.

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	(i) in relation to a vessel – the navigation authority.	
Objection	Representations made by the Police in relation to an application, on the grounds of the prevention of crime and disorder.	Schedule 8 para 25
Representations	Comments made by a Responsible Authority on an application.	
Relevant Representation	Comment made by an Interested Party, which is not rejected by the Authority as irrelevant, frivolous, vexatious, or repetitive.	
<p>Authorised Person</p> <p><i>(Authorised Persons have roles in enforcement of the 2003 Act)</i></p> <p><i>(Police officers are not listed as Authorised Persons, as they already have powers of enforcement under other legislation)</i></p>	<p>Any of the following –</p> <p>(a) an officer of the Licensing Authority, authorised for the purposes of the 2003 Act,</p> <p>(b) an inspector appointed under article 26 of the Regulatory Reform (Fire Safety) Order 2005</p> <p>(c) an inspector appointed under S.19 of the Health and Safety at Work etc. Act 1974,</p> <p>(d) an officer of the Council authorised to exercise statutory environmental health functions,</p> <p>(e) in relation to a vessel, an inspector, or surveyor of ships, appointed under S.256 of the Merchant Shipping Act 1995,</p> <p>(f) a person prescribed for the purposes of S.13(2) of the Licensing Act 2003.</p>	Section 13(2)
Licensing Committee	The Committee of elected members of Oxford City Council that is responsible for the Council's licensing functions.	Section 6
SIA	Security Industry Authority	
2003 Act	The Licensing Act 2003	
LACORS	Local Authorities Co-ordinator of Regulatory Services	
TSI	Trading Standards Institute	
Statement of Licensing Policy	The current statement of licensing policy required under Section 5 of the 2003 Act, following publication and as amended by subsequent revisions.	Section 5
Designated Premises Supervisor	The person specified in a premises licence as the premises supervisor.	Section 15
Secretary of State's Guidance	Guidance issued by the Secretary of State under Section 182 of the 2003 Act	Section 182

Regulated Entertainment	Regulated entertainment as defined in Schedule I of the 2003 Act	Schedule I
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I Introduction

I.1 Objectives

I.1.1 The Licensing Authority (the 'Authority') for Oxford is Oxford City Council (the 'Council').

Policy GN 1: Objectives

The Authority will carry out its licensing functions under the 2003 Act with a view to promoting the four licensing objectives in the 2003 Act, which are:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

Each of the four licensing objectives is of equal importance and there are no other objectives, so that the four licensing objectives are paramount at all times.

I.2 The Authority's area and the licensable activities

I.2.1 Appendix 1 describes the Authority's area, its centres of population and its population profile. It also describes the mix of licensable activities, where they take place and their positive and negative impacts on the area.

I.2.2 The Authority has regard to matters of sustainability, equality, the local economy and tourism to the extent that they affect the Licensing Policy. The Authority will also have regard to minimising waste and litter in the interests of minimising public nuisance.

2 General matters

2.1 Precedence issues

2.1.1 A licensing policy must not ignore or be inconsistent with provisions in the 2003 Act.

Policy GN 2: Precedence

The meaning of the 2003 Act and any Regulations made under it take precedence over the meaning of this Statement of Licensing Policy.

2.2 Adoption and publication of the Statement of Licensing Policy

2.2.1 The Council adopted this Statement of Licensing Policy at its meeting on .

Policy GN 3: Three-yearly licensing policy review

The Council will prepare and publish a statement of its licensing policy at intervals of no more than three years, to enable it to continue to undertake its licensing functions.

Policy GN 4: Interim licensing policy reviews

The Council will keep its licensing policy under review and will make such revisions to it, at such times, as it considers appropriate.

Policy GN 5: Consultation on licensing policy

Before determining any revision to its Statement of Licensing Policy, the Council will consult:

- (a) the chief officer of Police for the Oxford area;
- (b) the fire authority for the Oxford area;
- (c) the Trading Standards Officer for Oxfordshire County Council;
- (d) the Social & Health Care Department of Oxfordshire County Council, which the Authority considers to be the competent and responsible authority for the purpose of advising on issues of protecting children from harm.

together with ...

such persons as the Authority considers at the time to be representative of:

- (e) holders of Premises Licences issued by the Authority;

- | |
|---|
| <ul style="list-style-type: none"> (f) holders of Club Premises Certificates issued by the Authority; (g) holders of Personal Licences issued by the Authority; (h) businesses and residents in its area; (i) other interests in the licensing of premises in its area. |
|---|

<p>The Authority will give appropriate weight to the views of the persons listed above when it determines any revision to its Statement of Licensing Policy.</p>
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<p>Policy GN 6: Publication of licensing policy revisions</p>
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<p>When the Authority determines any revisions, it will publish either a statement of those revisions, or its revised Statement of Licensing Policy.</p>
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2.3 Scope of the Statement of Licensing Policy: Licensable activities

2.3.1 This policy addresses licensing of the following activities:

- (a) the sale of alcohol by retail;
- (b) the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- (c) the provision of late night refreshment¹ (supply of hot food or drink between 2300 and 0500 hours); and
- (d) the provision of 'regulated entertainment' (defined in Schedule 1 of the 2003 Act) which includes:
 - a performance of a play;
 - an exhibition of a film;
 - an indoor sporting event;
 - a boxing or wrestling entertainment (indoors and outdoors);
 - a performance of live music;
 - the playing of recorded music;
 - a performance of dance;
 - provision of facilities for
 - (i) making music;
 - (ii) dancing.

2.3.2 Activities that are not to be regarded as regulated entertainment and activities that are not to be regarded as late night refreshment are also listed in Schedules 1 and 2, respectively, of the 2003 Act.

2.4 Scope of the policy: Applications and notices

2.4.1 This policy addresses decisions on applications for:

- (a) Premises Licences;
- (b) Club Premises Certificates;
- (c) Personal Licences;
- (d) renewal or transfer of licences;
- (e) variation of conditions attached to licenses and associated matters.

2.4.2 This policy also addresses Temporary Event Notices (TENs) and the review of Premises Licences and Club Premises Certificates.

2.5 Fundamental principles

2.5.1 The Authority recognises that its power to reject applications, or to apply conditions to Premises Licences and Club Premises Certificates is strictly constrained by the terms of the 2003 Act.

2.5.2 The Authority recognises that it has no power to:

- (a) attach any condition, including mandatory conditions, to a Temporary Event Notice;
- (b) modify mandatory conditions;

¹ This includes 'take-away' premises and hot-food vans

- (c) attach conditions to a Premises Licence or Club Premises Certificate (other than appropriate mandatory conditions) unless those conditions are consistent with the operating schedule submitted with the application, or further to a Representation or Relevant Representation.
- 2.5.3 The Authority recognises that it has no power to:
- modify conditions attached to a Premises Licence or a Club Premises Certificate;
 - to exclude from the scope of a Premises Licence or a Club Premises Certificate any of the licensable or qualifying activities to which the application relates;
 - refuse to specify a person in a Premises Licence as the Designated Premises Supervisor;
 - reject the application,
- unless it has received a Representation or a Relevant Representation about the application and then only to such extent as the Authority considers necessary for the promotion of the licensing objectives.
- 2.5.4 Throughout this document the Authority has outlined the standards which it expects to be addressed in applications. The policies within this statement have been developed in consultation with all of the Responsible Authorities.
- 2.5.5 In considering and determining applications the Authority will take into account:
- (a) The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000;
 - (b) Section 17 of the Crime and Disorder Act 1988;²
 - (c) The Human Rights Act 1998;
 - (d) Noise Act 1996;**
 - (e) Fire and Safety Order 2005**
 - (f) Violent Crime and Disorder Act 2006**
 - (g) Health Act 2006**
 - (h) any other relevant legislation or statutory guidance.
- 2.5.6 The Authority:
- (a) will treat each application on its individual merits;
 - (b) will not override the right of any person to apply under the terms of the 2003 Act for a variety of permissions;
 - (c) will not override the right of any person to make Representations on an application or to seek a review of a licence or certificate where the 2003 Act makes provision for them to do so;
 - (d) will, as far as possible, avoid duplication with other licensing and regulatory regimes that already place obligations on employers and operators, e.g. The Health & Safety at Work etc, Act 1974, the Environmental Protection Act 1990, Disability Discrimination legislation and the Regulatory Reform (Fire Safety) Order 2005**
 - (e) will only apply to Premises Licences and Club Premises Certificates conditions that are necessary to underpin or promote the licensing objectives.
- 2.5.7 The Authority recognises that the purpose of the 2003 Act is to allow appropriate levels of regulation for premises, temporary events, members' clubs and persons authorised to make alcohol available for sale.
- 2.5.8 In considering applications the Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of public living, working or engaged in normal activity in the vicinity of the licensed premises.
- 2.5.9 For each application for the grant, variation or review of a Premises Licence or a Club Premises Certificate, the 2003 Act requires the Authority to consider the Representations

² Section 17 of the Crime and Disorder Act 1988 states: "Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent, crime and disorder in its area."

made by Responsible Authorities and those Representations made by Interested Parties, which the Authority accepts as relevant.

- 2.5.10 'Interested Parties' will be given its widest possible interpretation and, where it includes persons involved in business, will not be confined to those engaged in trade and commerce. It will include partnerships and the functions of charities, churches and medical practices.
- 2.5.11 A Responsible Authority or an Interested Party may seek a review of a Premises Licence or Club Premises Certificate **because of a matter arising at the premises in connection with any of the four licensing objectives.**
- 2.5.12 In determining applications and reviews of licensed premises, the Authority will give appropriate weight to:
- (a) Representations received from Responsible Authorities;
 - (b) Relevant Representations made by Interested Parties;
 - (c) the Secretary of State's Guidance;
 - (d) this Statement of Licensing Policy;
 - (e) the steps necessary to promote the licensing objectives.
- 2.5.13 Any terms and conditions that the Authority imposes will be focused on matters that are within the control of individual licensees. These matters will centre on the premises and places being used for licensable activities and the vicinity of those premises and places.

2.6 Reviewing the Statement of Licensing Policy with other authorities

- 2.6.1 The Authority will work with the other Licensing Authorities in Oxfordshire **reviewing** this Statement of Licensing Policy to ensure, as far as possible, that a consistent approach is taken to assist applicants for licences and those who may wish to make Representations under the provisions of the 2003 Act. The Authority will also liaise with other neighbouring Licensing Authorities to ensure that there is consistency across District Council boundaries. Full regard will still be given to local issues and situations, which will take precedence.
- 2.6.2 The Authority will maintain partnership working with various enforcement agencies as it recognises that the licensing objectives can only be promoted through a range of actions, some of which are outside the scope of the licensing system.
- 2.6.3 The Authority will maintain protocols with the Police, the Fire Authority and Trading Standards Services, as it considers appropriate for enforcing the 2003 Act.
- 2.6.4 The Authority will maintain dialogue with the licensed trade, businesses, local people and relevant organisations in the entertainment and alcohol industry to ensure that the Statement of Licensing Policy remains relevant and secures promotion of the licensing objectives.

2.7 Integrating strategies

- 2.7.1 Licensing is about promoting the four licensing objectives by balancing different interests. The experience gained by the Authority can usefully inform the development and application of strategies by others for local crime prevention, planning, transport, tourism and culture. It is important that such strategies do not undermine promotion of the licensing objectives.
- 2.7.2 In preparing this Statement of Licensing Policy, the Authority has taken account of relevant national policies and action plans, which include the following:
- (a) Safer Clubbing³;
 - (b) The Alcohol Harm Reduction Strategy⁴;
 - (c) Tackling Violent Crime in the Night-Time Economy (Home Office 2004);
 - (d) Together: Tackling Anti-Social Behaviour⁵;
 - (e) 'Keeping Children Safe' (DfES/DoH/HO).

³ <http://www.drugs.gov.uk/publication-search/young-people/safer-clubbing-guide.pdf?version=1>

⁴ http://www.strategy.gov.uk/su/alcohol/alcohol_harm_pdf.htm

⁵ <http://www.together.gov.uk>

- 2.7.3 The Authority has taken account of the policies and programmes that the Council has already adopted. These are listed in Appendix 2, along with an explanation of how they integrate with the Statement of Licensing Policy.

Policy GN 7: Integrating strategies
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The Council will ensure any strategies it may have, or develop, for local crime prevention, planning, transport, waste management, sustainability, tourism and culture will be integrated with its licensing function but such strategies will not overrule the licensing objectives.

2.8 Planning and building control

- 2.8.1 The Council recognises that there is a need for proper separation of the planning, building control and licensing regimes to avoid duplication and inefficiency.
- 2.8.2 The Council recognises that the Planning Authority must be aware of the Authority's concerns as this will assist in promotion of the licensing objectives. The Authority will provide reports to enable the Planning Authority to have regard to such matters and have a role in promoting the four licensing objectives when the Planning Authority takes its decisions.
- 2.8.3 The Council recognises that the following three regimes have different purposes:
- Planning – ensuring the suitability of the location, use and design of the premises for the activities and the adequacy of the local infrastructure;
 - Building Control – ensuring the suitability of the construction of the premises;
 - Licensing – ensuring the suitability of the proposed use and its operation at the proposed premises.
- 2.8.4 The grant of a Premises Licence or a Club Premises Certificate, or any variation to one of these, does not relieve the applicant of the need to obtain planning permission and building regulations consent as appropriate.

Policy GN 8: Planning permission and listed building consent

The Authority will normally expect an application for a Premises Licence or a Club Premises Certificate to be made only in respect of premises that already have an appropriate established use or any planning permission and listed building consent necessary for the proposed range of licensable activities to take place.

The Authority will similarly expect an applicant to have obtained planning permission where necessary for the use proposed, before applying for a provisional statement under section 29 of the 2003 Act.

2.9 Administration, exercise and delegation of functions

Policy GN 8: Levels of decision-making

The Authority will have the following levels of decision-making for undertaking its licensing functions:
--

- | |
|--|
| <ul style="list-style-type: none"> ○ The Council; ○ Licensing Committee; ○ Licensing Sub-Committees; ○ Licensing Officers. |
|--|

- 2.9.1 A Licensing Sub-Committee will generally determine each application that attracts a Representation or Relevant Representation, unless:
- all Representations from Responsible Authorities are withdrawn and it is agreed by all parties that a hearing is not necessary; and
 - all representations from Interested Parties are either:
 - determined by a designated officer to be irrelevant, vexatious or frivolous; or
 - withdrawn, and it is agreed by all parties that a hearing is not necessary;
- or
- the Licensing Committee wish to consider the matter.

2.9.2 Licensing Officers will determine all other applications and the Licensing Committee will receive reports on the decisions made by officers so that members maintain an overview of the general situation.

2.9.3 For the convenience of applicants, the system of delegation is tabulated in Appendix 4.

Policy GN 9: Delegation ⁶

The Authority has delegated licensing decisions in accordance with the recommendations of the Secretary of State's Guidance and in the interests of speed, efficiency and cost effectiveness, as follows:

- (a) The Council determines:
 - o the Statement of Licensing Policy;
 - o membership of the Licensing Committee;
 - o the extent to which functions, other than functions under the 2003 Act, are delegated to the Licensing Committee.
- (b) The Licensing Committee will undertake all functions of the Authority under the 2003 Act that are not the responsibility of the Council, as follows:
 - o making recommendations to the Council on the Statement of Licensing Policy;
 - o reviewing the Statement of Licensing Policy within three-year intervals, keeping the policy under review at other times and undertaking appropriate consultations;
 - o arranging for training of members and officers to enable the Authority to discharge its duties under the 2003 Act;
 - o agreeing which body is competent to advise the Authority in respect of matters relating to the protection of children from harm;
 - o deciding the extent to which the Authority will recommend the classification of films;
 - o monitoring the impact of licensing on regulated entertainment in general and live music and dancing in particular in connection with cultural strategies;
 - o establishing and agreeing enforcement protocols (with the Police etc.);
 - o reporting to the Planning Authority on the situation concerning licensed premises including the general impact of alcohol related crime and disorder; **this enables the Planning Committee to have regard to such matters when taking its decisions and avoid any unnecessary overlap.**
 - o considering current licences or applications for licences where a Representation or a Relevant Representation has been made and not withdrawn.
 - o Receiving reports on matters determined by Licensing Officers with delegated authority.
- (c) Licensing Sub-Committees will operate under authority delegated by the Licensing Committee and determine matters as set out in Policy GN 11.
- (d) Licensing Officers will operate under delegated authority and determine matters as set out in Policy GN 12.

Policy GN 11: Licensing Sub-Committee – delegated functions

Sub-Committees of the Licensing Committee will determine any of the following where a Representation or a Relevant Representation has been made and not withdrawn:

- o application for a Personal Licence;
- o application for Personal Licence with unspent convictions;
- o application for Premises Licence or a Club Premises Certificate;

⁶ Subject to amendment to match the decision of Council on 16th December 2004 on the Report 'Applications for Licences – Hearings – Establishment of Sub-Committees and Delegated Powers'.

- application for provisional statement;
- application to vary a Premises Licence or a Club Premises Certificate;
- application to vary Designated Premises Supervisor;
- application for transfer of Premises Licence;
- application for interim authorities;
- application to review a Premises Licence or a Club Premises Certificate;
- determination of a Police Representation to a Temporary Event Notice;
- decision to object when the Authority is a consultee and not the relevant authority considering the application.

Policy GN 12: Licensing Officer – delegated functions

A Licensing Officer, delegated for the purpose within the Council's Constitution, will determine every other licence application for which no Objection, Representation or Relevant Representation has been received, or for which it is agreed by all parties that a hearing is not necessary and all Objections, Representations or Relevant Representations have been withdrawn.

Policy GN 13: Licensing Committee – procedure

Subject to any statutory provisions, the Licensing Committee will regulate its own procedure and that of Licensing Sub-committees.

Policy GN 14: Licensing Sub-Committee – procedure

In considering any application on which a Representation or a Relevant Representation has been made, a Sub-Committee will follow the principles set out in the Hearings Regulations under the 2003 Act.

Policy GN 15: Determination of applications – conditions

The Authority will determine the type and extent of conditions to be affixed to Premises Licences and Club Premises Certificates as follows:

- (a) Matters determined by Licensing Officers:
 - Licensing Officers will select from a pool of conditions, those conditions that appropriately deal with the issues addressed in the applicant's operating schedule, or (for an application under 'grandfather rights') that match the conditions that apply to the original licence or permission;
 - No other conditions, other than the mandatory conditions⁷, will be added;
 - If none of the pool conditions is appropriate, Licensing Officers will develop any condition that they consider necessary to appropriately translate the issues addressed in that applicant's operating schedule, Officers will add to the pool of conditions any conditions developed for this reason;
 - Licensing Officers will report to the Licensing Committee from time to time on the matters that those officers have determined.
- (b) Matters determined by a Sub-Committee:
 - Sub-Committees will attach conditions from within the pool of conditions or developed to suit, as in (a) above;
 - No conditions, other than mandatory conditions, will be added unless an appropriate Representation or Relevant Representation has been upheld;
 - Sub-Committees may also attach special conditions that take account of a Representation made by a Responsible Authority or a Relevant Representation made by an Interested Party.

⁷ See the 2003 Act Sections 19, 20, 21, 73 and 74

2.10 Non-licensing issues: What this statement is not for

- 2.10.1 The Authority recognises that:
- (a) licensing is not about mechanisms for the general control of anti- social behaviour by individuals once they are beyond the direct control of the individual club or business holding the licence, certificate or permission concerned;
 - (b) licensing is not about matters contained in other legislation, which may well apply simultaneously to the activities of licensed individuals or premises. Appendix 6 includes references to some of this legislation.

3 Cumulative impact

3.1 Cumulative impact

- 3.1.1 The Authority wishes to take steps to prevent public nuisance, crime or disorder arising from the concentration of premises in one particular area.
- 3.1.2 Whilst need is primarily an issue for the market and the planning system, the cumulative impact of licensed premises on the promotion of the licensing objectives is a matter for consideration under the licensing provisions. Serious problems of public nuisance and disorder can arise in the vicinity of licensed premises where a number of them are grouped together and particularly where they may be situated near to residential areas. The numbers of premises selling alcohol and providing entertainment until the early hours of the morning have increased significantly over recent years and many special measures have been adopted to try to deal with the crime and anti social behaviour that can result from the more intensive activities.
- 3.1.3 The distribution of late night premises may be such as to warrant special action from the Authority to combat exceptional problems of disorder and public nuisance over and above the impact from individual premises.

Policy GN 16: “Need” for licensed premises
The Authority will leave the assessment of the ‘need’ for licensed premises to the Planning Authority and to the market. It will not address this matter in undertaking its licensing functions.
Policy GN 17: Need for an evidential base
The Authority will consider Representations based on the impact of the grant of a particular application on the promotion of the licensing objectives in the Authority’s area. However, there must be an evidential base for the assertion that the addition of the premises in question would produce the cumulative impact claimed. The impact can be expected to be different for premises with different styles and characteristics.
Policy GN 18: Use of other mechanisms to address cumulative impact
The Council will encourage the use of other mechanisms that are available for addressing problems caused by a minority of consumers behaving badly and unlawfully once away from licensed premises. For example:
<ol style="list-style-type: none"> (a) planning controls; (b) positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the Council; (c) powers the Council has to designate parts of its area as places where alcohol may not be consumed publicly and take into account areas currently designated as Alcohol Free Zones; (d) Police enforcement of the normal law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices; (e) the prosecution of any Personal Licence holder or member of staff at such premises who is selling alcohol to people who are drunk; (f) the confiscation of alcohol from adults and children in designated areas;

- (g) Police powers to close down instantly for up to 24 hours any licensed premises or temporary event on grounds of disorder, or the likelihood of disorder or excessive noise emanating from the premises;
- (h) the power of the Police, other Responsible Authority or a local resident or business to seek a review of the licence or certificate in question.

3.2 Special Saturation Policy

- 3.2.1 It is possible that the impact of the behaviour of customers of separate premises taken together on surrounding areas is greater than the usual impact from customers of individual premises and so creates exceptional problems of crime, disorder or public nuisance. In these circumstances a Responsible Authority or Interested Party may consider that the cumulative effect is to saturate an area, making it a focal point for large groups of people to gather and circulate away from the licensed premises themselves.
- 3.2.2 Guidance sets out the steps to be followed when considering whether to adopt a special policy within the Statement of Licensing Policy. These include:
- (a) identification of concern about crime and disorder (including fear of crime) or public nuisance;
 - (b) consideration of whether it can be demonstrated that crime and disorder and nuisance are arising and are caused by the customers of licensed premises, and if so identifying the area from which problems are arising and the boundaries of that area; or that the risk factors are such that the area is reaching a point when a cumulative impact is imminent;
 - (c) consultation with those specified by section 5(3) of the 2003 Act as part of the general consultation required in respect of the whole statement of licensing policy;
 - (d) subject to that consultation, inclusion of a special policy for future premises licence or club premises certificate applications from that area within the terms of the Guidance in the statement of licensing policy;
 - (e) publication of the special policy within the Statement of Licensing Policy required by the 2003 Act.
- 3.2.3 The effect of adopting a Special Saturation Policy is to create a rebuttable presumption that applications for new Premises Licences or Club Premises Certificates or material variations to these will normally be refused, if Relevant Representations to that effect are received, unless it can be demonstrated that the operation of the premises involved will not add to the cumulative impact already being experienced. Applicants would need to address the Special Saturation Policy issues in their Operating Schedules in order to rebut such a presumption. However this presumption does not relieve Responsible Authorities or Interested Parties of the need to make a Relevant Representation before the Licensing Authority may lawfully consider giving effect to its Special Saturation Policy. Responsible Authorities, such as the Police, or Interested Parties can make written Relevant Representations maintaining that it is necessary to refuse the application for the promotion of the prevention of public nuisance, or crime and disorder and referring to information which had been before the Authority when it developed a Special Saturation Policy for inclusion in its Statement of Licensing Policy.
- 3.2.4 Special Saturation Policies should never be used as a ground for revoking an existing licence or certificate when Relevant Representations are received about problems with those premises. In this context, the “cumulative impact” on the promotion of the licensing objectives of a concentration of multiple licensed premises should only give rise to a Relevant Representation when an application for the grant or variation of a licence or certificate is being considered. A review must relate specifically to individual premises, and by its nature, “cumulative impact” relates to the effect of a concentration of many premises
- 3.2.5 Having regard to Guidance, the existing situation in Oxford, and to representations made by the Police and residents, the Authority has considered it necessary to adopt special policies to limit the cumulative impact of licensed premises in Oxford city centre. The area covered

by these policies is defined in Appendix 8 and is referred to as the City of Oxford Special Saturation Policy Area.

Policy GN 19: Special Saturation Policy

It is the Authority's policy, if Relevant Representations are made, to refuse applications for new, or material variations to, Premises Licences or Club Premises Certificates in the City of Oxford Special Saturation Policy Area for: pubs, bars and clubs; late night refreshment premises and premises offering facilities for music and dancing. A material variation would be where modifications are directly relevant to the Special Saturation Policy, for example an application to vary a licence with a view to increasing the occupancy of a premises.

If an application for a licence for this area is made the Authority will expect the applicant to demonstrate in their Operating Schedule, the steps to be taken to prevent problems relating to nuisance and public safety and the steps to be taken to promote the reduction of crime and disorder. The Authority will consider the individual merits of any application, together with the Relevant Representations made, and where it feels that to grant the application would be unlikely to add significantly to the cumulative impact in light of the licensing objectives, the Authority will grant the application.

The Authority recognises that if no Relevant Representations are made regarding an application for a licence in an area where the Special Saturation Policy exists, the Authority must and will grant the licence.

The Special Saturation Policy will never be used as a ground for revoking an existing licence or certificate.

The Authority will regularly monitor the impact of this Special Saturation Policy. If it becomes evident that the criteria for such a policy are no longer met, the Authority will arrange for it to be discontinued or for the designated area to be redefined.

Other areas of the City of Oxford may also be considered in the future for the adoption of a Special Saturation Policy where the licensing objectives are likely to be undermined due to cumulative impact. These areas will be subject to public consultation.

4 Pool of conditions

4.1 Pool of conditions

- 4.1.1 The Secretary of State's Guidance requires the Authority's licensing policy to "make clear that a key concept underscoring the 2003 Act is that conditions attached to licences and certificates should be tailored to the individual style and characteristics of the premises and events concerned." It also states that "This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions." The Authority will therefore need access to a wide range of appropriate conditions from which it can draw.
- 4.1.2 Provided no Representation or Relevant Representation has been received, the type and extent of conditions to be affixed to a Premises Licence will be determined by officers acting under delegated authority, from within the pool of conditions and consistent with the operating schedule.
- 4.1.3 Where an Interested Party has made a Relevant Representation or a Responsible Authority has made a Representation, a Licensing Sub-Committee will hear the case and may attach special conditions to a licence. Use of standard conditions on all licences will be avoided, as will conditions that are unnecessary because other legislation makes adequate and appropriate provision for applicants' compliance.

Policy GN 20: Pool of conditions

The Authority will maintain a pool of conditions from which appropriate and proportionate conditions can be drawn. The Authority will adapt such conditions as necessary for the promotion of the licensing objectives to suit the individual circumstances of each application

for a Premises Licence or a Club Premises Certificate.

Policy GN 21: Pool of conditions: premises-specific

The Authority will not apply standard conditions to every Premises Licence or Club Premises Certificate that it issues.

Policy GN 22: Pool of conditions: additions

The Authority will add to the pool of conditions each condition that is developed to suit the individual circumstances of each application, so that it may be used as the basis of development of other conditions. The Authority will develop such conditions with regard to:

- (a) the 2003 Act;
- (b) the Secretary of State's Guidance;
- (c) this Statement of Licensing Policy;
- (d) a condition attached to a permission, which requires conversion to a new Premises Licence or a Club Premises Certificate; and
- (e) a statement made in the operating schedule by an applicant for a Premises Licence or a Club Premises Certificate.

4.2 Live music, dancing and theatre

- 4.2.1 It would be inappropriate to expect organisers of small-scale activities to incur the potentially substantial costs of complying with conditions that are more appropriate to larger events. Such small-scale activities will tend to be those that are arranged for small community groups or for children and have the potential for generating wider cultural benefits for communities generally.
- 4.2.2 The imposition of inappropriate conditions might entail substantial costs and so inadvertently deter live music, dancing and theatre in community centres, small venues or venues that are likely to be used only infrequently.

Policy GN 23: Live music, dancing and theatre

The Authority will take proper account of the need to encourage and promote live music, dancing and theatre in balance with the potential for disturbance from these activities. In determining what conditions should be attached to Premises Licences and Club Premises Certificates, the Authority will take account of the need to avoid measures whose potential for imposing substantial costs could inadvertently deter live performances, especially at smaller venues.

5 Licensing hours

5.1 Zoning

- 5.1.1 The Authority cannot set fixed trading hours, because the Government considers that longer licensing hours for the sale of alcohol (for consumption on the premises) are important to prevent concentrations of customers leaving premises simultaneously. The Government considers this necessary to reduce friction at late night fast food outlets, taxi ranks and other sources of transport, which can lead to disorder and disturbance.

Policy LH 1: Zoning

The Authority will not generally restrict trading hours, but may restrict hours for particular premises if a Responsible Authority makes an appropriate Representation or an Interested Party makes an appropriate Relevant Representation and this will promote a licensing objective.

5.2 Staggered closing times

- 5.2.1 In the Government's view, 'staggered closing times' would only serve to replace the peaks of disorder and disturbance (which have previously occurred after 11.00pm and after

2.00am) with a series of smaller peaks, so minimising any potential improvement in the prevention of crime and disorder. The Secretary of State's Guidance states that the general principle should be to promote later opening so that customers leave for natural reasons slowly over a much longer period and so prevent any artificial concentrations.

- 5.2.2 The prevention of public nuisance will be assisted by not seeking to generally organise opening or closing times in particular areas that may overload the local infrastructure.

Policy LH 2: Staggered closing times

The Authority will not seek to engineer any pattern of closing times ('staggered closing times') by setting quotas for particular closing times.
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5.3 Licensing hours not limited

- 5.3.1 Conditions that limit opening hours could tend to concentrate the departure of customers at particular times, which could detract from the promotion of the licensing objectives. In the context of a particular application, some potential problems may be more appropriately addressed through conditions other than limitations on opening times.
- 5.3.2 The Secretary of State's Guidance states that "fixed or artificially early closing hours can lead to binge drinking or 'topping up' meaning that disorder and disturbance can be increased when large numbers of customers are required to leave the premises simultaneously.'

Policy LH 3: Licensing hours not limited

The Authority will not reduce the hours permitted for licensable activities to less than those stated in an application, unless a Representation or a Relevant Representation indicates that this is necessary and then only in the context of the individual merits of that application.

5.4 Display of operating hours

- 5.4.1 Licensing hours and the closing time of premises may be different. The cessation of licensable activities may take place at some time prior to actual closing time for the premises depending on the nature of the activities.
- 5.4.2 The Authority considers that it would be beneficial for potential customers and Interested Parties living or working nearby to be able easily to discover when licensed premises are likely to be operational.

Policy LH 4: Display of operating hours
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Where appropriate the Authority normally expects to see a notice stating the actual operating hours of the premises displayed conspicuously outside every public entrance to a premise operating under a Premises Licence.

Policy LH 5: Closing times

In determining applications, the Authority will take into account the time that it is proposed to close the premises where patrons have been attracted to attend by a licensable activity. Regard will also be had to matters such as the nature of the locality and the availability of public transport at the time that the premises propose to close. The Authority considers that licensable activities should normally cease not later than 30 minutes before final closure of the premises.

5.5 Dispersal procedures

- 5.5.1 Organised dispersal procedures can help to prevent crime, disorder and public nuisance where large numbers of persons leave licensed premises over a concentrated period of time. This applies whether customers leave in small numbers over an extended period, or in large numbers.
- 5.5.2 The Authority considers that dispersal procedures, on which all staff employed at the licensed premises are trained, are particularly necessary for premises at which regulated entertainment or the sale of alcohol for consumption on the premises will continue after

midnight. Persons living in the vicinity may experience the effects of the dispersal of customers from licensed premises as a public nuisance. Such problems can be minimised through orderly dispersal.

- 5.5.3 Staff trained in dispersal procedures could also play a key role in the event of emergency evacuation.

Policy LH 6: Dispersal procedures

Where appropriate, the Authority expects Premises Licence applicants for premises that will remain open beyond midnight and will be open primarily for public entertainment or the sale of alcohol for consumption on the premises, or both, to submit a written statement with their application covering procedures for orderly dispersal of patrons at closing time.

Such a statement should show how all staff in the premises are trained in its implementation.

The Authority expects any dispersal procedure to state the time at which the licensable activities cease and the later, actual, closure time of the premises.

5.6 Latest admission times

- 5.6.1 It is undesirable that persons should seek to 'top up' their alcohol intake by 'club-hopping' and seeking out those premises that are admitting customers at the latest times as crime, disorder and public nuisance in urban centres can be increased by persons moving between venues late at night.
- 5.6.2 Establishing last entry times can reduce the tendency of customers to concentrate at those premises which remain open the latest, without restricting the hours of trading. This will encourage dispersal and reduce the pressure on late-night refreshment outlets and transport facilities that can lead to disorder problems. It will therefore assist with objectives to prevent public nuisance and crime and disorder in certain circumstances.

Policy LH 7: Latest admission times

The Authority expects latest admission times to apply, for example, in areas where there is a concentration of premises that continue to sell alcohol for consumption on the premises and provide Regulated Entertainment after midnight.

The Authority expects the latest admission time to be at least one hour before cessation of the licensable activity.

5.7 Hours for 'off-sales' of alcohol

- 5.7.1 The Government suggests that the norm will be for all shops, stores and supermarkets with Premises Licences that permit the sale of alcohol for consumption off the premises to be free to provide such sales of alcohol at any times when the retail outlet is open for shopping unless there are very good reasons for restricting those hours.
- 5.7.2 Where a licence permits the sale of alcohol in general terms such as 'during opening hours', the Authority, Responsible Authorities and Interested Parties would have no role in determining the availability of alcohol in any subsequent changes to shopping hours. So any conditions on the timing of alcohol sales should state specific times.

Policy LH 8: Hours for 'Off-Sales' of Alcohol ⁸

The Authority will normally approve an application for licensing hours for retail premises that permit the sale of alcohol (for consumption off the premises) at any time that the retail premises are open for shopping.

Where there are good reasons for restricting those hours, the Authority will specify the particular hours during which the sale of alcohol for consumption off the premises is permitted. In such cases the Authority will not specify those hours in general terms, such as 'at any time that the retail premises are open for shopping'.

⁸ 'Off sales' must only be of sealed vessels: 'On sales' must be only in open vessels and must be consumed within the curtilage of the premises. So 'premises' must be carefully defined for festivals, college balls and events in parks etc.

If a Representation or a Relevant Representation is made to the Authority, concerning premises intended for the sale of alcohol for consumption off the premises, that those premises are likely to become a focus for disturbance or public nuisance, the Authority reserves the right to restrict trading hours as one mechanism of combating such problems.

6 Children and licensed premises

6.1 Access to premises

- 6.1.1 The 2003 Act does not prohibit children who are accompanied by an adult from having free access to licensed premises of all kinds, including those selling alcohol for consumption on the premises.
- 6.1.2 However, the 2003 Act makes it an offence for any child under the age of 16 who is not accompanied by an adult from being present:
- (a) at any time on pub premises, or other premises being used exclusively or primarily for the supply of alcohol for consumption on those premises; or
 - (b) between the hours of midnight and 5am on restaurant premises, or other premises that supply alcohol for consumption on the premises.
- 6.1.3 Apart from the above, the admission of children is a matter for the discretion of the individual licensee or club, unless conditions included in a Premises Licence or a Club Premises Certificate limit the access of children.
- 6.1.4 The fact that the new offence may effectively bar children under 16, who are not accompanied by an adult, from premises where the consumption of alcohol is the exclusive or primary activity does not mean that the 2003 Act automatically permits unaccompanied children under the age of 18 to have free access to other premises or to the same premises even if they are accompanied or to premises where the consumption of alcohol is not involved. The 2003 Act includes on the one hand, no presumption of giving children access or on the other hand, no presumption of preventing their access to licensed premises. Each application and the circumstances obtaining at each premises must be considered on its own merits.

Policy CH 1: Access by children to Licensed Premises not a requirement

The Authority will not apply conditions to Premises Licences that require that children must be given access.

Policy CH 2: Restrictions on access by children to Licensed Premises (1)

The Authority will not apply conditions to Premises Licences that limit the access of children except to the extent that:

- (a) it considers necessary for the prevention of harm to children (with regard to a Representation or Relevant Representation on the application); or
- (b) applicants have included such restrictions in their operating schedules as a result of risk assessments that determined that the presence of children would be undesirable or inappropriate.

- 6.1.5 The range of situations in policy CH 3, enables the Authority to restrict the access of children to any premises, by taking appropriate account of the 'reputation' of those premises in addition to the formal aspects of an application.

Policy CH 3: Restrictions on access by children to Licensed Premises (2)

In considering access by children to licensed premises, the Authority will address the individual merits of each application with regard to any Representation or Relevant Representation on the application and, in particular, will take account of situations:

- (a) where entertainment or services of an adult or sexual nature are commonly provided;
- (b) where current staff working at the premises have been convicted of serving alcohol to minors, or the premise have a reputation for underage drinking;

- (c) with a known association with drug taking or dealing;
- (d) where requirements for proof of age cards or other age identification to combat the purchase of alcohol by minors is not the norm;
- (e) where there is a strong element of gambling on the premises; or
- (f) where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

6.1.6 The range of options in policy CH 4, which can be applied singly or in combination, enables the Authority to apply conditions to a Premises Licence, or Club Premises Certificate, that are in proportion to the scale of a perceived problem.

Policy CH 4: Restrictions on access by children to Licensed Premises (3)

The Authority will rarely apply a complete ban on access by children to any individual licensed premises. However when, in response to a Representation or Relevant **Representation**, the Authority considers that access by children should be limited, it will apply one or more conditions (to the whole, or parts, of the premises) that include the following options (singly, or in combination):

- (a) limitations on the hours when children may be present;
- (b) age limitations (below specified ages younger than 18);
- (c) limitations or exclusions when certain activities are taking place;
- (d) requirements for accompanying adults (including requirements that apply only to children below specified ages);
- (e) checking proof of age⁹;
- (f) full exclusion of people under 18 from the premises when any licensable activities are taking place.

6.2 Prevention of alcohol consumption by minors

6.2.1 In most circumstances, the consumption of alcohol by minors would be illegal. The Authority considers that it would also contribute to harm to children, so systems should be put in place to ensure compliance with the law. The Authority encourages the development of a culture in which the checking of proof-of-age cards is accepted as the norm in circumstances where doubt might otherwise exist **e.g. Think 21**.

Policy CH 5: Prevention of under-age consumption of alcohol

The Authority expects Personal Licence holders to ensure that alcohol is not supplied to persons under 18 except as permitted under the 2003 Act and expects every premises where alcohol is supplied to include, in its operating schedule, a management protocol for achieving this.

6.3 Entertainment for and by children

- 6.3.1 Entertainment specifically for children (for example, pantomimes) can attract large numbers of unaccompanied children. The Authority expects licensees to **undertake a risk assessment of including details** of how they will ensure the safe access and egress of children.
- 6.3.2 The Authority expects licensees to provide attendants, at all performances specially presented for children, in accordance with model national standard conditions.
- 6.3.3 The Authority expects teenage discos and similar events to be ticket-only. This is because there is a risk that when 'pay-at-the-door' events reach capacity, children will be left alone on the street.

Policy CH 6: Regulated entertainment for children

The Authority expects that, where regulated entertainment includes performances specially presented for children, applicants will **include in their risk assessment** details of the number of attendants that will be on duty to ensure the safety of children and to control the

⁹ Appendix 5 lists a number of appropriate methods.

access and egress of children.

Policy CH 7: Regulated entertainment with child performers

For licences that include performances by children, the Authority will normally expect a nominated adult to be responsible for such child performers.

Policy CH 8: Persons supervising children - CRB checks

In premises where children's entertainment is provided and particularly where children participate in providing entertainment, the Authority would normally expect that any person who will be engaged in supervising children to have been subject to a check through the Enhanced Disclosure procedure of the Criminal Records Bureau.

Policy CH 9: Regulated entertainment for children – ticket only policy

The Authority expects that Regulated Entertainment organised for teenage children in the form of a disco or similar event will normally be managed as ticket-only events, with no tickets available at the door.

If pre-ticketing is not to be used, the Authority expects the applicant to demonstrate what alternative arrangements will be used to control admissions and prevent disorder.

6.4 Film exhibitions

- 6.4.1 In the case of premises giving film exhibitions the Authority expects applicants to describe in their operating schedules their arrangements for ensuring compliance with the film classification recommendations that apply.

Policy CH 10: Film Classification (1)

To every Premises Licence that authorises the exhibition of films, the Authority will attach a mandatory condition requiring the admission of children to the exhibition of any film to be restricted in accordance with:

- (a) the recommendations of the film classification body specified in the licence, (which will normally be the British Board of Film Classification (BBFC) see Appendix 3), or
- (b) the Authority's recommendation.

The Authority will attach a similar condition to every Club Premises Certificate that authorises the exhibition of films.

Policy CH 11: Film Classification (2)

The Authority will not apply its own system of classification for the majority of films. However, provided the operator submits the film for classification at least 28 days before the proposed date of showing, the Authority may classify a film:

- (a) that has no BBFC classification; or
- (b) that has a BBFC classification, but the operator has requested the Authority to consider reclassification and the Authority agrees to do so, or
- (c) where there has been a Relevant Representation from an Interested Party or a Representation from any Responsible Authority with an interest in the protection of children from harm.

The Authority will have regard to the BBFC classification system, the BBC Code for Producers and the Ofcom/Broadcasting Standards Commission Broadcasting Code when making any decision on the classification of films.

Any classification made by the Authority will have precedence over any other classification.

Policy CH 12: Exhibition of film – display of notices

The Authority will expect applications to ensure that appropriate notices are displayed about restrictions on admission and that performances do not take place in areas other than where they can be restricted to a particular audience when necessary.

they can be restricted to a particular audience when necessary.

7 Licence Applications

7.1 General

Applications that are incomplete, or fail to comply with the requirements of the 2003 Act will impose additional administrative burdens that hinder the Authority's ability to process the applications that do comply. The Authority will therefore return applications that it considers incomplete, as it considers that applicants should retain the responsibility for ensuring their applications comply with the requirements of the 2003 Act.

- 7.1.1 The 2003 Act requires some applications to be advertised for a set period, or to be copied to the Police or other Responsible Authorities. This gives Interested Parties and Responsible Authorities an opportunity to make Representations about the application. The Authority considers that the failure of an applicant to comply with these requirements is appropriate grounds for **rejecting** an application.
- 7.1.2 Applications may be made in person on weekdays between the hours of 9:00 and 16:30, or by post to the address given in Appendix 7.
- 7.1.3 Once an application has been accepted, any amendments to the application, unless made in response to a Representation or Relevant Representation, must normally be made by way of an application for variation or a fresh application. The Authority therefore recommends that applicants discuss their proposals with the appropriate Responsible Authority before finalising their submission.
- 7.1.4 Where applications are silent on particular issues, such as the use of special effects or the type of events to be held, this will limit the range of activities permitted under the Premises Licence or Club Premises Certificate that is granted.

Policy LA 1: Licence applications – acceptance

The Authority requires applications to comply with the requirements of the 2003 Act before they are registered as being received.

The Authority will return to the applicant any application that it discovers to be incomplete because it does not comply with the 2003 Act, including any requirement to advertise or failure to provide a complete copy to a Responsible Authority.

If the Authority returns an application to an applicant for any of the above reasons, it will treat the application as not received. This Policy will apply regardless of any proof of delivery of the application to the Authority.

7.2 Personal Licences

- 7.2.1 The Authority seeks to ensure that it grants only those applications which satisfy the relevant licensing objectives and that the Police have the necessary information on which to base any Representation they may wish to make to the Authority. This is because the holder of a Personal Licence should be a person who is not only properly qualified but someone who will contribute to crime prevention.

Policy LA 2: Personal Licence – applications

The Authority requires an applicant applying for a Personal Licence, or notifying a change in connection with a Personal Licence to include the documents described in Regulations.

7.3 Premises Licences

General Prevention of Public Nuisance

- 7.3.1** Frequent complaints can be received **about noise from the operation of** licensed premises . Responsible operators will wish to avoid enforcement action having to be taken under licensing or other legislation. . **Applicants for Premises Licences and Club Premises Certificates are advised to consider measures that prevent noise nuisance from occurring.**
- 7.3.2** A Noise Abatement Notice under the Environmental Protection Act 1990 may be served on premises that cause a statutory nuisance through failure to meet appropriate standards for preventing the escape of noise, regardless of the conditions of any Premises Licence or Club Premises Certificate.
- Powers also exist for **P**the Police and the Council to deal with noise issues that may affect persons living in the vicinity of licensed premises selling alcohol and/or providing Regulated Entertainment.
- 7.3.3** However, it will normally be appropriate for applicants for Premises Licences and Club Premises Certificates to suggest measures that are adequate to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of the application.
- 7.3.4** As noise could emanate not only from the playing of music but also from air handling equipment or the patrons, applicants may wish to consider undertaking sound tests to ensure that the level of noise leakage from the premises is acceptable given the location.
- 7.3.5** Night-time trading can increase noise and disturbance for local residents and result in damage to property in the vicinity of licensed premises. The Authority may consider that there are benefits to be achieved in minimising public nuisance by curtailing hours of operation, generally or on specific occasions, if a Representation or a Relevant Representation is made to that effect.
- 7.3.6** The Authority advises applicants to give special consideration to noise control measures if proposing to provide Regulated Entertainment or to sell alcohol for consumption on the premises beyond midnight.
- 7.3.7** Different approaches to prevention of public nuisance will apply to a premises licence application for Regulated Entertainment, given the nature of the activities, and special circumstances that can arise in relation to those activities, for example
- (a) longer hours of operation;
 - (b) noise pollution issues;
 - (c) public nuisance caused by people queuing to obtain admission; and
 - (d) general safety for the public in a crowded and or dimly lit environment.
 - (e) congregation of patrons outside licensed premises**
- 7.3.8** Section 177 of the 2003 Act provides that, at premises licensed for music and with a permitted capacity of not more than 200 persons, conditions relating to the provision of music entertainment do not have effect for unamplified music between 8.00am and midnight, unless they derive from the operating schedule, or are imposed due to a review.

Policy LA 3: Premises Licence – Regulated Entertainment (General)
<p>Where appropriate, the Authority expects the applicant to address sources of noise leakage in practical ways such as:</p> <ol style="list-style-type: none"> (a) providing adequate mechanical ventilation so that doors and windows can be kept closed; (b) ensuring that the mechanical ventilation is adequately sound-proofed; (c) installing a sound limiting device to prevent sound exceeding an appropriately defined level; (d) installing sound proofing measures to contain sound and vibration; (e) other organisational measures to ensure that potential sound leakage is contained, particularly from special events

- (f) having a queue management policy.

These measures may be employed singly or in combination.

Applicants should ensure that they carefully consider Approved Document F (Ventilation) in the Building Regulations 2000 when deciding on the level and type of activity proposed in the premises.

Policy LA 4: Premises Licence – Noise control to suit late night trading

The Authority will, in response to a Representation or a Relevant Representation, and if considered necessary, apply conditions on noise control that suit the licensing hours for premises in areas that include residential accommodation.

Addressing local concerns

- 7.3.9 Noise nuisance can adversely affect residents living near to licensed premises or business premises in their vicinity if measures taken to deal with noise are inadequate. Management logging of complaints and adoption of procedures for overcoming reported problems will assist with the prevention of public nuisance and the prevention of crime and disorder. Sight of a complaints log will also provide the Authority with information necessary to assess the effectiveness of the management of the premises with regard to the licensing objectives.

Policy LA 5: Premises Licence – Addressing local concerns

The Authority expects applicants to address how Interested Parties may raise matters of concern directly with those responsible for managing the premises and how those matters will be effectively addressed.

7.3.10

Policy LA 6: Premises Licence – Safer Clubbing

Special attention should be given to the organisation and risk assessments for such events, taking into account the advice and guidance in the 'Safer Clubbing' booklet¹⁰ and the need for higher levels of vigilance than required for normal dance events. In particular the Authority will expect increased levels of supervision, medical/first aid provision, on-premises drug counselling/advisory services and other arrangements to ensure the safety of patrons attending the event and those supervising it. Additional measures to prevent public nuisance arising from loud music being played at such events must be considered.

Special Effects

- 7.3.11 The Authority expects those applicants who propose to provide Regulated Entertainment and to use special effects, to adequately address the implications of risk assessments in their operating schedules and so ensure that public safety is not adversely affected.
- 7.3.12 Regulated Entertainment can involve special effects such as:
- (a) dry ice machines - cryogenic fog;
 - (b) smoke machines - fog generators;
 - (c) pyrotechnics including fireworks;
 - (d) real flame;
 - (e) firearms;
 - (f) motor vehicles;
 - (g) strobe lighting;
 - (h) lasers;
 - (i) explosives and highly inflammable substances.

¹⁰ www.drugs.gov.uk/ReportsandPublications/Communities/1034174284

Policy LA 7: Premises Licence – Special Effects

The Authority expects that a proper risk assessment¹¹ be undertaken where any regulated entertainment is proposed that potentially involves danger to the audience or performers. The organiser should take appropriate measures that are designed to ensure that the risk is effectively removed.

Policy LA 8: Hypnotism

Hypnotism can affect the safety of persons present at events where they form part of the entertainment. The Authority would normally expect that an exhibition, demonstration, or performance of hypnotism (as defined in Section 6 of the Hypnotism Act 1952) shall not be given unless a written procedure has been provided with an application setting out the manner in which such exhibitions, demonstrations or performance is to be given and this is satisfactory to the Authority. A risk assessment should also accompany the application and conform to the Home Office model conditions.

Sanitary Accommodation

- 7.3.13 The Authority expects licensed premises to provide sanitary accommodation for both male and female customers, commensurate with maximum occupancy levels. This is to promote public safety and to minimise public nuisance caused by departing customers urinating in public places, as convenient alternative facilities may not be available when customers leave.
- 7.3.14 BS 6465 states recommended levels of provision.
- 7.3.15 Local authorities can require provision of sanitary accommodation at premises providing entertainment, under S20 of the Local Government (Miscellaneous Provisions) Act 1976. However, it would be preferable for applicants to make the necessary arrangements voluntarily in accordance with the BSI Standard.

Policy LA 8: Premises Licence – Sanitary Accommodation

The Authority requires premises to provide adequate and convenient sanitary accommodation to suit the needs and numbers of its customers, including those with disabilities, and commensurate with the nature of the licensable activities proposed.

7.4 Club Premises Certificates

- 7.4.1 The Government has emphasised that non-profit making clubs have made an important and traditional contribution to the life of many communities in England and Wales and bring significant benefits. Their activities also take place on private premises and they operate under codes of discipline applying to members and their families. In determining what conditions should be included in certificates, the Authority will bear these matters in mind and conditions will not be attached unless they can be demonstrated to be strictly necessary.

Qualifying Conditions

- 7.4.2 Section 61 of the 2003 Act sets out the conditions that a qualifying club must meet. Section 62 also sets out specified matters for licensing authorities to enable them to determine whether a club is established and conducted in good faith - the third qualifying condition. Section 63 sets out additional qualifying conditions that apply solely to clubs intending to supply alcohol to members and guests.

Policy LA 9: Club Premises Certificates – Club qualifying conditions

The Authority will require applicants to provide copies of the Club's Constitution and Rules for it to be able to determine whether the club is established and conducted in good faith as a club. This information must accompany the application.

¹¹ See HSE booklet 'Five steps to risk assessment' (www.hsebooks.co.uk)

club. This information must accompany the application.

Operating schedule

- 7.4.3 The range of issues that should be addressed in operating schedules will be premises-specific, but may include the issues listed in the 'OS' series of policies.

Policy LA 10: Club Premises Certificates – Scope of the operating schedule

Where an applicant is required to provide an operating schedule, the Authority expects this to address the four licensing objectives through a comprehensive range of issues applicable to the location and activities proposed at the club premises.

Film and theatrical performances

- 7.4.4 The Authority may require the display of appropriate notices and restrictions on the entry of children, if performances include material that is not suitable for minors.
- 7.4.5 Where there is to be an exhibition of a film or a theatrical performance is to take place on club premises, applicants should refer to the 'CH' series of policies set out in this policy statement.
- 7.4.6 Where a special theatrical performance for children takes place in Club Premises then the Authority will expect the presence of sufficient adults to control the access and egress of the children and ensure their safety. Such numbers of adults should be agreed with the Authority before the performance takes place.
- 7.4.7 The Authority expects that a restriction on admission is applied in any case where a theatrical performance contains material which can be regarded as suitable for an adult audience only.

Policy LA 11: Club Premises Certificates – Film or Theatrical Performances

The Authority will require clubs to display appropriate notices about any restrictions on admission to film or theatrical performances and ensure that these do not take place in areas other than where they can be restricted to a particular audience when necessary.

Sex equality in clubs

- 7.4.8 The Authority recognises that equal treatment for men and women is not a licensing objective.

Policy LA 12: Club Premises Certificates – Sex Equality

The Authority will not impose conditions that interfere with the arrangements for granting membership or voting within the club.

7.5 Particular premises and activities

Pubs, Restaurants, Hotels, Guest Houses

- 7.5.1 The licensable activities in pubs, restaurants, hotels and guest houses are likely to require minimal conditions, provided they only undertake the sale of alcohol, or sale of alcohol with a meal.
- 7.5.2 The Authority expects those responsible for managing licensed premises to prevent public nuisance by ensuring that licensable activities likely to affect third parties are contained and properly managed.

Policy PP 1: Pubs, Restaurants, Hotels, Guest Houses

In pursuing family friendly environments for such establishments, the Authority expects applicants to ensure that the use of pub gardens and similar areas will not cause a public nuisance to nearby residents and expects applicants to demonstrate that they will appropriately manage activities in such areas. The Authority may exclude licensable activities from outside areas at appropriate times or in appropriate circumstances in response to a Representation or Relevant Representation.

High Volume Vertical Drinking Establishments

- 7.5.3 High Volume Vertical Drinking establishments (HVVDs) are premises with exceptionally high capacities, used primarily or exclusively for the sale and consumption of alcohol with little or no seating for patrons. A comprehensive review of the research conducted in the last twenty-five years into alcohol and crime and its relationship to licensed premises¹² shows that the environment within such establishments can have a significant bearing on the likelihood of crime and disorder arising on the premises.
- 7.5.4 The Authority considers that this research shows that HVVDs do not further the licensing objectives.
- 7.5.5 The research indicates that the key points on preventing crime and disorder include:
- (a) controlling the capacity to prevent overcrowding and frustration to customers;
 - (b) ensuring adequate seating for customers; and
 - (c) ensuring the provision of door security teams at the premises to control capacity and ensure already drunk or disorderly individuals are not admitted.

Policy PP 2: High Volume Vertical Drinking Establishments (HVVDs)

Where necessary and appropriate, the Authority will attach conditions to Premises Licences for HVVDs and similar premises (if not volunteered by the venue operator and following an appropriate Representation or Relevant Representation) which require adherence to:

- (a) a prescribed capacity;
- (b) an appropriate ratio of tables and chairs to customers based on the capacity; and
- (c) the presence of Security Industry Authority (SIA) registered security teams to control entry for the purpose of compliance with the capacity.

Internet sales, Mail Order & Home Deliveries

- 7.5.6 **A premises licence is not required if the contract for the sale of alcohol is made in a different place from that where the alcohol is assigned to the particular purchasers. With regard to internet & mail order sales, the sale of alcohol will not be regarded as having been made where the contact of sale has been made; this sale is treated as being made at the premises from which the alcohol is assigned to the purchaser. This may differ with Home deliveries if the alcohol is being stored where sales are taking place.**

However the Council will carefully consider the distance selling supply chain in deciding where the alcohol is appropriated to the contact.

Designated sports grounds

- 7.5.6 The Authority expects organisers of sporting events to make appropriate arrangements to limit the possibility of crowd disturbance within sports stadiums and to take steps to minimise the incidence of public nuisance within the vicinity of stadiums in accordance with licensing objectives to prevent crime, disorder and public nuisance.
- 7.5.7 Issues of disorder among, or safety of, spectators can arise at sporting events and crowd control in and around grounds can be affected where licensable activities such as the sale of alcohol take place.

Policy PP 3: Designated Sports Grounds, Events and Outdoor Stadiums

If the Police make a Representation, the Authority may seek to restrict sales of alcohol at sporting events to specific areas of the venue, to times set relative to particular performances or events, or to set times and may require different arrangements for public and private areas.

¹²

'Alcohol and Crime: Taking Stock' by Ann Deehan, Home Office Crime Reduction Research Series No.3 (1999) can be viewed on www.crimereduction.gov.uk/drugsalcohol8.htm

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Garages and Service Areas

- 7.5.8 Section 176 of the 2003 Act provides for a general prohibition on the sale of alcohol at motorway service areas and garage forecourts. The Government may, by order, alter the description of premises from which alcohol may be sold.
- 7.5.9 The 2003 Act largely maintains the situation in previous legislation which has allowed the sale of alcohol to develop in line with the range of goods available from garage shops as is now commonplace. Accordingly, where proper facilities are provided in the form of a shop at a garage, the Authority does not propose to preclude sales of alcohol within the range of goods available.

<p>Policy PP 5: Garages and Service Areas</p> <p>The Authority will apply no general restriction on the sale of alcohol from garage shops that also offer a substantial range of groceries for sale.</p> <p>In order to establish that premises are not primarily used as a garage, which would prevent the sale of alcohol, an applicant will need to show the intensity of use by customers at the premises. This may be evidenced by lists of customers according to usage, or by sales figures classified according to purchases.</p> <p>This policy does not amend the prohibition of alcohol sales at motorway service areas.</p>
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Vessels (boats)

- 7.5.10 When licensing vessels, the Authority will consider the conduct of the proposed licensable activities in the context of the licensing objectives. In particular it will address the need for adequate control of licensable activities to further the public safety objective and to prevent public nuisance to residents in the vicinity of the vessel’s navigational route. **An activity is not a licensable activity if it takes place aboard a vessels engaged on an international journey**
- 7.5.11 The Authority will not be concerned with the safety of the vessel for carriage of passengers, or issues concerning the safe navigation of the vessel. These are matters dealt with under other legislation.

<p>Policy PP 6: Vessels – Safety</p> <p>The Authority expects the normal safety measures for a vessel to be supplemented as appropriate to suit the scale, nature and timing of any licensable activities that occur. In considering such matters, the Authority may consult with the Environment Agency or any other authority with responsibility for the safety of vessels.</p>

<p>Policy PP 7: Vessels – Noise</p> <p>Licensable activities taking place on board a vessel must not caused noise nuisance or other public nuisance to people in the vicinity of a vessel’s berth or the route of its navigation. Furthermore, in response to a Representation or Relevant Representation, the Authority may require that specialist supervision in the form of Security Industry Authority (SIA) registered door staff or safety attendants is arranged in connection with any regulated entertainment which takes place on board.</p>
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Vehicles and Moveable Structures

- 7.5.12 Alcohol may not be sold on a moving vehicle but there may be a requirement for sale of alcohol and possibly other licensable activities to take place from a stationary vehicle or structure, for example one that is sited temporarily at an event.

- 7.5.13 Where a Premises Licence is required for the vehicle or structure, this will relate solely to the place where the vehicle is sited and the licensable activities are to take place. Premises Licences for vehicles and moveable structures are therefore required wherever they are sited when licensable activities take place and this may well mean applications to more than one Licensing Authority.

Policy PP 8: Vehicles and Moveable Structures

The Authority expects the operator of any vehicle or moveable structure to ensure that it is located in an area that is appropriate for the proposed licensable activities.

It may not be appropriate to site any such vehicle or structure near to other licensed premises, or in an area subject to an 'Alcohol Consumption in Designated Public Places Order' or where it may cause noxious smells or litter problems if operating between 23.00 and 05.00 hours.

- 7.5.14 The operator of a vehicle trading in a 'consent street' will continue to require a street trading consent in addition to any Premises Licence and the conditions attached to the street trading consent will continue to apply. Such conditions will normally be equally relevant to vehicles trading in areas where street trading consents are not required.

Policy PP 9: Late Night Refreshment Vehicles – outside consent streets

The Authority will seek to apply the conditions that apply to vehicles under street trading consents to the Premises Licences for vehicles or structures that provide late night refreshment in areas that are not consent streets.

No Premises Licence is valid for a vehicle within an area prohibited to street trading.

Late night refreshment

- 7.5.15 The 2003 Act requires that premises selling hot food or drink for consumption by members of the public on or off the premises, between the hours of 23.00 and 05.00 must have a Premises Licence.
- 7.5.16 Such premises include those dedicated to providing this service, restaurants (not only those that offer take-away facilities) and vehicles trading during these hours.
- 7.5.17 Premises engaged in the late night provision of hot food and drink are covered by the 2003 Act to enable appropriate controls to be introduced to reduce the incidence of disorder, disturbance and public nuisance that can arise if these venues become the focus for gatherings of people that have come from other venues and may have been consuming alcohol.
- 7.5.18 Management of late night refreshment venues needs to be undertaken effectively to assist in preventing crime, disorder, anti-social behaviour and public nuisance.

Policy PP 10: Late Night Refreshment

The Authority will look carefully at the scope of operation intended for late night refreshment premises. The Authority particularly expects applicants to address issues such as:

- (a) Hours of operation, to prevent public nuisance to any nearby residents, or problems of noxious smells and anti social behaviour;
- (b) Supervision of queues and the management of large numbers of clientele descending on the premises at certain times - this could include door supervision to control surges of customers where this may occur;
- (c) Layout of the premises to cope with patrons e.g. position of counters, entrances and exits;
- (d) Litter control and environmental activities, such as litter picking, provision of litter bins, street sweeping/washing;
- (e) CCTV; and
- (f) Public safety, including the type of power supply to be used where the application is for a trading vehicle or moveable structure.

The Authority expects premises licensed for late night refreshment to have regard to the 'Voluntary Code of Practice for the Fast Food Industry' (DEFRA Oct 2003).

Policy PP 11: Take-away food outlets – presumption of no alcohol sales

The Authority will have a presumption against the sale of alcohol from premises where the primary activity during the hours 23.00 to 05.00 is the provision of take-away food unless it can be clearly shown that there will be no contribution to crime or disorder.

Supply of alcohol for consumption off the premises

- 7.5.19 It is not the Authority's policy generally to seek to restrict the sale of alcohol for consumption off the premises. However, where premises are relatively isolated, with minimal levels of staffing, this can lead to problems of anti-social behaviour or disorder in the vicinity of the premises. Pressure can also be applied to staff to sell alcohol to persons who are under age.
- 7.5.20 Policy PP12 is intended to ensure that alcohol is sold only to those who are entitled to purchase it and that premises have proper checks in place to ensure that the restrictions are enforced, so that minors do not obtain access to alcohol which can lead to the creation of public nuisance or disorder.

Policy PP 12: Supply of alcohol ('Off-sales')¹³

For applications that include the sale of alcohol for consumption off the premises, the Authority will expect operating schedules to address how sales of alcohol will be confined to those entitled to purchase it and how the procedures will be consistently applied. The role of the Designated Premises Supervisor will be pivotal in this respect. The operating schedule should cover such practical issues as:

- (a) the display of prominent warning notices about the supply of alcohol to minors;
- (b) offences which adults can commit by buying alcohol for minors; and
- (c) requirements for production of satisfactory proof of age.

The Authority expects that staff involved in the sale of alcohol will have had appropriate training in order to put the operating schedule into effect.

Times during which alcohol may be sold will be restricted if it appears to the Authority, as a result of a Representation or Relevant Representation, that this would promote the licensing objectives of preventing public nuisance, crime and disorder.

The Authority will maintain close working relationships with both the Police and Trading Standards Officers who will conduct 'test purchasing' of alcohol under the 2003 Act in order

¹³ 'On-sales' must be made in open vessels and are for consumption on the premises only.
'Off-sales' must be made in closed containers and are for consumption off the premises only.

to detect and prevent sales of alcohol to minors and to pursue prosecutions where appropriate.

Safe drinking-vessels

- 7.5.21 The Authority seeks to remove the risk of injury that could result from the use of particular types of drinks containers at particular venues, or in association with particular licensable activities.
- 7.5.22 The risk of injury can arise not only from the deliberate misuse of glass containers and bottles during disturbances, but also from accidental breakage in crowded or dark venues and from broken glass in parks, water features and swimming pools.
- 7.5.23 Where appropriate, such as where there are concerns about crime and disorder or public safety, the Authority will require all drinks to be supplied in containers that are safer than traditional glasses or bottles (e.g. polycarbonate or similar, paper, plastic or toughened glass).

Policy PP 13: Safe drinking-vessels

In appropriate circumstances, the Authority will require safe drinking-vessels **(polycarbonate or similar)** to be used wherever a material risk of injury might arise.

This policy applies not only to drinking vessels and containers for alcohol, but also to containers for soft drinks and water including any brought to the premises by customers.

Other potential weapons

Policy PP 14: Other potential weapons

In appropriate circumstances the Authority will require premises not to provide loose items that could be used as weapons, e.g. heavy or glass ashtrays, or unfixed furniture.

Large Scale and Outdoor Events

- 7.5.24 **The Authority, in consultation with the Safety Advisory Group (SAG), intends to establish a protocol for large scale and outdoor events, which organisers will be recommended to adopt. Notwithstanding this the Authority will encourage organisers of such events to approach council officers at the earliest opportunity to discuss the arrangements for the licensed activities involved. This may include the production of an Event Management Plan. It would normally be expected that reference would be made in the operating schedule to the Event Management Plan. The Authority will offer advice and assistance to organisers about this preparation through the Safety Advisory Group.**
- In producing operating schedules and Event Management Plans for such events the organisers should have regard to the following documents:**

1. **The Event Safety Guide – A Guide to Health, Safety and Welfare at Music and similar events (HSE 1999) (The Purple Book) ISBN 0 7176 2453 6**
2. **Managing Crowds Safely (HSE 2000) ISBN 0 7176 1834 X**
3. **5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 0 7176 1580**
4. **The Guide to Safety at Sports Grounds (HMSO, 1997) (The Green Guide) ISBN 0 11 300095 2**
5. **Safety Guidance for Street Arts, Carnival Procession and Large Scale Performances published by the Independent Street Arts Network, obtainable through www.streetartnetwork.org/pages/publications.**
6. **Safer Clubbing Guide**

However, in consulting these texts, which were prepared prior to the coming into force of the Licensing Act 2003, those creating operating schedules or club

operating schedules, licensing authorities and responsible authorities should again note that under no circumstances should any conditions be regarded as standard for all premises.

Any individual preparing an operating schedule or club operating schedule should volunteer any measure, such as those described in Section 8 of this Policy document and in the Authorities adopted Pool of Conditions, as a step he or she intends to take. Such measures will become conditions of the licence/certificate, and as such, any breach of these conditions could give rise to prosecution.

Policy PP 15: Large Scale and Outdoor events

The Authority expects the organiser of a **large scale or outdoor** event, **except those that may be covered by Temporary Event Notices**, to identify an adequate management team at an early stage and to designate a lead person to liaise with the Authority.

The Authority also expects a representative of an open-air event's organisers to attend co-ordination meetings with Responsible Authorities and the Council's Safety Advisory Group.

Sex-related entertainment

- 7.5.25 The Authority is not able to control the content of adult entertainment involving activities such as striptease or lap-dancing through licensing law.
- 7.5.26 The Authority does not have any power to limit the scope of the activities referred to in paragraph 7.5.27 that may be permitted by a licence unless it receives a Representation or Relevant Representation about the associated application. This applies whether or not the application relates to premises in the vicinity of schools, youth clubs, other premises where significant numbers of children attend or places of worship.
- 7.5.27 Where an application includes proposals for sex-related entertainment the Authority will seek to ensure that management of such activities will promote the licensing objective of protection of children from harm and that those activities are conducted in such a manner as to prevent disturbance, crime and disorder.

Policy PP 16: Sex-related entertainment

In response to a Representation or Relevant Representation, the Authority will consider whether the grant of a licence to include activities with a sex-related content would be inappropriate having regard to:

- (a) the character of the relevant locality and the use of premises in the vicinity;
- (b) the layout and character of the premises; and
- (c) any form of advertising or promotion in connection with the premises.

In response to a Representation or Relevant Representation, the Authority will apply conditions that are tailored to any sex-related entertainment that is permitted.

Community Centres and Village Halls

- 7.5.28 The Authority encourages all Community Centres and Village Halls to apply for Premises Licences to cover all expected activities, as the managers of these venues are likely to find too restrictive the permitted annual number of Temporary Event Notices.
- 7.5.29 If alcohol is to be supplied, the Personal Licence Holder nominated as the Designated Premises Supervisor need not be a member of the management committee of the centre or hall.

Public spaces and council-controlled premises

- 7.5.30 In places for which the Council holds a Premises Licence entertainers will be able to give a performance, without the need to serve Temporary Event Notices or to apply for individual Premises Licences.

- 7.5.31 This approach will make it more possible for cultural diversity to thrive and will be a far simpler process for many types of entertainment that use numerous venues each year, such as circuses and street artists. However, entertainers will need to obtain the permission of the Council (as both landlord and Premises Licence holder) and comply with any conditions that might be imposed.
- 7.5.32 This approach may reduce the administrative burden on the Authority and ensure that licensable activities are encouraged in locations that the Authority considers appropriate and where the promotion of the licensing objectives has been previously considered and any potential noise nuisance can be properly managed.

Policy PP 17: Public spaces and council-controlled premises
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The Authority encourages the Council and Oxfordshire County Council to seek Premises Licences for the purpose of particular types of public entertainment at premises under their control, such as community halls, parks and public open spaces.

The Authority expects the organisers of proposed large-scale events in parks and public open spaces to apply for Premises Licences, because the Premises Licences held by the Council for these locations are likely to be of limited scope.
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7.6 Designated Premises Supervisors

- 7.6.1 In order for alcohol to be sold under a Premises Licence, the licence must name a Designated Premises Supervisor who holds a Personal Licence. Even though the Police may not object to the grant of a Personal Licence to a particular person, they may object to that person being named as the Designated Premises Supervisor for particular premises on grounds that the crime prevention objective is likely to be undermined. The Police can only challenge in exceptional circumstances.
- 7.6.2 Although the Designated Premises Supervisor has a key role in the management of premises, the 2003 Act does not require the Designated Premises Supervisor to be there.
- 7.6.3 In the event of any problems, Authorised Persons will need recourse to the Designated Premises Supervisor who is in a pivotal position within licensed premises. So, the Designated Premises Supervisor must be managerially able to mobilise resources at the premises as necessary to assist the promotion of the licensing objectives. In order to comply with the conditions of the licence, this must include the ability to manage the systems described in the applicant's operating schedule.
- 7.6.4 On occasions where the Designated Premises Supervisor is not available then a nominated competent person must be available to oversee the day-to-day running and control of the premises and where appropriate this person shall be a Personal Licence holder.

Policy DPS 1: Designated Premises Supervisors
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The Authority expects that under normal circumstances the Designated Premises Supervisor will be the person who has day-to-day responsibility for running the premises.

7.7 Temporary Event Notices

- 7.7.1 Under the 2003 Act, Temporary Event Notices enable licensable activities to take place outside the scope of a Premises Licence. These notices can be given for events that last no more than 96 hours and have less than 500 people present at any one time. There are annual restrictions on how many notices one person may give and on the number of times the same premises can be used.
- 7.7.2 By their nature, temporary events may not be as well resourced as activities organised under a Premises Licence, so are potentially disruptive and can cause problems for residents and owners of property nearby. However, the legislative framework for temporary events envisages a 'light touch' by the Authority and the Police. Although the Police can object to a Temporary Event Notice and can require changes to the proposals, no specific approval is required provided the premises user meets the requirements of the 2003 Act.

- 7.7.3 A minimum of 10 working days must be given, but there is nothing to prevent simultaneous notifications of multiple events, provided the first event is at least 10 working days away. For practical purposes event organisers are encouraged to give as much notice as possible and to contact Police Licensing Officers about their proposals at an early opportunity.

Policy TEN I: Temporary Event Notices
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To be valid, Temporary Event Notices must be served on the Authority, with a copy to the Police Authority.
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7.8 Provisional Statements; New or Substantially Altered Premises

- 7.8.1 Where premises are to be newly constructed, extended or substantially altered, an applicant who has an interest in the premises can apply for a 'Provisional Statement'. This is in addition to any planning and building-control consents that may be required.
- 7.8.2 A Provisional Statement gives the applicant some assurance about the grant of a future application for a Premises Licence. This may be useful if the applicant has insufficient information to be able to complete the operating schedule that is necessary for a Premises Licence application or, if alcohol sales are proposed, is unable to name the proposed Designated Premises Supervisor. An applicant with adequate information could apply, instead, for a Premises Licence at a suitable stage in design and construction.

Policy PR I: Provisional Statements; new or substantially altered premises

The Authority will consider issuing a Provisional Statement for new premises, provided the applicant already holds appropriate planning consent.
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Policy PR 2: Changes to provisional statements

Where there are any changes to the proposals before a substantive licence is granted, these must be dealt with by way of an application for variation.
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Once the Authority has issued a Provisional Statement, it will exclude from its consideration any Representation or Relevant Representation made about the subsequent application for a Premises Licence if, without reasonable excuse, a substantially similar Representation or Relevant Representation could have been made about the application for the Provisional Statement. However, the Authority recognises that genuine and material changes may arise in the intervening period and the Authority reserves the right to entertain Representations and Relevant Representations that reflect changed circumstances.
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A Provisional Statement may not be sought for a vessel, a vehicle or a moveable structure.
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8 Operating schedules

8.1 General

- 8.1.1 The operating schedule is a key document and, if prepared comprehensively, will form the basis on which premises can be licensed without the need for additional extensive conditions.
- 8.1.2 The Authority expects an operating schedule to indicate the steps that the applicant proposes to promote the licensing objectives. It is particularly important that the operating schedules for appropriate premises should be precise and clear about measures that the management proposes to take to meet the licensing objectives.
- 8.1.3 The 'OS' series of policies indicates some of the issues that the Authority encourages applicants to consider including in any operating schedule. They are intended to assist applicants in their consideration of how best to meet the licensing objectives and, in doing so, may help prevent Representations from Responsible Authorities that would otherwise result in a hearing.

8.2 Safety

- 8.2.1 Safety within premises to which the public are admitted is of fundamental concern and is therefore one of the licensing objectives. All these policies are designed to ensure that the objective is promoted as appropriate to the premises.
- 8.2.2 There are two aspects to safety to take into account, one being the form of construction of the premises, the other being the way in which the patrons are managed once in the premises.
- 8.2.3 The Authority will expect the premises to be constructed to the appropriate standards for the uses to which it is to be put. It expects applicants to have addressed the requirements of Health and Safety at Work and Fire Safety legislation. Where appropriate, applied standards set out in any technical guidance for construction of buildings for a particular purpose should also be met.

Policy OS 1: Operating schedule – Safety

Those preparing operating schedules and Responsible Authorities should consider:

- (a) Model National and Standard Conditions for Places of Public Entertainment and Associated Guidance ISBN 1 904031 11 0 (Entertainment Technology Press - ABTT Publications);
- (b) The Event Safety Guide - A guide to health, safety and welfare at music and similar events (HSE 199) ('The Purple Book') ISBN 0 7176 2453 6;
- (c) Managing Crowds Safely (HSE 2000) ISBN 0 7176 1834 X;
- (d) 5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804;
- (e) Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (Yellow Guide) HMSO ISBN 0 11 340907 9; and
- (f) advice from the Fire Officer or Building Control Officer.

Policy OS 2: Operating schedule – Premises management & maintenance

The Authority expects operating schedules to detail how premises will be properly managed and maintained at all times.

Where necessary the operating schedule must reflect the management structures necessary to deal with the variety of activities taking place on the licensed premises on different days, at different times and in different parts of the premises at the same time.

Policy OS 3: Operating schedule – Log book

The Authority expects the managers of appropriate premises to maintain a log of activities for the premises that records the details of the manager and supervisory staff and the times that they are on duty, with details of incidents such as where people have been ejected from the premises.

Policy OS 4: Operating schedule – Occupancy limits

The Authority expects the operating schedule for each of the following types of premises to state the occupancy limits:

- (a) cinemas;
- (b) theatres;
- (c) any premises where Regulated Entertainment is to be provided;
- (d)
- (e) any other premises, on the advice of a Responsible Authority where there are particular reasons to do so.

The Authority expects the operating schedule to state the occupancy limits of each floor of such premises and, where appropriate, separate areas on each floor, or under different operating conditions.

Policy OS 5: Operating schedule – Fire precautions

The Authority expects the operating schedule to indicate that the premises fully comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Policy OS 6: Operating schedule – Free drinking water

The Authority expects applicants to indicate how supplies of free drinking water will be made available and clearly advertised at appropriate events and venues, particularly those where Regulated Entertainment takes place over a lengthy period of time.

Policy OS 7: Smoke free Premises

The Authority expects operating schedules to detail how premises will be able to comply with the Health Act 2006 without compromising any of the four licensing objectives. Applicants may wish to include additional plans to highlight any smoking areas they propose to use.

8.3 CCTV

- 8.2.4 The Authority seeks to further the licensing objective of prevention of crime and disorder through greater use of CCTV in licensed premises, as appropriate to the scale and type of licensable activities proposed. CCTV is in wide use in public areas and has been successful in bearing down on crime and disorder. CCTV has also been in use in nightclubs to complement the CCTV system in public areas and to record information for use in dealing with incidents in clubs.

Policy OS 7: Operating schedule – CCTV

For appropriate premises, the Authority expects the use of CCTV equipment to capture images of appropriate quality, location and frequency. The Authority expects applicants for licences for such premises to demonstrate in their operating schedules that the installation and operational procedures for the equipment at the premises comply with Thames Valley Police's 'Standard Minimum Closed Circuit Television Requirements'.

8.4 Drug control

- 8.2.5 The Authority seeks to minimise the availability of drugs in furtherance of the public safety and crime and disorder objectives. The Authority therefore expects venues to have a comprehensive management approach to eliminating drug use and possession.
- 8.2.6 There are many indications that an increasing number of people are taking illegal drugs and are using a wider range than ever before. This is particularly true of what are often referred to as 'recreational drugs'. Their use, sometimes in places where entertainment is taking place, has led to fatalities.
- 8.2.7 The Authority will actively seek ways in which it can assist in promotional initiatives to highlight the hazards of drug and alcohol abuse.
- 8.2.8 For those venues where drug misuse is an identified risk, measures need to be taken to combat supply, use and the effects of any use. There is advice available about how to control and mitigate the effect of drug-taking, which is relevant for entertainment venues in general and venues which provide intensive dancing, such as 'nightclubs', in particular.

Policy OS 8: Operating schedule – Drugs

The Authority expects licensees of venues where there is a risk of drug-taking, to take all appropriate steps to prevent drugs from being brought onto the premises and from being traded within the premises, in addition to implementing measures to prevent tragedies as a result of any drug misuse.

The Authority expects licensees of premises that hold 'rave-style' dance events, whether regularly, intermittently or as single events, to produce a drug policy statement. That statement may incorporate the guidance and recommendations in the 'Safer Clubbing'

booklet (see paragraph 5.1).

The Authority expects the operating schedule to show how the whole management structure of the venue is trained and organised to follow the measures agreed for the venue to minimise use of drugs.

Premises that hold outdoor events are likely to be required to have Security Industry Association (SIA) registered door staff on duty, so the drugs policy statement for the premises should be explicit about how the door staff will participate in systems to minimise drug use. In particular, the Authority expects such policies to include clear statements of the procedures for searching customers as a condition of entry.

In appropriate cases the Authority will consider attaching, to the Premises Licence, conditions that are based upon recommendations detailed in approved guidance on drugs.

8.3 Door supervisors

8.3.1 The Authority supports the pro-active use of trained and registered door staff as part of the operational management of some types of premises, because this can reduce the risk of crime, disorder and anti-social behaviour occurring,

8.3.2 A Premises Licence that provides for the presence of door supervisors will include a mandatory condition that such door supervisors must be **either** registered by the SIA **or part of the Approved Contractor Scheme (ACS),**

8.3.3 **The ACS is the mechanism by which the SIA implements the requirements of the Security Industry Act 2001 as it applied to companies. The purpose of the ACS is to “raise performance standards and to assist the private security industry in developing new opportunities “. It aims to achieve this by putting in place a system of inspection for providers of security services. Certification Bodies, like SSAIB, will undertake the inspection activities on behalf of the SIA to ensure that companies who achieve the required standard can be registered as approved.**

Policy OS 9: Operating schedule – Door Supervisors

The Authority generally expects Premises holding regulated entertainment that continues beyond midnight to employ door supervisors in furtherance of the licensing objectives.

Where appropriate, the Authority will attach conditions to Premises Licences about the minimum numbers of male and female door supervisors on duty and their roles, which will reflect the layout of the premises, the location, the type of entertainment or function provided and the periods when regulated entertainment normally takes place.

Where a Representation or Relevant Representation has been made, the Authority may require premises to use door supervisors for particular types of regulated entertainment, which might potentially provoke disorder (e.g. broadcasts of sporting tournaments in pubs) and special promotional events in which the sale of alcohol is significant.

At premises that have regular entertainment, or where special events are taking place, other attendants who do not engage in security activities may be required to supervise areas within the premises.

The Authority expects door supervisors and other staff undertaking security or supervisory duties to be readily identifiable by members of the public and where appropriate to wear high visibility clothing.

8.4 Pub-watch schemes

8.4.1 Pub-watch schemes are a pro-active means of promoting the licensing objectives. They support the exchange of information and collective agreement on persons being excluded from premises because of anti-social or disruptive behaviour.

8.4.2 Responsible managers of appropriate licensed premises will wish to actively participate in such schemes, several of which are in operation in the Authority's area.

Policy OS 10: Operating schedule – 'Pub-Watch & Nightsafe' Schemes

The Authority expects that all premises licensed to sell alcohol will participate in a pub-watch scheme, where there is one in place, and to become part of the system(s) that pub-watch **and nightsafe** schemes may implement to alert members about potential troublemakers.

8.5 Drinks promotions

8.5.1 The Authority has concern about the potential for crime and disorder and public nuisance that might arise from sale of alcohol for consumption on the premises through discounts or special sales promotions. The Authority does not wish to deny consumers the opportunity to participate in responsible promotions, but in response to a Representation or Relevant Representation, will restrict activities where it appears that such sales are inadequately supervised, or the discounts encourage excessive consumption by individuals, or the period of the promotion too long.

8.5.2 Policy OS 11 enables the Authority to consider circumstances where drinks promotions are a regular feature for particular premises and to enable the Police and Authority to consider whether adequate controls are in place to limit or prevent disorder that may result.

Policy OS 11: Operating schedule – Discounting and sales promotions

The Authority expects any discounted drinks and sales promotions to be properly managed and take into account the 'Good Practice Guide on Point of Sale Promotions' issued by the British Beer and Pub Association.

The Authority supports measures to promote sensible drinking including a commitment not to participate in drink promotions / happy hours etc, which encourage binge drinking. Premises licences are likely to be subject to review where they have lead to any of the licensing objectives being undermined. Licence holders should not only consider the price of the alcohol sold on the premises but also in the manner in which it is promoted.

The Authority expects applicants to include in their operating schedules any proposals for discounting or sales promotions of alcohol and to provide the Authority with written procedures detailing how such promotions will be managed in order to further the licensing objectives, giving particular attention to any increased supervision that may be required.

Policy OS 12: Operating schedule – Public Nuisance Noise

In considering applications, the Responsible Authority would recommend evidence that the likelihood of public nuisance has been addressed for the premises. The use of outside areas can potentially cause public nuisance particularly during quieter periods of the day when background noise has diminished. It is anticipated that the Responsible Authority may on occasions request that the operating schedule address measures such as restricting the use of certain areas of the premises e.g. garden area.

Policy OS 12: Operating schedule – Public Nuisance Fly Posting

The Responsible Authority would normally expect provisions to be made to prevent fly posting and distribution of flyers. We would expect within your operating schedule details of how promotions and special events will be publicised.

9 Reviews and Enforcement Issues for Premises

9.1 Reviews

- 9.1.1 Under the 2003 Act it is possible for the Authority to review a Premises Licence at any time, if it receives a Representation from a Responsible Authority or a Relevant Representation from an Interested Party. The Authority may not initiate its own review without having received a Representation or Relevant Representation. Reviews may only arise in connection with a failure or failures in the premises connected to the licensing objectives.
- 9.1.2 Successful promotion of the licensing objectives relies on a partnership approach between the Authority, licence holders, Interested Parties and Responsible Authorities. Reviews should not therefore be used as a commonplace way of securing adherence to licence conditions or of redressing perceived failures in management of licensed premises.
- 9.1.3 Reviews in connection with crime, could lead to revocation of the licence - even in the first instance.

Policy RE 1: Reviews (1)
Generally, unless the Authority regard the issue as serious, a review will only be conducted where there has been a failure to address matters previously raised.
Policy RE 2: Reviews (2)
Where a request for a review is made, the Authority will expect the person making the Representation or Relevant Representation to declare the nature of their interest and provide specific evidence to demonstrate why a review is necessary.
Policy RE 3: Reviews (3)
The Authority will not review licences simply because a Representation or Relevant Representation may have failed on previous occasions or under other legislation.
Policy RE 4: Reviews (4)
If a request for a review is received from an Interested Party or Responsible Authority, the Authority will decide whether a reasonable interval has elapsed since a previous review, if any, has taken place. It will generally not expect to hold a review into a licence in response to a Relevant Representation from a particular interested person more often than annually, unless there are exceptional circumstances.

9.2 Enforcement

- 9.2.1 The 2003 Act does not require inspections to take place, save at the discretion of those charged with this role.
- 9.2.2 The Council will adopt the enforcement principles of risk assessment and targeting, taking into account the nature of the licensed activities, the extent to which the licensing objectives are met and the confidence in the management of the premises. This approach will ensure that enforcement is effectively concentrated on problem premises whilst monitoring the situation in other premises, and provide for efficient deployment of the Council's staff and Police officers.
- 9.2.3 The Council will also undertake pre-event inspections in appropriate locations.

Policy EN 1: Enforcement
The Council will establish and maintain protocols with the local Police and Authorised Persons on enforcement issues.
The Council will seek to ensure that these protocols concentrate on targeting of mutually

agreed problems and high-risk premises, while providing a lighter touch in respect of low-risk premises that are well run.

9.2.4 The following sets out how the inspection regime will work:

Type of Premises	Frequency of planned inspections
High risk (e.g. night-clubs/pubs with regulated entertainment, open after midnight, cinemas, theatres, indoor sports entertainments)	According to risk rating to be determined at first inspection
Medium risk (e.g. pubs, pubs with regulated entertainment not open after midnight, registered members' clubs, 'off-licences' not part of a shop, late night refreshment premises)	According to risk rating to be determined at first inspection
Low risk (e.g. off-licences that are part of a shop) restaurants, Village/community halls	According to risk rating to be determined at first inspection
Temporary event notices (which last for a maximum of 96 hours)	Prior to event starting
Outdoor Concerts/Events involving Regulated Entertainment and/or sale of alcohol	Prior to event starting

9.2.5 There may be occasions when additional inspections will be required, for example following premises alterations, complaints made by Interested Parties or requests by Responsible Authorities.

9.2.6 This inspection routine recognises that Premises Licences, unless issued for a specific period of time, have no end date once they have been granted.

9.2.7 The Authority has signed the Central and Local Government Concordat on Good Enforcement. Further details of the way in which the Authority will approach enforcement issues are available from the Council.

9.2.8 **The Act replaces and extends the longstanding powers of section 188 of the Licensing Act 1964. A police officer may ask a magistrates' court to make an order for all premises holding premises licences or a temporary event notice which are situated at or near the place of the disorder or anticipated disorder to be closed for a period up to 24 hours. The court cannot make such an order unless it is satisfied that it is necessary to prevent disorder. A police officer may use necessary force to close any premises covered by such an order.**

Appendices

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Appendix 1 – The Authority’s area and licensable activities

Oxford is a major centre for education, tourism, business, culture, leisure activities and healthcare, and plays an important role in the southeast region of England. It is internationally renowned for its unique heritage and as a centre of learning and innovation. Alongside this, it is seen as an icon of excellence and a source of inspiration in both industry and the arts, providing jobs for almost 100,000 people and welcoming over **7.78** million visitors each year.

We are fortunate in our diversity and have a broad spectrum of communities and cultural influences that have become part of the vibrant, everyday life of the city. Our rich heritage and cultural life, which includes the festivals held in its parks and open spaces, has been recognised by the awarding of Centre of Culture status for 2008.

With a population of around **149,800** living in high density at nearly 30 people per hectare, the pressures of success continue to challenge the city and its communities today. There are 33,000 students, boosting our 16-29 year old group to 32% of the population - over twice the national average. This affects the demand for entertainment facilities, which in turn must be balanced with the needs of other those living in the vicinity of those facilities.

There are ambitious plans for promoting a renaissance in Oxford by developing the unrealised potential of the city's West End, with significant opportunities to add housing, leisure, cultural, and retail capacity to this part of the town centre. The importance of enhancing the celebrated quality of Oxford's historical built environment is paramount, along with the need to complement existing architecture with challenging design and public art.

Incorporating improvements to the transport infrastructure will also be a key ingredient of any major urban development. The city is at the centre of important national and regional road and rail networks so that managing transport pressures is a challenge as it is to all historic towns. Local bus services are a vital means of transport for many in the city, with 33% of households not owning a car, compared with 20% in the region. The first Park and Ride scheme in the country was established here in 1973 and has expanded to play a major part in managing travel within the city. The adequacy of late night bus, train and taxi services is a key consideration in developing an evening and late-night economy in which alcohol is consumed.

Oxford is prosperous but there remain challenging pockets of deprivation. It has the highest percentage of people claiming low income and unemployment benefits in Oxfordshire **which is above average in the South East** and, in terms of multiple-**deprivation**; one of its 24 political wards is among the 10% most deprived in England and Wales.

Oxford has a wide variety of venues for licensed activities, ranging from relatively isolated public houses in the countryside to open spaces that are used for large-scale public events and including night clubs, cinemas theatres and large late-night supermarkets. In parts of the city centre and the Cowley Road there are significant concentrations of licensed premises.

We recognise that many of the challenges that face us in bringing together a successful city and its citizens are interlinked - housing to mental health, education to the economy, employment and leisure activities to the needs of local residents and so on - and we will work to respond to those connections more effectively in future.

There are increasing pressures on the urban environment and on the balance between providing buildings and enhancing open public spaces. Demands for growth and expansion have, however, always been a feature of life in Oxford and the city has, perhaps uniquely, managed to balance this with a preservation of its conservation areas and the natural environment.

We have distinctive areas of natural beauty such as the River Thames, Port Meadow, Wolvercote Common, and Shotover Park, all with an outstanding range of wildlife and biodiversity. The city is surrounded by a green belt and has 12 SSSIs (Sites of Special Scientific Interest) protected through designation by English Nature.

Our waterways and flood meadows are especially important for wildlife, with parks, domestic gardens, and cemeteries providing other valuable habitats. Access to these green spaces and the biodiversity they support significantly improves the quality of life for those who live in, work in, and visit the city.

We need to ensure that the success of Oxford as a globally recognised city is translated into tackling inequalities on our own doorstep and that we are responding to the diverse needs of local individuals and communities.

Further information on Oxford's demography, housing, economic activity, and education - primarily based on data from the 2001 Census - has been compiled in a city profile, available online at www.oxford.gov.uk/cityprofile.

Appendix 2 – Other Council policies and programmes

The Council has adopted the following local policies and programmes that will have a role in the promotion of regulated entertainment and other licensable activities:

- Oxford Local Plan 1991-2001
- Second Draft Oxford Local Plan 2001-2016
- Proposed Amendments to the Proposals Map
- Pre-Inquiry Changes to the Second Draft Local Plan 2001-2016
- Oxford's Retail Needs Study, February 2004
- Oxford City Council's Vision-Building Pride in our City
- Oxford's Community Strategy 2004
- Making the Difference - Oxford's cultural strategy
- Oxford Public Realm Strategy, September 2000
- A Tourism and Action Plan for the City and County of Oxford 2003-2008
- Oxford West End Project 2003
- The Oxford Crime and Disorder Strategy 1999-2002
- Oxford Transport Strategy
- **Pubwatch and Nightsafe Schemes**

Commerce is one of the most important activities in Oxford. The characteristic clusters of commercial uses, such as shops, restaurants, banks and offices are found in a variety of locations throughout the City, from the City centre down to parades of a few shops within and just beyond the City boundary.

Shopping is the key activity in the centres. The City Council strategy aims to provide for it in a variety of locations and forms. Within the larger centres especially, the aim is also to maintain a varied mix of commercial uses to complement the main shopping function. Proposals for new developments, whether within or outside existing centres, are looked at carefully to ensure that they will support these aims in a neighbourly way and also be in accordance with Government policies to maintain the vitality and viability of existing centres and encourage use of public transport.

Adopted and emerging local plan policies seek to ensure an appropriate balanced mix of uses is promoted within the City centre and four District centres. The District centres include Cowley Road, Cowley centre, Headington and Summertown. These policies recognise the important role that Class A3 (food and drink) uses such as restaurants and public houses make to the vitality and viability of existing centres. However this should not generally result in a high proportion of Class A3 uses within these defined frontages at the expense of the retailing importance of the existing centres.

The service sector has grown considerably in Oxford in recent years, particularly in Class A3 (food and drink) uses. The emerging policies propose Class A3 uses for some allocated development sites and within defined shopping frontages, subject to the appropriate mix of uses being maintained. Whilst these uses make an important contribution to the vitality of the existing centres they can have an impact (both during the day and evening), particularly when outlets are clustered, leading to environmental problems, transport problems and loss of residential amenity. Policies therefore seek to direct Class A3 uses to designated centres, ensure that there is an appropriate mix of uses and do not result in unacceptable environmental problems that cannot be reasonably controlled by planning conditions.

Appendix 3 – BBFC Film Classification

Films would normally be classified by the British Board of Film Classification or the local authority in the following way:

- U Universal – suitable for all
- PG Parental Guidance. Some scenes may be unsuitable for young children.
- 12A (PG12) Passed only for viewing by persons aged 12 years or older or younger persons accompanied by an adult.
- 12 Passed only for viewing by persons aged 12 years or older.
- 15 Passed only for viewing by persons aged 15 years and over.
- 18 Passed only for viewing by persons aged 18 years and over.

In some cases, the PG rating may carry a recommended viewing age – e.g. PG8 would only be suitable for children over the age of 8, if accompanied by an adult.

Appendix 4 – Delegation of functions under the 2003 Act

The following functions have been delegated by Licensing Committee to Licensing Sub-Committees and to Officers:

Matter to be dealt with	Sub-Committee	Authorised Officers
Application for Personal Licence	Police objection (See Note 1)	All other cases
Application for Premises Licence/Club Premises Certificate	Relevant Representation (See Note 2)	All other cases
Application for provisional statement	Relevant Representation (See Note 2)	All other cases
Application to vary Premises Licence/Club Premises Certificate	Relevant Representation (See Note 2)	All other cases
Application to vary Designated Premises Supervisor	Police objection (See Note 1)	All other cases
Request to be removed as Designated Premises Supervisor		All cases
Application for transfer of Premises Licence	Police objection (See Note 1)	All other cases
Applications for interim authorities	Police objection (See Note 1)	All other cases
Application to review Premises Licence/Club Premises Certificate	All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, repetitious etc.		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 Representation to a Temporary Event Notice.	All cases	

Note 1 – ‘Police objection’ = If a Police objection has been made and not withdrawn.

Note 2 – For the purposes of this table ‘Relevant Representation’ above = If a Representation has been determined by a delegated officer as a Relevant Representation from an Interested Party or a Representation has been made by a Responsible Authority and at least one of those Representations or Relevant Representations has not been withdrawn with the agreement of all parties that a hearing is not necessary.

Appendix 5 – Proof of Age documents

The Licensing Authority also expects Designated Premises Supervisors/Personal Licence holders to ensure that unless it is permitted to do so, serving of alcohol to those under 18 shall not be permitted and that there will therefore be in place in the operating schedule a management protocol to check the age of persons seeking to be served with alcohol.

Similar proof of age should be required as appropriate in other circumstances.

Such checking may be carried out by requiring production of:

- (i) a valid passport;
- (ii) a proof of age card approved by the 'Proof of Age Standards Scheme' (PASS);
- (iii) a photocard driving licence issued by a country in the European Union;
- (iv) a citizencard supported by the Home Office (details from www.citizencard.net);
- (v) an official identity card issued by HM Forces or by a country in the European Union bearing a photograph and the date of birth of the bearer.

Appendix 6 – Other legislation and controls

The Secretary of State's Guidance proposes that policy statements should provide information on other relevant legislation and controls that apply to licensed premises. This is because the regulatory framework of the 2003 Act will not control all matters that are likely to arouse concern in connection with the operation of licensed premises, including the behaviour of persons away from the immediate vicinity of licensed premises.

Other legislation relevant to licensed premises is as follows:

Planning

1. Planning controls are covered above in paragraph 2.8 and Policy GN 8.

Anti Social Behaviour Act 2003

2. Section 40 of the Anti Social Behaviour Act 2003 allows the Council's Chief Executive to make a Closure Order against a premises if he or she reasonably believes that a public nuisance is being caused by noise coming from the premises and it is necessary to close the premises to prevent it. This applies to any premises where there is a Premises Licence, a Temporary Event Notice, or no permission.

Regulatory Reform (Fire Safety) Order 2005

3. **This Order reforms the law relating to fire safety in non-domestic premises. It replaces fire certification under the Fire Precautions Act 1971 with a general duty to ensure, so far as is reasonably practicable, the safety of employees, a general duty, in relation to non employees to take such fire precautions as may reasonably be required in the circumstances to ensure that premises are safe and a duty to carry out a risk assessment. The Order imposes a number of specific duties in relation to the fire precautions to be taken.**

Smoke Free Premises as defined under the Health Act 2006.

4. **Smoke Free Premises came into effect on 1st July 2007 under the Health Act 2006. The legislation is aimed at ensuring a healthy environment, so everyone can socialise, relax, travel, shop and work free from second-hand smoke.**

Disability Discrimination Act 1995

4. The Disability Discrimination Act 1995 comes fully into effect in October 2004 and includes widespread responsibilities not to treat people with disabilities in a less advantageous way than other people.
5. The Authority will not seek to duplicate the requirements of the Disability Discrimination Act 1995, however, in response to a Representation or Relevant Representation, the Authority will apply conditions where necessary to ensure the equal treatment of people with disabilities where they coincide with licensing objectives.

Amusement with prizes machines (AWP Machines) Alcohol licenced premises gaming machine permits.

6. **The grant of gaming machine permits is granted under Gambling Act 2005 by the Authority. Premises licensed to sell alcohol for consumption on the premise, can**

¹⁴ This requires a Regulation to bring into effect para.s 48 to 52 of Schedule 6 of the Licensing Act 2003.

automatically have two gaming machines, of categories C and/or D. The holder of the premises licence authorising the sale of alcohol will simply notify the council, and pay the prescribed fee. If a premises wishes to have more than two machines, then the holder of the premises licence will need to apply for a permit.

7. The Council will accept applications for permits for AWP machines in licensable premises only from the holders, or prospective holders, of Premises Licences and Club Premises Certificates which include permission to supply alcohol.

Censorship

8. The content of regulated entertainment is a matter that is already addressed by other laws governing indecency and obscenity.
9. The Authority will not seek to impose conditions that censor the content of any film or play in a way that cannot be related to the licensing objectives. Where the concern is about protecting children, their access will be restricted.

Miscellaneous Provisions Act

10. Amongst other matters this addresses the issue of prohibited streets and consent streets in relation to street trading.

Other Controls

11. There are other controls which can be applied in promotion of the four licensing objectives. These include:
 - Police enforcement of legislation concerning disorder and anti-social behaviour.
 - powers of local authorities to designate parts of their area as places where alcohol may not be consumed publicly. (There are such areas in Oxford);
 - prosecution of any Personal Licence holder or member of staff at premises, who is selling alcohol to a person who is drunk;
 - test-purchasing to check on sale of alcohol to under-18s;
 - litter legislation;
 - confiscation of alcohol from anyone in designated areas and from persons under 18 in any public place;
 - positive measures to create safe and clean town centre environments in partnership with transport operators, local businesses, the licensed trade etc.
 - a by-law on touting;
 - controls on fly-posting, and provision of official poster sites.

¹⁵ Until this occurs: Justices grant and renew permits for AWP machines at premises with Justices' licences, whilst local authorities grant and renew permits for AWP machines in other premises.

Appendix 7 – Responsible Authorities

Table 1 – Application copies required

	Responsible Authorities										
	Oxford City Council										
The type of application affects which Responsible Authorities must be sent a copy: A = Application C = Copy	The Licensing Authority	The Planning Authority	Environmental Protection	Health & Safety	Thames Valley Police	Fire & Rescue Service	Social & Health Care	Trading Standards	Navigation Authority	Other Licensing Authority	Health & Safety Executive
Type of Application											
PERSONAL LICENCE											
New	A	-	-	-	-	-	-	-	-	-	-
PREMISES LICENCE											
	A	-	-	-	C	-	-		-	-	-
Variation -	A	C	C	C	C	C	C	C	-	-	-
New -	A	C	C	C	C	C	C	C	-	-	-
PROVISIONAL STATEMENT											
New -	A	C	C	C	C	C	C	C	-	-	-
CLUB PREMISES CERTIFICATE											
	A	-	-	-	C	-	-		-	-	-
Variation	A	C	C	C	C	C	C	C	-	-	-
Club premises certificate (New)	A	C	C	C	C	C	C	C	-	-	-
SPECIAL CASES											
PREMISES: New (Boats)	A	C	C	C	C	C	C	C	C	C	-
PREMISES: 'Variation' or 'New'	A	C	C	*	C	C	C	C	-	-	*
CLUBS: 'Variation' or 'New'	A	C	C	*	C	C	C	C	-	-	*

Table 2 – Addresses

		Contact details for preliminary discussions or follow-up enquiries	
Responsible Authority	Address	Phone	Email and website
The Licensing Authority	The Licensing Authority Oxford City Council Ramsay House, 10 St Ebbe's St OXFORD OX1 IPT	01865 252565	licensing@oxford.gov.uk ~ www.oxford.gov.uk/licensing
The Planning Authority	The Planning Authority Oxford City Council Ramsay House, 10 St Ebbe's St OXFORD OX1 IPT	01865 249811	planning@oxford.gov.uk ~ www.oxford.gov.uk
Environmental Protection	Environmental Protection Oxford City Council Ramsay House, 10 St Ebbe's St OXFORD OX1 IPT	01865 252296	~ www.oxford.gov.uk
Health & Safety	Health & Safety Oxford City Council Ramsay House, 10 St Ebbe's St OXFORD OX1 IPT	01865 252557	safety@oxford.gov.uk ~ www.oxford.gov.uk
Thames Valley Police	Thames Valley Police Licensing Office St. Aldate's Police Station OXFORD OX1 ISZ	01865 266109	LicensingOxford@ thamesvalley.pnn.police.uk ~
Fire & Rescue Service	Fire & Rescue Service Oxfordshire County Council Rewley Road Fire Station OXFORD OX1 2EH	01865 242223	Fire.service@oxfordshire.gov.uk
Oxfordshire Safeguarding Children Board	Oxfordshire Safeguarding Children Board c/o Children, Young People & Facilities Directorate Oxfordshire County Council Macclesfield House New Road Oxford OX1 INA		
Trading Standards	Trading Standards PO Box 618 County Hall, New Road OXFORD OX1 IDX	01865 815205	Trading.standards@ Oxfordshire.gov.uk
The Navigation Authority	The Navigation Authority Upper Thames Waterway Office Osney Lock, Bridge Street OXFORD OX2 0AY	01865 721271	
Health & Safety Executive (* see note)	Health & Safety Executive Priestley House, Priestley Road BASINGSTOKE RG24 9NW	01256 404000	

Applications for licences for boats may need to be copied to others – see next page

(* note : Health and Safety matters for City and County Council premises and all Educational Institutions are dealt with by the Health and Safety Executive, not by the City Council)

Applications for Premises Licences for boats that will be operated within other district council areas, must **also** be copied to the other Licensing Authorities as appropriate:

The Oxford Canal – North of Oxford			
The Licensing Authority	The Licensing Authority Cherwell District Council Bodicote House Bodicote BANBURY OX15 4AA	01295 252535	~ www.cherwell-dc.gov.uk
The River Thames – South of Oxford			
The Licensing Authority	The Licensing Authority South Oxfordshire District Council Benson Lane Crowmarsh Gifford WALLINGFORD	01491 823000	~ www.southoxon.gov.uk
The River Thames – South or West of Oxford			
The Licensing Authority	The Licensing Authority Vale of White Horse District Council The Abbey House ABINGDON OX14 3JE	01235 520202	~ www.whitehorsedc.gov.uk
The River Thames – West of Oxford			
The Licensing Authority	The Licensing Authority West Oxfordshire District Council Woodgreen WITNEY OX28 1NB	01993 861000	~ www.westoxon.gov.uk

The Licensing Authority

Statement of Licensing Policy

Licensing Act 2003

Licensing applications and enquiries:

The Licensing Authority
Oxford City Council
Ramsay House
10 St Ebbe's St
OXFORD OX1 1PT

tel. 01865 252565
fax. 01865 252344
email: licensing@oxford.gov.uk

www.oxford.gov.uk

