

# Agenda

## Licensing & Gambling Acts Casework Sub-Committee

This meeting will be held on:

Date: **Tuesday 30 April 2024**

Time: **6.00 pm**

Place: **Plowman Room - Oxford Town Hall**

**For further information** please contact:

Committee & Member Services Team, Committee Services Officer

📞 01865 252946

✉️ [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

**Members of the public can attend to observe this meeting and.**

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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## **Committee Membership**

Councillors: Membership 3: Quorum 3 substitutes are permitted.

Councillor Katherine Miles

Councillor Mary Clarkson

Councillor Dr Christopher Snowton

Councillor Louise Upton (reserve)

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

# Agenda

	<b>Pages</b>
<b>1 Election of Chair for the hearings</b>	
To confirm the Chair of this Sub-Committee for the duration of this hearing.	
<b>2 Procedure for the hearing</b>	7 - 12
The hearing procedures are attached.	
<b>3 Application for a New Premises Licence – CT &amp; AT Ltd, 16 North Parade Avenue, Oxford, OX2 6LX (24/00826/PREM)</b>	13 - 52
The Sub-Committee is asked to determine CT & AT Ltd's application for a new Premises Licence (24/00826/PREM) for 16 North Parade Avenue, Oxford, OX2 6LX taking into account the details in the report and any representations made at the hearing.	

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

#### **Members Code – Other Registrable Interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing\*\* of one of your Other Registrable Interests\*\*\* then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

### **Members Code – Non Registrable Interests**

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

\*\* Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

\*\*\* Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

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## OXFORD CITY COUNCIL

### LICENSING CASEWORK SUB-COMMITTEE PROCEDURES

#### ***Housekeeping Matters***

- Mobiles must be switched off
- No smoking throughout the building
- Consumption of food is not permitted

#### **The Meeting**

1. The Licensing Casework Sub-Committee shall consist of three members of the Council (councilors). At the start of each Sub-Committee meeting a Chair shall be elected from among the three members. The Sub-Committee is responsible for reaching a decision upon the application being heard by the Sub-Committee, having received addresses and representations from all parties.

#### **The Paperwork**

2. Officers of the Licensing Authority (the City Council) will prepare the paperwork for the application that is to be heard by the Sub-Committee. The paperwork will include:-
  - A summary of the application, the representations received and of any other relevant material
  - The application and any other supporting material supplied by the applicant
  - Representations made by the responsible authorities
  - Representations made by interested parties

#### **Introductions**

3. The Chair will commence the hearing by introducing her or himself and the other two Sub-Committee members. The Chair will then ask all of the other parties present to introduce themselves and explain in what capacity they are attending.

## Conduct of Proceedings

4. The role of the Chair is to control the proceedings. All questions must be put through the Chair.
5. The Chair will indicate that the members of the Sub-Committee have read and familiarised themselves with the papers and issues. The Chair will stress that the Sub-Committee does not therefore require points to be made or repeated at length.
6. The hearing shall take the form of a discussion. Formal cross-examination shall not be permitted unless the Chair considers that cross-examination in a particular circumstance would assist. In exercising this discretion to permit cross-examination, the Chair must have regard to the rules of natural justice and the right to a fair hearing.
7. Members of the Sub-Committee may ask questions to any party to elicit further information. The representative of the Licensing Authority may also ask questions of any party in order to clarify the evidence and any issues in the case.
8. The Sub-Committee will determine the application in accordance with the Council's Statement of Licensing Policy, the Licensing Act 2003 and Guidance and Regulations under the Act, taking into consideration the overriding need to promote the four Licensing Objectives.
9. In considering any representation or notice made by a party the Sub-Committee may take into account documentary or other information produced by a party in support of their application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing.
10. The Sub-Committee will generally not expect any of the parties to take more than 20 minutes to address it, to give further information or to call witnesses.
11. Where a person attending the hearing is acting in a manner that the Sub-Committee consider to be disruptive, the Sub-Committee may require that the person leave the hearing and may:
  - (a) refuse to permit that person to return; or
  - (b) permit him / her to return only on such conditions as the Authority may specify.



12. Before the end of the hearing any person who was required to leave the hearing under paragraph 11 may submit in writing any information which they would have been entitled to give orally had they not been required to leave.

### **Order of Proceedings**

13. All parties have a right to attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

#### **The Licensing Authority**

14. The representative of the Licensing Authority shall present the report relating to the application to be heard by the Sub-Committee. The representative shall say who the applicant is, what the application is for and explain the paperwork before the Sub-Committee.

#### **Applicant case**

15. The applicant must fully outline their application and address the licensing objectives, and then may call witnesses if desired.
16. Where a responsible authority or interested party seeks to cross-examine the applicant or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

#### **Responsible Authorities case**

17. Each responsible authority must fully outline the nature of their representation and address the licensing objectives, and then may call witnesses if desired.
18. Where the applicant or an interested party seeks to cross-examine the responsible authority or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

#### **Interested parties case**

19. Each interested party must fully outline the nature of their representation and address the licensing objectives, and then may call witnesses if desired.

20. Where there are a number of interested parties and the nature of the representations are similar, such parties may decide to appoint a spokesperson to represent the group.
21. Where a person is representing an interested party, the representative will be required to state the full name and address of the interested party.
22. Where the applicant or responsible authority seeks to cross-examine the interested party or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

### **Closing submissions**

23. All parties will then be given the opportunity briefly to summarise their key points. The order shall be:-
  - Applicant
  - Responsible authorities
  - Interested parties
24. Interested parties may choose to appoint a spokesperson to briefly summarise the key points.

### **Determinations**

25. At the end of a hearing, the Chair will announce that the hearing is adjourned while the Sub-Committee retires to deliberate in private.
26. The Sub-Committee must make its determination at the conclusion of the hearing in the following cases:
  - application for a variation and conversion of an “existing licence” (“existing licence” defined at paragraph 1 of Schedule 8);
  - application for variation and conversion of an existing club premises certificate;
  - counter notice following police objection to temporary event notice;
  - review of a premises licence following closure order;
  - determination of application for conversion of existing licence;
  - determination of application for conversion of existing club premises certificate;
  - determination of application by holder of a justices’ licence for grant of a personal licence.

27. In other cases (not mentioned in paragraph 26), excluding where a hearing has been dispensed with, the Sub-Committee must make its determination within the period of five working days beginning with the day or the last day on which the hearing was held.
28. A written decision outlining the reasons for the decision will be sent to the parties forthwith on making its determinations.

**Closed hearing**

29. The hearing shall take place in public. However, the Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

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**To:** Licensing and Gambling Acts Sub-Committee  
**Date:** 30<sup>th</sup> April 2024  
**Report of:** Executive Director for Communities and People.  
**Title of Report:** CT & AT Ltd – Application for a New Premises Licence – 16 North Parade Avenue, Oxford, OX2 6LX  
**Application Ref:** 24/00826/PREM

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To inform the determination of CT & AT Ltd's application for a new Premises Licence
<b>Corporate Priority:</b>	Enable an Inclusive Economy
<b>Recommendation(s):</b> That the Licensing and Gambling Acts Sub-Committee resolves to:	
1. <b>Determine</b> CT & AT Ltd's new application taking into account the details in this report and any representations made at this Sub-Committee meeting.	

<b>Appendices</b>	
Appendix 1	Application for a new Premises Licence
Appendix 2	Thames Valley Police correspondence (via email)
Appendix 3	Representations from Interested Parties / Other Persons
Appendix 4	Location Plan

## Introduction and background

1. This report is made to the Licensing & Gambling Acts Casework Sub- Committee so it may determine in accordance with its powers and the Licensing Act 2003 whether to **grant** a Premises Licence to CT & AT Ltd.

## Application Summary

2. An application for a new Premises Licence has been submitted by CT & AT Ltd. A summary of the licensable activities applied for and the timings proposed for these activities can be found detailed below:

### **Supply of Alcohol (On and Off Sales):**

Sunday to Saturday 11:00 hours until 23:00 hours

### **Hours Premises are open to the public:**

Sunday to Saturday 11:00 hours until 23:00 hours

3. The Applicant's description of the premises as detailed in the application form is: *"High end Wine Bar with On and Off Sales, including Internet Sales and Home Delivery Service"*.
4. Both the original application and the steps that the applicant intends to take to promote the licensing objectives (as set out in the operating schedule) can be found at **Appendix One**

### Relevant Representations

5. No valid representations have been received from the Responsible Authorities as detailed in the table below. However, Thames Valley Police did initially request additional conditions to be added to the operating schedule but an agreement could not be found between the Police and the Applicant's agent. Therefore, reluctantly, the Police have confirmed they will not object to the application and have provided information as to why they have not submitted an objection. A copy of this correspondence is attached at **Appendix Two**.

Responsible Authority	Response	Licensing Objective(s)
Thames Valley Police	No objection	
Fire and Rescue Service	No objection	
Environmental Health	No representation	
Health and Safety	No representation	
Planning	No representation	
Trading Standards	No representation	
Child Safeguarding	No representation	
Licensing Authority	No representation	

6. Valid representations have been received from two Interested Parties (other persons) as detailed in the table below. Copies of these representations are attached at **Appendix Three**.

Name	Address	Licensing Objective(s)
Dr R Moxon	North Parade Avenue, Oxford	Protection of Children from Harm, Public Safety
W Tudhope	Banbury Road, Oxford	Public Nuisance, Public Safety.

### Location

7. A map is attached at **Appendix Four** showing the general location of the applicant's premises, and the proximity to the premises of those who have raised objections to the application.

**Statement of Licensing Policy**

8. The Sub-Committee is referred to the Council's Statement of Licensing Policy\*. In particular, the following paragraphs have a bearing upon the application:

<b>Relevant Policy Matters</b>	<b>Section</b>	<b>Policy</b>
Licensing Hours	5.1.1	LH1 to LH3
Dispersal Procedures	5.3.1 to 5.3.3	LH6
Hours for 'Off-sales' of Alcohol	5.5.1 to 5.5.2	LH8
General Prevention of Public Nuisance	7.3.1 to 7.3.6	LA3
Addressing Local Concerns	7.3.10	LA4
Pubs, Restaurants, Hotels, Guest Houses	7.5.1 to 7.5.2	PP1
Internet sales, Mail Order and Home Deliveries	7.5.6	N/A
Supply of Alcohol for Consumption off the Premises	7.5.20 to 7.5.21	PP11

9. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at:  
[https://www.oxford.gov.uk/downloads/file/1303/statement\\_of\\_licensing\\_policy](https://www.oxford.gov.uk/downloads/file/1303/statement_of_licensing_policy)

**Home Office Statutory Guidance**

10. Members are also referred to the statutory guidance issued by the Home Office. Of particular relevance to this application are the following matters:

<b>Relevant Sections</b>	<b>Relevant Paragraph</b>
Public Safety	2.8 to 2.15
Public Nuisance	2.21 to 2.27
Protection of Children from Harm	2.28 to 2.37

11. A copy of the Home Office Statutory Guidance may be found online at:  
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

## Other Relevant Considerations

12. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in Oxford) and the Human Rights Act (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the applicant and the rights of local residents. Any decision taken by the Sub-Committee must be necessary and proportionate to the objectives being pursued.
13. Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.
14. When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.
15. In making its decision, Members must also have regard to the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's own Statement of Licensing Policy.
16. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
  - a) **Grant the licence in accordance with the application.**
  - b) **Modify the conditions of the operating schedule by altering or omitting or adding to them.**
  - c) **Exclude or restrict from the scope of the licence any of the licensable activities to which the application relates.**
  - d) **Reject the whole of the application.**

The Sub-Committee may also grant the licence subject to different conditions for different parts of the premises or the different licensable activities.

17. Members are asked to note that they may not modify the conditions or reject whole or part of the application merely because they consider it desirable to do so. It must be appropriate to do so in order to promote the licensing objectives. Any such step must relate to a relevant representation made.
18. If Members grant the application, the details of the operating schedule will be incorporated into the licence as conditions. The licence will also be subject to certain mandatory conditions.
19. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.



<b>Report author</b>	Richard Masters
Job title	Senior Licensing Compliance Officer
Service area or department	Communities and People
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**Oxford**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[elms@oxford.gov.uk](mailto:elms@oxford.gov.uk)  
 Telephone: 01865 252565



\* required information

### Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="54-24"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

* First name	<input type="text" value="Christopher Ming Hong"/>	
* Family name	<input type="text" value="TSE"/>	
* E-mail	<input type="text"/>	
Main telephone number	<input type="text"/>	Include country code.
	<input type="text"/>	
<input checked="" type="checkbox"/>	Indicate here if the applicant would prefer not to be contacted by telephone	

Is the applicant:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text" value="12061441"/>	
Business name	<input type="text" value="CT &amp; AT Ltd"/>	If the applicant's business is registered, use its registered name.
VAT number	- <input type="text" value="None"/>	Put "none" if the applicant is not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

**Continued from previous page...**

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

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

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

**Agent Business**

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

### Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Private Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  [Documents that demonstrate entitlement to work in the UK](#)

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

High end Wine Bar with On and Off Sales, including Internet Sales and Home Delivery Service.

*Continued from previous page...*

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

### Section 6 of 21

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

### Section 7 of 21

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

### Section 8 of 21

#### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

### Section 9 of 21

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

### Section 10 of 21

#### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

### Section 11 of 21

#### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes  No

### Section 12 of 21

#### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

**Section 13 of 21**

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

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes  No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes  No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End



Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

Nil

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

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

Nil

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth  /  /   
dd      mm      yyyy

*Continued from previous page...*

**Enter the contact's address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

TUESDAY

Start  End

Start  End

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State any seasonal variations

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

Nil

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

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

Nil

**Section 18 of 21**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

**Continued from previous page...**

List here steps you will take to promote all four licensing objectives together.

A register shall be maintained on the premises to record all incidents and accidents. Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents. The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, any crime number and details of police officers attending. A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included. The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.

**b) The prevention of crime and disorder**

A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance. The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets). The CCTV system shall record images to cover external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority. The CCTV system shall be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.

**c) Public safety**

First Aid equipment shall be always available on the premises.

**d) The prevention of public nuisance**

Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated to prevent the transmission of audible noise or vibration through the fabric of the building or structure to adjoining properties.

Bottles shall not be placed in any external receptacle between 23:00 and 07:00 hours.

No deliveries to the premises shall take place between 23:00 and 07:00 hours.

Polite notices shall be displayed at exits and external areas reminding customers to refrain from shouting and antisocial behaviour.

**e) The protection of children from harm**

A 'Challenge 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.

All staff deployed in the serving of alcohol shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered identification documents.

There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated. Details to be recorded shall include the date, time, name if known, physical description of the person, the reasons, and staff involved and whether CCTV of the incident is available. Any identification document coming into the possession of a member of staff including security staff shall be recorded in the register, including the name of the person/name on the identification document. The register shall be available for immediate

***Continued from previous page...***

inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months from the date of the last entry. The licence holder shall provide secure storage for identification documents and a system for safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office.

**HOME DELIVERY:**

The premises licence holder/designated premises supervisor shall adopt a 'Challenge 25' age verification policy that shall be applied at the point of order, sale and on delivery.

All people involved in the delivery of alcohol, be this the premises licence holder/designated premises supervisor, employees or third party courier, shall at the point of delivery be satisfied that the person to whom the alcohol is being delivered is 18 years and over. If at any point of the process acceptable photographic age verification documents cannot be produced, the delivery shall be refused, and alcohol returned to the licensed premises.

Deliveries shall only be made to the address indicated on the order.

Deliveries shall only to be made to bona fide business/commercial addresses or private residences and not to any public/open spaces (e.g. car parks, street corners, bus stops, public parks).

Deliveries shall be refused to any person who is, or who appears to be under the influence of alcohol or drugs and the alcohol shall be returned to the licensed premises.

The licence holder/designated premises supervisor shall ensure that only the alcohol items specified on orders processed for despatch are loaded onto delivery vehicles, and no surplus stock shall be carried on vehicles.

With regards to all third-party couriers used to provide the delivery of alcohol, the premises licence holder/designated premises supervisor shall have a contractual arrangement with each third party to be satisfied that the promotion of the licensing objectives and terms of the premises licence are complied with at all times, with particular attention to the point of delivery.

The premises licence holder/designated premises supervisor shall keep records of or have access to all alcohol orders. Records shall include for each order: the full name and address of who made the order; age verification at the point of order; any refusals made at the point of order; the items ordered; the date and time of the despatch; details of the delivery provider/driver; the date and time of delivery; the full postal delivery address; the name and date of birth of the person receiving the order; detail of identification/proof of age documents received; details of any refusals at the point of delivery including reasons. Records shall be retained at the licensed premises for a period of 12 months and be produced on request for inspection by a police officer or an authorised person of the licensing authority.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

**Continued from previous page...**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

\*

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

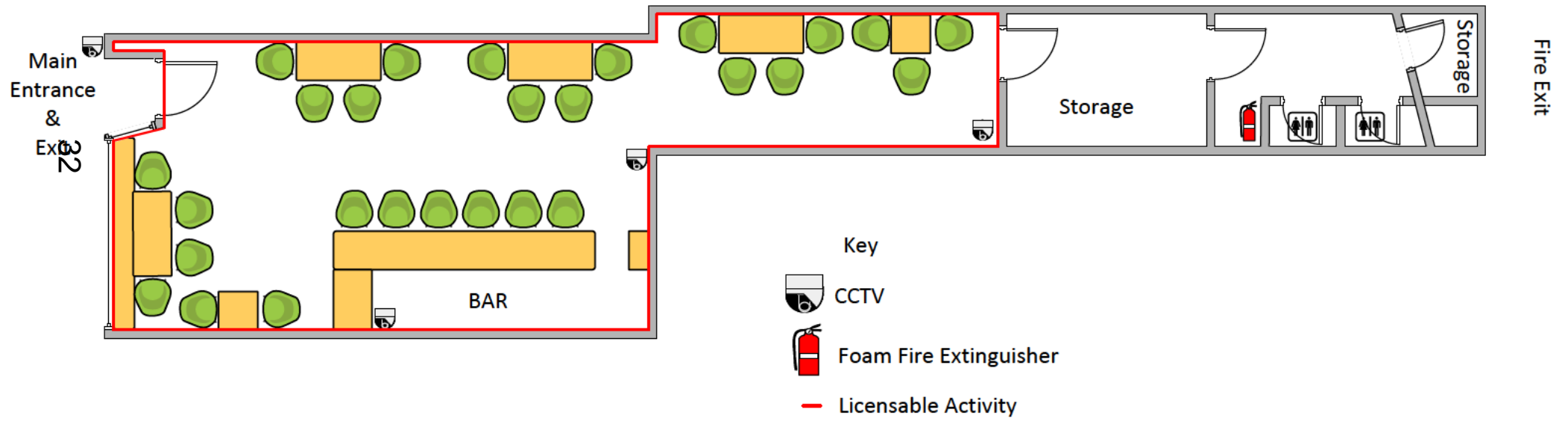
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/oxford/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

16 North Parade Avenue, OXFORD OX2 6LX



Scale 1:100



**From:** [REDACTED]  
**To:** [REDACTED]  
**Date:** 24/00826/PREM Premises Licence Application: 16 North Parade  
29 March 2024 21:07:21  
**Attachments:** [image010.gif](#)  
[image011.png](#)  
[image012.jpg](#)  
[image013.png](#)  
[image014.jpg](#)  
[image015.jpg](#)  
[image016.jpg](#)  
[image002.jpg](#)

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To The Licensing Authority-Oxford City Council.

Regarding the recent application to conduct licensable activities at 16 North Parade, TVP identified concerns with the operating schedule and the promotion of the licensing objectives in light of the challenges the venue will face in this area operating as the proposed.

These include aspects of underage drinking, safeguarding through vulnerability and certain aspects of crime, disorder, violence and antisocial behaviour.

We approached the applicant's licensing consultant and outlined our concerns along with what we believed to be non-onerous conditions to help ensure they had the proper due diligence was in place.

However these were rejected by the applicant.

Having shared this email chain with the local area commander, they are disappointed by the response of the applicant. Looking at the overall application the only saving graces are that the hours seem fairly non-contentious and there are some conditions put forward in others that do address other concerns we had.

This is not the best start to a working relationship with the police by the applicant and the attitude towards their obligations does cause us concern. We will look to the venue to ensure its business operates in a manner that does not impact on crime and disorder and does not unduly impact on the police.

We have explained in no uncertain terms that whilst they may have a different view to us, the proposed conditions cover appropriate areas that we fully expect the applicant to have in place as a matter of course anyway. Should we find issues subsequently we may look to the review process to rectify any shortcomings. As such the police's response is not to lodge an objection over the conditions.

Yours Sincerely

[REDACTED]



[REDACTED] | Force Licensing Officer | Policing Strategy (Local Policing inc Licensing)| Thames Valley Police, HQ South |



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Read our:

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[Night Time Economy Operational Guidance](#)

[Test Purchasing Operational Guidance](#)

[Op Makesafe Operational Guidance](#)

Want to submit a licensing incident or a licensing check whilst you are out on patrol- you can now submit a GEN 40/Licensing Check from your force mobile- simply click the link - [GEN 40 Licensed Premises Checklist](#)

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**From:** [REDACTED]  
**Sent:** 28 March 2024 10:25  
**To:** [REDACTED]  
**Subject:** RE: Premises Licence Application: 16 North Parade Avenue, Oxford, OX2 6LX 24/00826/PREM

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Dear [REDACTED],

Thank you for your email and sharing your perspective.

I have carefully considered the content of your email and taken into account the information in our previous emails and can confirm the current position, in relation to this application, to be as follows:

In accordance with the Licensing Act 2003 and having regard to the Secretary of State's Guidance issued under s182, we believe the operating schedule to be appropriate for the type of business to which the application applies.

Having regard to 1.16 of the s182 Guidance, we believe the individual conditions we have proposed strike a good balance between being specific, measurable and proportionate in terms of what is proposed and will not place a more burdensome or onerous Operating Schedule upon the applicant than is necessary for the robust promotion of the Licensing Objectives.

With respect to compliance with the Premises Licence – our client is committed to operating safely, lawfully, and responsibly and we have absolute confidence that the Licence will be adhered to at all times.

Furthermore, on any subsequent inspection by the Responsible Authorities, we fully expect the applicant to be able to demonstrate compliance with the Licence.

We would also like to place on record that our client has had no change of heart. The correspondence between us has not been shared with them as throughout it I have simply sought the position of the Chief Officer of Police on the necessity of the additional conditions contained within your first email.

Our client's intention is to operate a safe, legal, and compliant alcohol retailing business and this remains their paramount concern.

With regard to safeguarding – again, we believe the Operating Schedule proposed robustly promotes the licensing objective so that they will not be undermined.

We greatly appreciate your time and attention in considering the application but, with the requirement that each case be considered on its own merits, we respectfully decline these requests to alter the Operating Schedule in ways we believe are unnecessary in the case of this particular business.

**Kind Regards**

[Redacted signature]

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cid:image013.png@01DA8122.0C7E5CD0



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**From:** [Redacted]  
**Sent:** Wednesday, March 27, 2024 4:55 PM  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: Premises Licence Application: 16 North Parade Avenue, Oxford, OX2 6LX 24/00826/PREM

Dear [Redacted]

I think the emerging concern was that what are very fundamental basic areas of due diligence appropriate to the promotion of the four licensing objectives for an application such as this had not been seemingly considered by your client and thereby finding their way into the application and were then subsequently labelled bureaucratic.

As mentioned for the most part we were satisfied with much of the application and as such would I seek a hearing if your client said no to the request of the police, probably not.

What I would suggest though is we in the Thames Valley operate a three tier approach to licensing enforcement. Tier one is informal advice, tier two is a formal intervention and usually seeking conditions voluntarily and tier three is a review.

The tiered system though is not one that has to follow that graduated process and it is entirely possible to skip to a review.

Having outlined where our concerns sit and provided advice on what is appropriate to the promotion of the licensing objectives

When your client's venue is visited for licensing checks the below are areas that form part of our check list and would result in a marking down if they are not present or satisfactory.

Should we then have to speak to the premises say about a safe guarding issue, we would, then having gone through steps one and two here at this juncture here and now, look to tier three and with that it would have to be a question on the suitability of the management having not implemented basic tenants of licensing.

The below are appropriate to the promotion of the objectives but we are not going to tell your client what to do, it is very much their business to run as they see fit whether this working with the authorities or not.


IF your client has a change of heart then I merely need to have that confirmed in this email chain so the licensing authority may see that, otherwise I will merely submit our concerns but ultimately no objection and state we will look to the review process if need be.

Yours Sincerely



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 | Force Licensing Officer | Policing Strategy (Local Policing inc Licensing)| Thames Valley Police, HQ South |

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**From:** [REDACTED]  
**Sent:** 15 March 2024 08:43  
**To:** [REDACTED] >  
**Cc:** [REDACTED]  
**Subject:** RE: Premises Licence Application: 16 North Parade Avenue, Oxford, OX2 6LX 24/00826/PREM

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Dear [REDACTED],

Thank you for your email.

Just to be clear: Please do not be concerned as our client has no aversion to do anything at the moment, as we have not discussed your proposed conditions with them at this stage.

This was simply an entry point on a discussion between us as to whether all your stipulations regarding Training, Daily Registers, a Raft of Policies including a section on the deployment of SIA was necessary at these premises due to the nature of what is proposed.

If the position of the Chief Officer of Police for Thames Valley is that these conditions which you seek to be "imposed are only those which are appropriate for the promotion of the licensing objectives" at these particular premises, then I accept your position.

If you can confirm that is the position, I will be pleased to take them forward

**Kind Regards**

[REDACTED]

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**From:** [REDACTED] >  
**Sent:** Thursday, March 14, 2024 7:41 PM  
**To:** [REDACTED] >  
**Cc:** [REDACTED]  
**Subject:** RE: Premises Licence Application: 16 North Parade Avenue, Oxford, OX2 6LX 24/00826/PREM

Hi [REDACTED]

Thank you for the quick response back and sorry it has taken me so long to reply.

Yes you are right we would ask that the points are included with the others put forward in the applications part of the conditions.

I have to maintain a date and time stamped audit trail of who said what for the sake of the file and any third party scrutiny of the process, so I will need to carry on in this email chain I am afraid.

Regarding your response, I figured it was easier to cut and paste the main points and then put some comments in under each in green.

**STAFF TRAINING:** Yes, but why not just ask for Staff Training to RAR Level 1 with annual refresher?

We found that putting that forward lead to more issues than it was worth, most notably debating with applicants about whether that meant they had to put and pay for every single member of staff through the course or for just a personal Licence holder to cascade the training. Quite happy to amend any wording, but would keen to see a training condition which is a non onerous step on the Licence.

**DAILY REGISTER:** Yes, but it's a bit bureaucratic. EG I've never seen the need to record who is in charge and who authorizes sales each and every day ever before. Let's discuss?

Bearing in mind it's been tailored so has had a lot of areas to document removed from the condition, this covers all the expected areas the police or licensing authority would look for in a premises register which

is a key stone of due diligence for the business model put forward in the application .

In terms of the authorization as an example it is sadly a fairly common occurrence for the police and the licensing authority to be made aware of a complaint six months + down the line and key part of any licensing matter will include, who was responsible for the site and/or authority. As such we have been frustrated when a venue does not keep proper records and due diligence that we have not been able to complete an investigation by ascertaining who was in charge that day or ensure that the proper person responsible was dealt with.

I'm not sure if any of these would be seen by as subcommittee inappropriate to the promotion of the licensing objectives to negate their inclusion or it being impractical from an operational point of view for the business to actually implement - but would be open to hear from your client why it's not achievable as I am sure there must be a way around it.

**POLICIES:** Now that IS a bit bureaucratic. Have you got some standard template policies for us to look at which you recommend in TVP please?

I understand these may appear to be bureaucratic, but these are all area headings that your client should already have polices in place for even as a 'high end' establishment. They are the sorts of basic expected due diligence we would be looking to find and ask for when we do licensing inspections or if we are called to investigate say an issue around a drinks spiking, which automatically put your client on a better footing with a licensing intervention on our part than say if he did not have a written policy for the venue and staff to implement if they had to handle a safeguarding issue where they could have handled it better say.

Looking at the topic headings (and please bear in mind I have already trimmed the list of policies back prior to sending it to you to ensure it is appropriate to the prosed business model) there is not one area that I can see that we would not expect to see there. In terms of a policy template the police appreciate every business is unique and in terms of being 'bureaucratic' we would never impose even a template policy on an operator but rather leave it up to them as the ones that know their business operation and their customers to put in place a bespoke policy. I think people do tend to get carried away with the term 'policy' and 'risk assessment' , after all one side of A4 would suffice on certain policy headings if your client thought it addressed the matter

**SIA on a RISK ASSESSED BASIS:** Yes, but again it's a bit top heavy for something that we'd never use.

If its not going to be used then there is no harm in it being there, but certainly in 20 years of licensing in Oxford I can say that it is especially the 'high end' venues that often get caught out worse than actual bars and clubs as they believe that money equates to better behavior of customers which frankly is a naive proposition. We also have to be minded as we cannot have a condition that requires your client to surrender the Licence when they do eventually move on that anyone that comes into the property and therefore has the Licence (after all a transfer and DPS variation does not afford the authorities to amend conditions) ensures that an alcohol Licence for these activities and hours in this part of the city is safeguarded from abuse, however our primary aim at this juncture for asking for this is to ensure your client has the proper steps in place and that we have recourse if we have to intercede.

Can I respectfully point you to Para 10.10 of the s182 Guidance, please? This talks about the proportionality of Conditions appropriate to what is being applied for and what it is intended to be achieve. This is, after all, a high end wine bar and nothing else...

***“The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.”***

I am very aware of the test for conditions and I am satisfied that what we have asked for is appropriate as I cannot see anything that exceeds that criteria for what has been applied for in the location in question.

I am concerned if I am being honest as to your clients aversion towards steps they should already be doing as a matter of course and is even for the 'high end' tier, basic trade practice .

As mention I was suitably impressed with the steps regarding the delivery service aspect of the application which is certainly an area we would have come to the venue wanting a whole raft of conditions on given the problems we encounter with this type of alcohol offer.

Aside from the argument that they require a bit more work and that the venue is a high end business (neither of which is the sort of expected response from a socially responsible retailer and neither of which counter balances the very real world challenges the venue will be expected to manage and the risk to the licensing objectives even in the rarified atmosphere of North Oxford), if your client would outline in this email chain what makes the requested conditions onerous and therefore unworkable, we can see if we can achieve some rewording or whether we are at an outright impasse regarding the application.

Kind regards

█

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█ | Force Licensing Officer | Policing Strategy (Local Policing inc Licensing)| Thames Valley Police, HQ South |

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**From:** █ >

**Sent:** 08 March 2024 16:58

**To:** █ >

**Cc:** █ >

**Subject:** RE: Premises Licence Application: 16 North Parade Avenue, Oxford, OX2 6LX 24/00826/PREM

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Hi [REDACTED],

Thanks for your email. Impressed that we're BOTH working so late on a Friday afternoon!

What I think you've asked for is the modification of the Operating Schedule in the following areas...

#### **STAFF TRAINING:**

The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:

- The need to ensure the responsible sale and supply of alcohol
- The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage
- The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 25 years old

Where subsequent issues related to the training is brought to the premises licence holder's attention by either the Licensing Authority and/or responsible authorities named in the Licensing Act, the premises licence holder will make amendments as directed by that authority.

Records of the training programme shall be maintained and made available to Thames Valley Police or the Licensing Authority upon request.

The Premises Licence holder shall provide a "refresher" training session to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every 12 months.

#### **DAILY REGISTER:**

A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:

- The name of the person responsible for the premises on each given day.
- The name of the person authorising the sale of alcohol each day.
- All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call.
- Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused)
- Any incident of crime, disorder, or antisocial behaviour in or within the immediate vicinity of the premises (whether it required the police or not), which shall include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved
- In relation to any remote order and/or home delivery of alcohol under the off sales provision the following information shall be retained:
  1. A list of the individual items delivered;
  2. The delivery address;
  3. The method of payment;
  4. The name of the person ordering and receiving the alcohol;
  5. The date and time of delivery;
  6. If proof of age was asked for, confirmation of the type of proof of age document presented and accepted;
  7. If the person delivering had to refuse the sale, the reason why.
  8. The name or designated employee ID number of the employee that made the delivery.
- Any safeguarding/vulnerability occurrence in or within the immediate vicinity of the premises (to include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved)

- Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out.
- Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.

The Designated Premises Supervisor, or in their absence duly appointed member of staff, shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer of the Licensing Authority or Thames Valley Police throughout the trading hours of the premises.

#### **POLICIES:**

The premises shall implement written policies. Such documents shall include, but not be limited to, the following:

- CCTV
- Customer Dispersal Management of the Immediate External Vicinity
- Safeguarding & Vulnerable Persons
- Noise
- Responsible Service of Alcohol
- Remote Ordering and delivery of alcohol
- Security Measures
- Underage Sales & False Identification
- Zero Tolerance Drugs

From these written policies and operating procedures, the premises licence holder shall implement written staff training ensuring that all staff employed at the premises receive full training on those policies that are relevant to their specific role. Staff shall sign and date training records to confirm they have had, fully understand the training, and that they shall carry out their duties in accordance with them. These training records shall be retained and made available to the Licensing Authority and/or responsible authority named under the licensing act upon request.

Where subsequent issues or concerns related to one or more of the policy(s) are brought to the premises licence holder's attention by the licensing authority and/or one of the responsible authorities named under the licensing act, the premises licence holder shall make amendments as directed by that authority(s).

Hard copies of the most up to date policy/procedures will be kept on the premises. They shall be readily accessible to staff for their own reference whilst working and shall be made available to any of the authorities upon request to check for compliance.

#### **CCTV:**

A CCTV system shall be installed and maintained. The CCTV system shall incorporate the following basic requirements:

- Be switched on and fully operational when the licensable activities are being carried out.
- Record for a minimum rolling period of 31 days
- Have a camera covering any entrance which will provide a facial shot of identification quality.
- Have cameras covering any pertinent public areas (internally and externally) and alterations shall be made to address any subsequent concerns made by the police regarding coverage.
- Have a means of copying any footage to another medium as evidence if requested by the Police
- Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police.
- A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed

#### **SIA on a RISK ASSESSED BASIS:**

As part of the written 'security measures' policy condition, the premises licence holder shall carry out and implement a written risk assessment regarding the need (if at all) for SIA licenced door supervisors. This shall be for day to day standard operations as well as for any special one off events over and above that of normal trade. The risk assessment shall be made readily available to the police upon request and where subsequent issues or concerns related to the security risk assessment are brought to the premises licence holder's attention by the police, the premises licence holder shall make amendments to address those concerns.

Where the premises employs SIA door staff there shall be no fewer than 2 on duty to avoid issues and risks associated with lone working.

All SIA security employed at the premises shall wear at all times whilst on duty high visibility florescent yellow coats/tabards to clearly identify them as working that role.

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If I've got that right, I say this, on a without prejudice basis...

STAFF TRAINING: Yes, but why not just ask for Staff Training to RAR Level 1 with annual refresher?

DAILY REGISTER: Yes, but it's a bit bureaucratic. EG I've never seen the need to record who is in charge and who authorizes sales each and every day ever before. Let's discuss?

POLICIES: Now that IS a bit bureaucratic. Have you got some standard template policies for us to look at which you recommend in TVP please?

SIA on a RISK ASSESSED BASIS: Yes, but again it's a bit top heavy for something that we'd never use.

Can I respectfully point you to Para 10.10 of the s182 Guidance, please? This talks about the proportionality of Conditions appropriate to what is being applied for and what it is intended to be achieve. This is, after all, a high end wine bar and nothing else...

*"The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned.*

*Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided.*

*Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions.*

*Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives."*

Shall we have a call to agree some proportionate conditions to this small wine bar this afternoon or next week – I'd appreciate your local knowledge and tactical advice

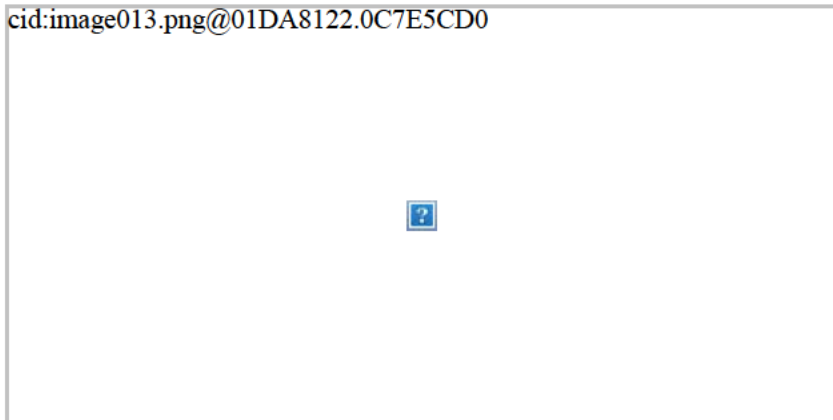
**Kind Regards**



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cid:image013.png@01DA8122.0C7E5CD0



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**From:** [REDACTED]  
**Sent:** Friday, March 8, 2024 3:59 PM  
**To:** [REDACTED] >  
**Cc:** [REDACTED]  
**Subject:** Premises Licence Application: 16 North Parade Avenue, Oxford, OX2 6LX 24/00826/PREM

Good Afternoon,

My name is [REDACTED] and I am the police licensing officer whose area portfolio includes that of Oxford. As such your client's application has come through to me.

For the most part I think it's fair to say that we are satisfied with the proposal.

As I am sure you are well aware, the Licensing Act 2003 is concerned with responsible operation of the licensable activities of the businesses and not just preventing sales to children and drunks. The sorts of challenges that a licensed business will face and be expected to manage has evolved over the years since.

The section 18 of the application (steps to promote the four licensing objectives) which is the area of the form in question that we look at to ascertain what the operating framework of the venue will look like is fairly comprehensive (esp those relating to off sales for remote ordering/home delivery) and address the sorts of concerns that the police would have with this class of venue, the location and the hours proposed.

I would however that you please discuss the following tweaks.

The addition of:

The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such

training shall consist of providing staff with an understanding of:

The need to ensure the responsible sale and supply of alcohol

The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage

The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 25 years old

Where subsequent issues related to the training is brought to the premises licence holder's attention by either the Licensing Authority and/or responsible authorities named in the Licensing Act, the premises licence holder will make amendments as directed by that authority

Records of the training programme shall be maintained and made available to Thames Valley Police or the Licensing Authority upon request.

The Premises Licence holder shall provide a "refresher" training session to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every 12 months.

[That the following:](#)

A register shall be maintained on the premises to record all incidents and accidents. Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents. The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, any crime number and details of police officers attending. A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included. The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.

[Is replaced with:](#)

A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:

- The name of the person responsible for the premises on each given day.
- The name of the person authorising the sale of alcohol each day.
- All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call.
- Any refusals on grounds of age and/or intoxication (to include date, time, member of staff

- involved, reason for refusal as well as a brief physical description of the person refused)
- Any incident of crime, disorder, or antisocial behaviour in or within the immediate vicinity of the premises (whether it required the police or not), which shall include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved
  - In relation to any remote order and/or home delivery of alcohol under the off sales provision the following information shall be retained:
    1. A list of the individual items delivered;
    2. The delivery address;
    3. The method of payment;
    4. The name of the person ordering and receiving the alcohol;
    5. The date and time of delivery;
    6. If proof of age was asked for, confirmation of the type of proof of age document presented and accepted;
    7. If the person delivering had to refuse the sale, the reason why.
    8. The name or designated employee ID number of the employee that made the delivery.
  - Any safeguarding/vulnerability occurrence in or within the immediate vicinity of the premises (to include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved)
  - Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out.
  - Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.

The Designated Premises Supervisor, or in their absence duly appointed member of staff, shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer of the Licensing Authority or Thames Valley Police throughout the trading hours of the premises.

The addition of:

The premises shall implement written policies. Such documents shall include, but not be limited to, the following:

- CCTV
- Customer Dispersal Management of the Immediate External Vicinity
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- Noise
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From these written policies and operating procedures, the premises licence holder shall implement written staff training ensuring that all staff employed at the premises receive full training on those policies that are relevant to their specific role. Staff shall sign and date training records to confirm they have had, fully understand the training, and that they shall carry out their duties in accordance with them. These training records shall be retained and made available to the Licensing Authority and/or responsible authority named under the licensing act upon request.

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Hard copies of the most up to date policy/procedures will be kept on the premises. They shall be readily accessible to staff for their own reference whilst working, and shall be made available to any of the authorities upon request to check for compliance.

That the following:

A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance. The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets). The CCTV system shall record images to cover external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority. The CCTV system shall be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.

Is replaced with:

A CCTV system shall be installed and maintained. The CCTV system shall incorporate the following basic requirements:

- Be switched on and fully operational when the licensable activities are being carried out.
- Record for a minimum rolling period of 31 days
- Have a camera covering any entrance which will provide a facial shot of identification quality.
- Have cameras covering any pertinent public areas (internally and externally) and alterations shall be made to address any subsequent concerns made by the police regarding coverage.
- Have a means of copying any footage to another medium as evidence if requested by the

Police

- Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police.
- A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed

The addition of:

As part of the written 'security measures' policy condition, the premises licence holder shall carry out and implement a written risk assessment regarding the need (if at all) for SIA licenced door supervisors. This shall be for day to day standard operations as well as for any special one off events over and above that of normal trade. The risk assessment shall be made readily available to the police upon request and where subsequent issues or concerns related to the security risk assessment are brought to the premises licence holder's attention by the police, the premises licence holder shall make amendments to address those concerns.

Where the premises employs SIA door staff there shall be no fewer than 2 on duty to avoid issues and risks associated with lone working

All SIA security employed at the premises shall wear at all times whilst on duty high visibility florescent yellow coats/tabards to clearly identify them as working that role

Would you please discuss the above amendments with your clients and email me back with any questions or concerns they may have with a view to trying to agree them as conditions. I am keen to try and authorise this application and so there is of course scope to discuss any issues that would make them particularly onerous and as such rewording them, as long as the spirit of what we are trying to achieve is met.


I look forward to working with you on this project.

Yours Sincerely



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 | Force Licensing Officer | Policing Strategy (Local Policing inc Licensing) | Thames Valley Police, HQ South |



# **Comments for Licensing Application 24/00826/PREM**

## **Application Summary**

Application Number: 24/00826/PREM

Address: 16 North Parade Avenue Oxford Oxfordshire OX2 6LX

Proposal: Premises Licence

Case Officer: Richard Masters

## **Customer Details**

Name: Dr R [REDACTED] Moxon

Address: [REDACTED] North Parade Avenue Oxford

## **Comment Details**

Commenter Type: Members of the Public

Stance: Customer objects to the Licensing Application

Comment Reasons:

- Other objection
- Protection of Children from Harm
- Public Safety

Comment: 25/03/2024 6:39 PM We have 2 concerns: there are already 2 major drinking establishments - public houses - on this small street and their home delivery would increase traffic on the street. Both of the above will compromise safety to children and users of the shops and cafes (this is a residential as well as commercial street).

**From:** [REDACTED]  
**Subject:** OBJECTION TO LICENSING APPLICATION FOR 16 NORTH PARADE AVENUE, OXFORD OX2 6LX / YOUR REF: 24/00826/PREM  
**Date:** 25 March 2024 12:39:38

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To: The Licensing Authority  
Oxford City Council

From: W Tudhope  
Banbury Road  
Oxford

Dear Sir/Madam,

**OBJECTION TO LICENSING APPLICATION FOR 16 NORTH PARADE AVENUE, OXFORD OX2 6LX / YOUR REF: 24/00826/PREM**

I am writing to object to the grant of a Premises Licence for 16 North Parade Avenue, Oxford OX2 6LX for the On and Off Sale of Alcohol. I am a neighbour of 16 North Parade [REDACTED]

My reasons for the objection are:

**1/. THE RISK PRESENTED TO PUBLIC SAFETY**

The proposed wine bar is situated outside the pedestrianized zone in North Parade. The other three licensed premises in North Parade – the Rose and Crown, the Gardeners Arms and Jee Saheb - all lie within the pedestrianized zone.

The distance from the front of the proposed wine bar to the public highway is very small. The pavement is just 1.58 metres wide. Although it is clear from the drawing submitted with the licence application that “licensable activity” is only to take place inside the premises of the proposed wine bar, it is inevitable that when the customers of and in the proposed wine bar witness the patrons of the two public houses in North Parade drinking outdoors within the pedestrianised zone, they will wish to do likewise. As far as the customers of the wine bar are concerned, this is bound to result in an encroachment upon the public highway, in the area outside the pedestrianised zone.

This assertion has an evidential basis: the two most recent tenants of 16 North Parade Avenue have held very occasional receptions for the public; on each of those occasions attendees, with their glasses, gravitated towards and on to the public highway. No steps were taken to restrict this. It is not unreasonable to infer that the same behaviour by wine bar customers can be expected, not simply occasionally, but with regularity, given the proposed opening hours.

During hours of pedestrianisation, any vehicles (authorised and unauthorised) which enter North Parade Avenue from Banbury Road and must exit the same way, are obliged to make a ‘three-point turn’, in order to do so safely. To do otherwise, is inherently dangerous and, in any event,

constitutes a clear breach of Rule 201 of the Highway Code: “Do not reverse from a side road into a main road.” The only place to accomplish such a manoeuvre necessitates utilising the turning space at the rear of 75 Banbury Road as well as the area of the roadway directly outside front of the proposed wine bar.

Given the measures the Council is taking elsewhere in the local area (Banbury Road and a number of its junctions) to ensure the safety of non-vehicle users in a shared space, it is unconscionable to contemplate that consumers of alcohol who may be tempted to congregate in the roadway outside the wine bar might come into close proximity with vehicle users.

## **2/. THE PREVENTION OF PUBLIC NUISANCE**

North Parade Avenue is a street where families live who seek, and are entitled to expect, peace and quiet in their own home, and the opportunity for undisturbed sleep which is not prescribed or dictated by licensing hours; where children play in the pedestrianised zone and where a significant number of residents work from home.

The consequence of the provision of an additional licensed premises is to draw into this environment, at a time of night extending well beyond normal daytime trading hours, more people, more litter and, most damagingly, more noise. The disruptive effect on sleep of the volume of that additional noise – whether it be from the more considerate of patrons, bidding farewells before departing on foot or from the slamming of car doors as they leave by vehicle – cannot be over-estimated; where revellers choose to engage – as they do, occasionally – in deliberately antisocial behaviour, the problem is maximised.

## **3/. OXFORD CITY COUNCIL’S CUMULATIVE IMPACT POLICY**

Oxford City Council is to be commended for its policy on the cumulative impact of having a number of licensed premises concentrated in one area. It seeks thereby to ensure the prevention of crime and disorder; the prevention of public nuisance; the promotion of public safety; and the protection of children from harm.

North Parade Avenue is both a residential and a commercial street with an attractive variety of non-alcohol related traders: a delicatessen, a bakery, a yarn shop, a gallery, a hairdresser, a convenience store, a sandwich shop, a handbag boutique. There are already three on-licensed premises within the space of 45 metres: the Rose & Crown, the Gardeners Arms and Jee Saheb, and an off-licence. It is difficult to understand the justification for a fifth premises at which alcohol can be purchased, and a fourth one at which it can be consumed. The proliferation of licensed premises risks North Parade Avenue becoming a local ‘entertainment zone’ and thereby unbalancing entirely the unique environment which currently prevails here.

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