

Agenda

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Licensing & Gambling Acts Casework Sub-Committee

Date: **Tuesday 15 December 2015**

Time: **5.00 pm**

Place: **Barrister's Room - Town Hall**

For any further information please contact:

Julian Alison, Licensing Team Leader,

Telephone: 01865 252381

Email: jalison@oxford.gov.uk

Membership

Councillor Michael Gotch

Councillor David Henwood

Councillor Chewe Munkonge

AGENDA

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To: Licensing & Gambling Acts Casework Sub-Committee

Date: 15 December 2015 **Item No:**

Report of: Head of Community Services

Title of Report: Jimbob's Baguettes Ltd – Application for a New Premises Licence: Jimbob's Baguettes, 19 Magdalen Street, Oxford, OX1 3AE.

Application Ref: 15/04950/PREM

Summary and Recommendations

Purpose of report: To inform the determination of Jimbob's Baguettes Ltd's application for a New Premises Licence for Jimbob's Baguettes, 19 Magdalen Street, Oxford, OX1 3AE.

Report Approved by:

Legal: Daniel Smith

Policy Framework: Statement of Licensing Policy

Recommendation(s):

Committee is requested to determine Jimbob's Baguette Ltd's application taking into account the details in this report and any representations made at this Sub-Committee meeting.

Additional Papers

Appendix One: Application for a New Premises Licence

Appendix Two: Amendment to Application

Appendix Three: Representations from Interested Parties

Appendix Four: Location Map

Introduction

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 New Premises Licence to Jimbob's Baguettes Ltd.

Application Summary

- An application for a New Premises Licence has been submitted by Jimbob's Baguettes Ltd. Both the 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**.
- The Licensing Authority, supported by Thames Valley Police and the Environmental Health Service, sought significant reductions and amendments to the application, and agreement was reached with the applicant to amend the application accordingly. A summary of the licensable activities applied for and the times proposed for these activities can be found detailed below.

Sale of Alcohol (on and off sales)*:

Sunday – Saturday	10:00	Until	23:00
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Late Night Refreshment (provided indoors and outdoors)*:

Sunday – Saturday	23:00	Until	00:00
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Films (played indoors only)*:

Sunday – Saturday	10:00	Until	23:00
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***All of the above licensable activities:**

To continue from the end of permitted hours on 30th April to the start of permitted hours on 1st May.

- A copy of the applicant's agreement to amend the original application in relation not only to the licensable activities sought and the times for such activities, but to also agree to an entirely new operating schedule and the provision of a number of policy documents is attached at **Appendix Two**.
- Upon reaching this agreement, the Licensing Authority, Thames Valley Police and the Environmental Health Service felt no need to make representations.

Relevant Representations

- No representations were received from the Responsible Authorities as detailed in the table below. A copy of the representation is attached at **Appendix Three**.

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

7. Three valid representations have been received from Interested Parties. Copies of these representations are attached at **Appendix Three**.

Name	Address	Licensing Objective(s)
Erica Tso	Flat D, 19 Magdalen Street, Oxford	Prevention of Crime & Disorder; Prevention of Public Nuisance
Marco Haenssger	Flat D, 19 Magdalen Street, Oxford	Prevention of Public Nuisance
MacDonald Randolph Hotel	Beaumont Street, Oxford	Prevention of Crime & Disorder; Prevention of Public Nuisance
Anna Marmoder	Not Supplied	Prevention of Crime & Disorder; Prevention of Public Nuisance

Location

8. 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

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

Relevant Policy Matters	Sections	Policy
Crime & Disorder:	7.5.22 to 7.5.24	PP13
	8.3.1	OS7
	8.6.1 to 8.6.3	OS10
Public Nuisance:	7.3.1 to 7.3.6	LA3 TO LA4
	7.3.10	LA5
Late Night Refreshment:	7.5.16 to 7.5.19	PP10
Licensing Hours:	5.1.1 to 5.4.2	LH5 to LH7
Cumulative Impact:	3.1.1 to 3.2.5	GN16 to GN19

10. A number of changes have been made to the Licensing Act 2003 in recent times by the Police Reform and Social Responsibility Act 2011, the Live Music Act 2012 and the Deregulation of Schedule 1 of the 2003 Act.
11. The Authority's Statement of Licensing Policy has not yet been revised following the introduction of these changes, the above sections from the current Policy do not reflect these changes which include removing the "vicinity test" for interested parties and amending the wording of the 2003 Act so that conditions imposed on licences must now be "appropriate to the promotion of the Licensing Objectives" rather than "necessary".
12. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at: **www.oxford.gov.uk/licensing**

Home Office Statutory Guidance

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

Relevant Sections	Relevant Paragraphs
Crime & Disorder:	2.1 to 2.5
Public Nuisance:	2.14 to 2.20
Cumulative Impact:	13.30 to 13.38

14. A copy of the Home Office Statutory Guidance may be found online at: www.gov.uk/government/publications/revised-guidance-issued-under-section-182-of-the-licensing-act-2003

Cumulative Impact

15. Oxford City Council has adopted Special Saturation Policies in respect of the City Centre and East Oxford as detailed within the Statement of Licensing Policy.
16. The Special Saturation Policies were introduced following evidence brought by Thames Valley Police on the grounds of the cumulative impact of licensed premises on the licensing objectives of preventing crime and disorder and preventing public nuisance within the defined areas.
17. The effect of adopting Special Saturation Policies 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 significantly to the cumulative impact already being experienced on the licensing objectives of preventing crime and disorder and preventing public nuisance.

Other Relevant Considerations

18. 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.
19. 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.

20. 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.
21. 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.
22. 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.

23. 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.
24. 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.
25. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

Name and contact details of author: Anna Kieca
Licensing Compliance Officer
Community Services
Tel: 01865 252115
Email: akieca@oxford.gov.uk

APPENDIX ONE

15/04950/PREM
NEW PREMISES

OXFORD CITY COUNCIL: LICENSING AUTHORITY

JimBob's Baguettes
19 Magdalen Street

Application for a premises licence to be granted under the Licensing Act 2003 Date rec'd: 27/10/15

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We JIMBOB'S BAGUETTES LTD
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 - Premises Details

Postal address of premises or, if none, Ordnance Survey map reference or description			
JIMBOB'S BAGUETTES 19 MAGDALEN ST OXFORD		The Licensing Authority Oxford City Council 27 OCT 2015	
Post town	OXFORD	Postcode	OX1 3AE

Telephone number at premises (if any)	01865 245 549
Non-domestic rateable value of premises	£ 49,750

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name	JIMBOB'S BAGUETTES LTD
Address	28 CHESTNUT AVE OXFORD OX3 9JH
Registered number (where applicable)	08848789
Description of applicant (for example, partnership, company, unincorporated association etc.)	LIMITED COMPANY
Telephone number (if any)	01865 245549
E-mail address (optional)	info@jimbobsbaguettes.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	12	2015

If you wish the licence to be valid only for a limited period, when do you want it to end?

N/A

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

WE HAVE A COFFEE SHOP / CAFE AND WE WOULD LIKE TO BE ABLE TO SELL ALCOHOL FOR CONSUMPTION ON & OFF THE PREMISES AND HAVE LATE NIGHT REFRESHMENT + SOME REGULATED ENTERTAINMENT

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

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

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

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

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

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	07:00	23:00	HADNT A CONSIDERING SHOWING FILMS IN SITE MAYBE HOLDING A SMALL EVENT WHERE FILM STUDENTS CAN SHOW FILMS		
Tue	07:00	23:00			
Wed	07:00	23:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	07:00	23:00			
Fri	07:00	23:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	07:00	23:00			
Sun	07:00	23:00			

C

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

D

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

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) WE HAVE BEEN ASKED A COUPLE OF TIMES ABOUT HAVING ACOUSTIC MUSIC SETS IN THE SHOP AND WOULD LIKE THE COUNCIL TO SAY YES State any seasonal variations for the performance of live music (please read guidance note 4) Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Mon	07:00	23:00			
Tue	07:00	23:00			
Wed	07:00	23:00			
Thur	07:00	23:00			
Fri	07:00	23:00			
Sat	07:00	23:00			
Sun	07:00	23:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	07:00	23:00	WE WOULD LIKE THE ABILITY TO HAVE MUSIC ON THE PREMISES FOR OUR LAUNCH PARTS AND IF ANY GUESTS BOOM OUT THE SHOP PRIVATELY		
Tue	07:00	23:00			
Wed	07:00	23:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	07:00	23:00			
Fri	07:00	23:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	07:00	23:00			
Sun	07:00	23:00			

G

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

H

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

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input checked="" type="checkbox"/>		
Mon	21:00 23:00	04:00 04:00	Please give further details here (please read guidance note 3) WE CANT INTEND TO USE THIS REGULARLY BUT FOR CERTAIN OXFORD EVENTS, (STAY LIES, MAYDAY) WE WOULD LIKE TO BE ABLE TO SELL FOOD LATELY POSSIBLE REGULAR WEEKENDS IN FUTURE		
Tue	21:00 23:00	04:00 04:00			
Wed	21:00 23:00	04:00 04:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	21:00 23:00	04:00 04:00			
Fri	21:00 23:00	04:00 04:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat	21:00 23:00	04:00 04:00	MAY MORNING 2300 - 0500		
Sun	07:00 23:00	04:00 04:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – <u>please tick</u> (please read guidance note 7)	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon	10:00	23:00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) WE WOULD LIKE TO BE ABLE TO SELL ALCOHOL UNTIL THE THROUGH THE NIGHT INTO MAYDAY.	Both	<input checked="" type="checkbox"/>
Tue	10:00	23:00			
Wed	10:00	23:00			
Thur	10:00	23:00		<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Fri	10:00	23:00		IT WOULD BE GOOD TO BE ABLE TO SELL ALCOHOL LATER THE EVENING	
Sat	10:00	23:00		BEGING MAY MORNING AND FRESHERS WEEK - STRAIGHT THROUGH THE NIGHT ON MAY MORNING + (2300 - 1000)	
Sun	10:00	23:00		TILL 2AM ON FRESHERS WEEK	

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

Name	JAMES MORRIS
Address	5 NORTHFIELD RD OXFORD
Postcode	OX1 3AE
Personal licence number (if known)	124834
Issuing licensing authority (if known)	GREATER MANCHESTER

K

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

IF WE WERE EVER TO SHOW FILMS OF A CERTAIN AGE LIMIT WE WOULD ENSURE THAT CHILDREN WOULD NOT BE ABLE TO HEAR OR SEE IT.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	07:00	04:00	<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> <p>WE ONLY EXPECT TO OPEN UNTIL LATE FOR MAYDAY & ST. GILES FAIR BUT WE MIGHT CONSIDER OPENING LATE FOR WEEKENDS TOO. FRESHERS WEEK TOO!</p>
Tue	07:00	04:00	
Wed	07:00	04:00	
Thur	07:00	04:00	
Fri	07:00	04:00	
Sat	07:00	04:00	
Sun	07:00	04:00	

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

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

WE BELIEVE THAT AS WE ARE ~~A~~ SANDWICH/
COFFEE SHOP WE WILL NOT HAVE ANY ISSUES
BUT WE WILL TRAIN OUR TEAM TO BE READY
FOR ANY POSSIBLE OUTCOMES AND HOW TO
DEAL WITH THEM

b) The prevention of crime and disorder

ALONG WITH RUNNING A CHALLENGE 25
SYSTEM WE WILL ALSO MAKE SURE THE
STAFF NEVER SELL ALCOHOL TO ANYONE
ALREADY INTOXICATED.

c) Public safety

WE WILL MAKE SURE WE CONFORM TO
ALL LIMITS OF PEOPLE IN THE PREMISES
AT ALL TIMES. WE WILL ENSURE FIRE
EQUIPMENT IS MAINTAINED PROPERLY

d) The prevention of public nuisance

AS A RULE WE WILL ASK OUR ~~STAFF~~
CUSTOMERS TO LEAVE QUIETLY IF IT IS
LATE. WE WILL NOT PLAY ANY MUSIC
ABOVE A NORMAL VOLUME AFTER 8PM

e) The protection of children from harm

AS MENTIONED BEFORE THERE WILL BE NO ISSUE TO CHILDREN AS WE ARE PREDOMINANTLY A COFFEE SHOP. ALL STAFF WILL BE TRAINED ON THE SIGNS OF POSSIBLE DANGER AND WILL BE EXTRA VIGILANT IF CHILDREN ARE PRESENT

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

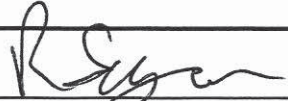
IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

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

Signature	
Date	26/10/15
Capacity	OWNER

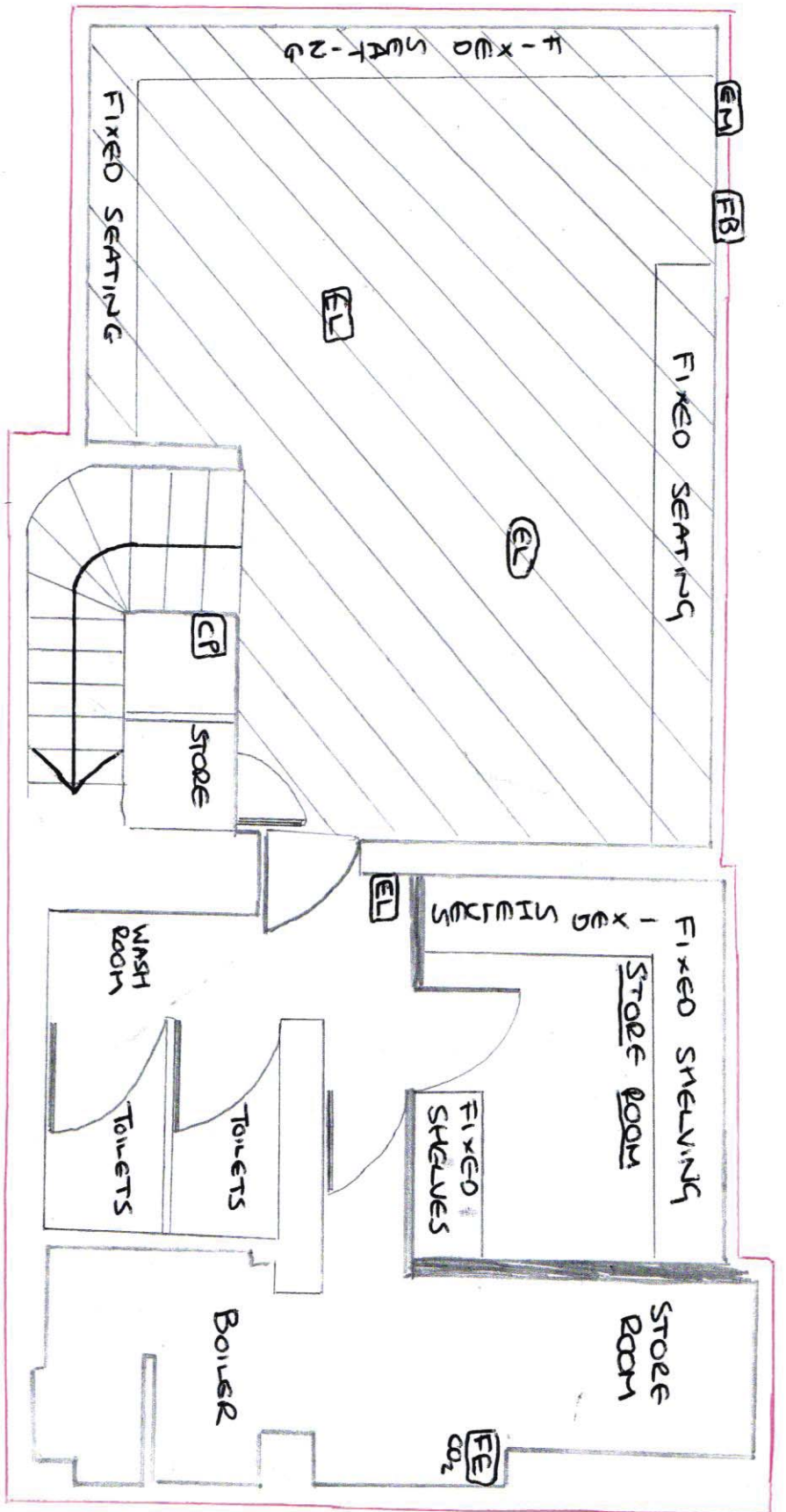
For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	26/10/15
Capacity	OWNER

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
JAMES MORRIS JIMBOBS BAGUETTES 19 MAGDALEN ST	
Post town	OXFORD
Postcode	OX3AE
Telephone number (if any)	01865 245549
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	
info@jimbojsbaguettes.com	

Notes for Guidance

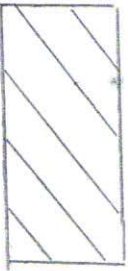
1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



BASEMENT PLAN

SCALE 1:50

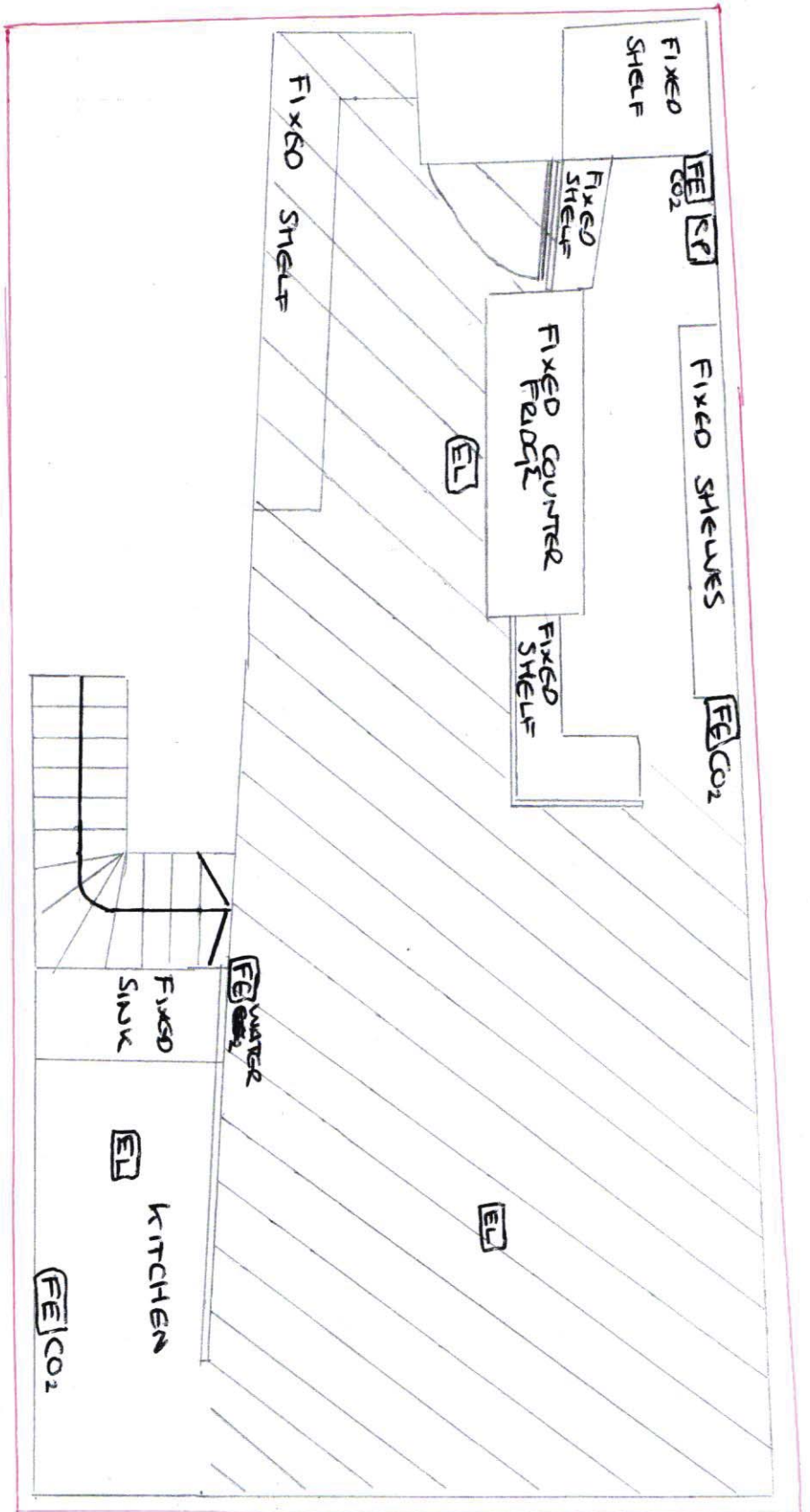
KEY



AREA FOR CONSUMPTION OF ACORAL

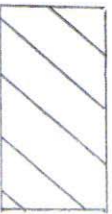



ARROW INDICATES UP



KEY

- EL** - EMERGENCY LIGHT
- CR** - FIRE CALL POINT
- FE** - FIRE EXTINGUISHER CARBON DIOXIDE
- FE** - FIRE EXTINGUISHER WATER


 AREA FOR CONSUMPTION OF ALCOHOL


 ARROWS INDICATES UP

GROUND FLOOR PLAN
SCALE 1:50

From: James Morris
Sent: 04 November 2015 10:45
To: ALISON Julian
Cc: WHITTON Neil; Thompson Andrew; THOMPSON Emma; KIECA Anna; MASTERS Richard
Subject: Re: Jimbobs

I officially amend my application to fit in with what Julian has recommended.

Thanks

Jim Morris

On Wed, Nov 4, 2015 at 10:42 AM, ALISON Julian <JALISON@oxford.gov.uk> wrote:

Jim – can you confirm please by email reply that you wish to amend your application to the following please? When replying please “reply to all” so that the Police, EHO and my staff are also aware, thanks. (I’ve removed your comments from the attached).

Removal of live and recorded music from the application.

Licensable Activities now applied for and amended times:

Alcohol (on and off sales) 10am – 11pm

Films (indoors only) 10am – 11pm

Late Night Refreshment (indoors and outdoors) 11pm – Midnight

The above activities carrying through from when they terminate on 30th April until the start of when they are permitted on May Day each year.

All of the attached conditions to replace those originally offered by the applicant.

If you are agreeable to this – then that will satisfy my concerns and remove my need to lodge an official objection. You will also need to submit to me the policies referred to within the conditions – I’ve attached a “template” for you to get started.

Kindest regards

Julian Alison

Licensing Manager, Environmental Protection Service, Oxford City Council, St. Aldate's Chambers, 109 St. Aldate's, Oxford, OX1 1DS.

Office: 01865-252381 \ Fax: 01865-252344 \ Mobile: 07989-531419

E-mail: jalison@oxford.gov.uk \ Website: www.oxford.gov.uk/licensing

1. 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 18 years old

The content of the training programme shall be agreed with the Force Licensing Officer of Thames Valley Police and the Licensing Authority prior to implementation.

Records of the training programme shall be maintained and made available to Authorised Officers 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 six months.

2. The Premises Licence holder (or such person as he / she nominates) shall provide 14 days prior written notification to the Force Licensing Officer of Thames Valley Police and to the Licensing Authority of:

- Any extension of hours permitted under the Premises Licence
- Any one-off event that includes entertainment or a promotion that is not consistent with regular trade

Such written notifications shall provide the following details:

- The name of the person in charge/authorising the sale of alcohol for the duration of the event.
- The name of any promoters
- The name of the any act, DJ's or other such performers involved
- The nature of the event.
- The date, the commencement and conclusion time of the event.
- Security provisions (including numbers and working hours of SIA staff)
- Expected numbers attending

3. 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)
- 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 and the Licensing Authority in relation to any crime and disorder or like related matter.

The Designated Premises Supervisor 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 throughout the trading hours of the premises.

4. The premises shall implement written policies and procedural statements and/or management action plans. Such documents shall include, but not be limited to, the following:

- CCTV
- Conditions of Entry
- Crowd Dispersal
- Safeguarding Children & Vulnerable Adults
- Noise
- Queue Management
- Responsible Service of Alcohol
- Security Measures
- Underage Sales & False Identification
- Zero Tolerance Drugs

The above policies and procedural statements shall be “live” documents, subject to amendment following consultation with the Licensing Authority, Environmental Health Department, and Thames Valley Police.

5. The CCTV policy 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 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.

6. The policies / procedures referred to at Condition 4 shall be reviewed and amended at any time that the Premises Licence holder deems appropriate, but shall in any case be reviewed following any concerns being raised to the Premises Licence holder by any Authorised Officer. Such reviews when undertaken shall seek the advice of the Responsible Authorities listed at Condition 4.

7. The Premises Licence holder shall ensure that all staff employed at the premises are aware and understanding of the policies / procedures referred to at Condition 4 and the content of such policies and procedures and that they carry out their duties in accordance with them. Any necessary and justifiable deviation from those agreed shall be fully documented within the Premises Daily Register.

8. The Premises Licence holder shall ensure that a dedicated area is provided for vulnerable patrons (i.e. through alcohol, drugs isolation, underage, etc.) that have come to the attention of staff employed at the premises. This area will be for the safeguarding and appropriate support and first aid (if required) of such persons.

9. Any sales of alcohol shall be ancillary to the primary business of food sales.

10. Drinks shall be served in containers made from toughened glass.

11. All bottled drinks (except wine, Champagne and Spirit bottles) will be decanted into a vessel as described at Condition 19 before being given to the customer.

12. No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage, other than to any external area owned or legally occupied by the Premises Licence Holder.

13. The Premises Licence holder shall participate in the designated local Pubwatch / City Centre Late Night Business Partnership scheme and ensure that a representative of the licensed premises attend all of the arranged meetings or such a person has made all reasonable endeavours to attend the arranged meetings.

14. All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.
15. From 21:00 hours daily, unless accompanied by a responsible adult or purchasing food, persons under the age of 18 years shall only be permitted access to the premises when events specifically held for "under 18's" are taking place. Notification of such events shall be provide to the Licensing Authority, the Force Licensing Officer of Thames Valley Police and the City Centre Inspector of Thames Valley Police no later than 14 days prior to the event taking place, and any details requested relating to the event made by any Authorised Officer shall be provided within 7 days of such a request being made.
16. The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.
17. Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces.
18. From 21:00 hours daily all external doors (save for when persons are entering and leaving premises) and windows at the premises shall remain closed at all times when regulated entertainment is provided.
19. Regulated entertainment shall be held internally only and no music or speakers shall be provided to external areas of the premises, unless specifically permitted by way of Temporary Event Notices.

JIMBOBS BAGUETTES LTD

OPERATIONAL POLICIES

All Door Supervisors and all Staff are to have read and understood this Policy document before commencing employment at the venue.

Refresher Training shall be provided to all Door Supervisors and all Staff when deemed necessary.

All Policies are “Live”, and shall be kept under review and revised as and when required.

The following Polices are contained within this Policy document:

Policy Name	Page Number
CCTV	1
Conditions of Entry	2
Dispersal	3
Child Sexual Exploitation (CSE) and Vulnerable Persons	4
Noise	5
Queue Management	6
Responsible Service of Alcohol	7
Security Measures	8
Underage Sales and False Identification	9
Acceptable Forms of Identification	10
Challenge “25”	11
False or Fraudulent ID	12
Zero Tolerance Drugs	13

CCTV Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives.

- Be switched on and fully operational when licensable activities are being carried out
- Record for a minimum rolling period of 31 days
- Have a camera covering the entrance which will provide a facial shot of identification quality
- Have means of copying any footage to another medium as evidence if requested by the Police or Licensing Authority
- Have a staff member 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 or Licensing Authority

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Conditions of Entry Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives.

- Persons showing signs of being intoxicated by the influence of alcohol or drugs shall be refused entry.
- Persons displaying inappropriate and / or anti-social behaviour shall be refused entry.
- All persons must provide a valid and in date Government approved Identification Card, this is inclusive of: Driver's License (Provisional or Full), Passport, PASS 'Prove It' Card, International Identification Cards/ National Identification Cards
****Any ID produced which is considered to be of a fraudulent, questionable or doctored nature is to be confiscated as per the 'Operation Bed Time' protocol and reported to FalseIDOxford@thamesvalley.pnn.police.uk at the earliest convenience by the Manager on Duty***
- Persons must adhere to the venues Dress Code.
- All persons once admitted to the venue are expected to behave in an acceptable and appropriate manner. Any person who acts in an inappropriate / anti-social manner shall be required to leave the premises, and shall not be permitted into the premises in future.
- Persons admitted into the venue consent to a search as part of the Conditions of Entry. Any person who refuses to be searched will be refused admittance.
- Known offenders, persons highlighted by a Responsible Authority or CCTV Operatives or persons included on the 'Pub & Club Watch / Late Night Business Partnership' will be refused admittance Where appropriate the Door Supervisors and/ or Duty Manager will report persons refused entry via the Bravo Victor Radio-link system

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Dispersal Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives and ensure a safe, organised and peaceful dispersal of patrons.

- The last entry to the premise will be one hour before the cessation of licensable activities, The last entry to the premises will be 23:55 giving ample time to serve late night refreshment, but on any occasion that the premises trade beyond 2 a.m. then no person shall be admitted after 2 a.m.
- Door Supervisors positioned at the main exit shall ensure that no receptacles are removed from the venue
- Door Supervisors positioned at the main exit point are to minimise noise from customers on exiting the venue. All Door Supervisors are to pro-actively request that noise be kept to a minimum and that persons stay off of the road
- Adequate signage relating to 'Respecting the Neighbourhood' and 'Keeping Noise Levels to a Minimum' will be displayed at the main exit point
- DJ's are to request, via the internal PA System, for customers to leave the venue quietly, orderly and to respect the neighbourhood
- Any persons causing a disruption or who refuses to move from the immediate vicinity of the property are to be called into the 'Radio Link' (Bravo Victor) for monitoring by the city-link CCTV and a request for Police Officers to attend and disperse shall be made
- The premises shall be cleared of customers and closed no later than 30 minutes after the last licensed activity

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Child Sexual Exploitation (CSE) and Vulnerable Persons Policy

This policy formulates part of the Premises License procedures to assist with the Licensing Objective 'The Protection of Children from Harm' and 'Prevention of Crime & Disorder'.

- As part of the Conditions of Entry the venue is to request an acceptable form of Government Approved Identification from all patrons. Those who are unable to provide an accepted form of Identification are to be refused admittance
- As part of the Underage Sales and False Identification Policy any form of identification produced that is suspected of being false, fraudulent or doctored is to be confiscated and the relevant procedures followed. Any confiscation made is to be reported through the Radiolink so that the person is monitored
- Any person who is unable to provide an acceptable form of identification and is suspected of being under the age of 18 is to be reported through Radiolink for monitoring
- Any person who is acting in a suspicious manner around persons believed to be under the age of 18 are to be reported through Radiolink for monitoring and to the Police for further investigation
- Risk Assessments are to be produced for all events hosted for Under 18s (these are available upon request)
- 'Event Risk Assessment Forms' are to be submitted to the Police and Licensing Authority in advance of any event hosted for under 18s with all relevant information.
- The Management are to liaise with the Police and Licensing Authority on regular basis (including through schemes such as Pub & Club Watch / Late Night Business Partnership) and share any relevant intelligence
- The venue will have an area dedicated for vulnerable patrons (i.e. through alcohol, drugs, underage etc.) that come to their attention. This area will be used for their safeguarding, appropriate support and first aid, and such persons shall be kept in this area until a guardian / responsible adult collects them
- All vulnerable persons shall be reported through the Radiolink scheme
- All Staff and Door Supervisors are to receive relevant training

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Noise Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives namely 'The Prevention of Public Nuisance'

- The site amplifiers and limiters are to be set at levels by the License Holder and nominated Sound Engineer to ensure that noise emanating from the premises as a result of regulated entertainment shall not exceed 40dB(A) as measured one metre from any residential building. The limiters should be locked and only the manager or his nominated deputy in his absence shall be able to access them.
- Door Supervisors, Staff and Duty Managers are to regularly monitor and manage external areas to ensure customers are not causing a disturbance
- Entertainment shall be held internally only and no music or speakers shall be provided in external areas of the premises
- Where practical, doors are to be fitted with self-closing devices to ensure the operation of 'sound lobbies' where available
- There is to be ongoing and open communication between the Venue Management and neighbouring properties where necessary
- All windows and doors are to be kept closed (save for the entrance and exit of staff and patrons) whilst the premises is open to the public
- Routine perimeter checks and 'listening tests' are to be made by the License Holder and documented
- Decibel Metre Recordings are to be taken by the License Holder when deemed appropriate and necessary and recorded in the site Incident Log Book
- Bins are to be filled from within the premises where achievable to limit the amount of noise created, in particular relating to glass, and not taken outdoors between 21:00 hours and 09:00 hours

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Queue Management Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives, for the safe queuing of all guests who attend Jimbobs in the effort of minimising potential disruption caused to the neighbourhood.

- A sufficient number of Door Supervisors, in high visibility clothing, are to patrol the queue ensuring adequate movement within, requesting that noise be kept to a minimum, persons stay off of the road and that patrons are behaving in an acceptable manner
- Any persons noted as continually contributing to Public Nuisance are to be refused entry to the Premises
- Upon the venue reaching capacity all waiting guests are to be informed of the expected waiting time from their position in the queue.
- Any persons contributing Crime and Disorder or are noted as being a Public Nuisance are to be called into the 'Radio Link' (Bravo Victor) for monitoring by the city-link CCTV and a request for Police Officers to attend.

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Responsible Service of Alcohol Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives.

- Anyone who appears overly intoxicated shall be asked to leave the premises
- If any member of staff suspects that a customer is intoxicated, they must first refuse service of intoxicating liquor and must be asked to leave the premises. If any member of staff is uncertain as to a customer's sobriety they must raise this concern with a Manager or Supervisor
- Customer's sobriety will be verified by Door Supervisors upon entry to the venue. Any person showing signs of over intoxication will not be admitted entry
- Management and Door Supervisors will make regular checks of the premises to ensure no customers exhibit the above signs
- "Responsible Service of Alcohol Notice" are to be displayed in prominent areas of service
- A logbook must be maintained on a daily basis of persons who have been removed or refused entry from the premises for appearing intoxicated
- All Managers, Staff and Door Supervisors are to remain vigilant at all times
- Purchases of intoxicating liquor are to be limited to two individual drinks per person, per transaction one hour before the end of licensable activity

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Security Measures Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives

- There shall be one Door Supervisor to every 75 customers (but a minimum of two Door Supervisors in any event that the premises is open beyond midnight), all individually registered with the Security Industry Authority and present on the premises up to 30 minutes after the end of the last licensable activity on any night when the last licensable activity ends after midnight.
- All staff employed in a security role shall wear high visibility yellow florescent clothing which clearly identifies them as members of staff, unless otherwise stated within the Premises Licence.
- SIA Registered Door Supervisors duties include adherence to the documented Policies in place at the premises, and any other duties requested by the Premises Licence Holder including (but not limited to):
 - Upholding the conditions of the venues Fire Risk Assessment including, where certified, acting in the capacity of a Fire Marshall
 - Proactively requesting persons who are deemed intoxicated to vacate the premises
 - Assisting Responsible Authorities where appropriate and necessary
 - Reporting of all Incidents to the Duty Manager, Radiolink and in the site Incident Log Book
 - Providing Police and Licensing Authority with witness statements in relation to any incident that has occurred in or around the venue upon request
 - Where certified, provide necessary First Aid assistance
 - Protect the premises' property and report all noticed damage to the Duty Manager
 - Share relevant intelligence and information with colleagues and Responsible Authorities
- Points detailed in this Policy also cover the requested 'Dealing with Incidents that impact upon the Licensing Objectives Policy'

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Underage Sales and False Identification Policy

This policy formulates part of the Premises License procedures to assist with the Licensing Objective 'The Protection of Children from Harm'.

Offences:

- It is an offence for anyone under the age of 18 to purchase, or attempt to purchase, alcohol on a Licensed Premises. The maximum fine is £1,000
- A person commits an offence if s/he sells alcohol to an individual under the age of 18. The maximum fine is £5,000
- It is an offence for a member of staff to knowingly allow persons under the age of 18 to consume alcohol on a Licensed Premises. The maximum fine is £5,000
- ***The Licensing Authority in conjunction with the Police & Trading Standards Officers are empowered to send under 18's into licensed premises to attempt to buy alcohol (subject to certain guidelines being complied with).***
- A person charged with an offence has a defence available that they believed the individual was 18 or over, and they had either taken all **reasonable steps** to find out the individual's age or that **no one could reasonably suspect from their appearance that they were under 18**
- '*Reasonable steps*' means asking the individual for evidence of their age, and that the evidence would convince a reasonable person. Steps that would be considered to be 'reasonable' include, but are not limited to:
 - Take the ID in your hand
 - Check the date of birth
 - Check the photograph matches the person presenting the ID
 - Ensure the ID is valid (by checking holograms and security features) and in date
 - Ask relevant questions (middle names, address, signatures etc.)

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Acceptable Forms of Identification Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives

- As per the venues 'Conditions of Entry Policy' acceptable forms of Government Approved ID are:
 - Driver's License (Provisional or Full)
 - Passport
 - PASS 'Prove It' Card
 - International Identification Cards/ National Identification Cards
- All forms of ID presented must be valid and in date

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Challenge “25” Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives

- As it is extremely difficult to assess age the Venues Policy is to challenge any person attempting to purchase alcohol that you believe is 25 or under
 - When requesting Proof of Age ID, staff shall:
 - Be polite and courteous
 - Smile and be assertive
 - Be confident and use open body language
 - Do not intentionally embarrass the person
 - If any person becomes aggressive or offended pass the incident on to the Supervisor or Manager on Duty

****If a member of staff is uncertain whether any form of ID presented to them is acceptable they are to refuse service and refer to the Supervisor or Duty Manager***

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

False or Fraudulent ID Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives

If an ID presented is suspected of being false, fraudulent or doctored then it may be necessary for this ID to be confiscated as per Thames Valley Police 'Operation Bedtime' protocol

ID's presented that are questionable are to be handed to the Duty Manager for verification. If the Duty Manager is unsatisfied then s/he must:

- Confiscate the ID
- Fill out the Identification Confiscation Notice (ICN)
- Provide the person who presented the ID with the ICN receipt
- Seal the ID in a Tamper Proof Evidence Bag (TPEB) with the ICN
- Provide the person who presented the ID with a FAQ's information leaflet
- Report the confiscated ID to FalseIDOxford@thamesvalley.pnn.police.uk within 72 hours
- Fill in the relevant details in the False Identification Log Book
- Store the confiscated ID in a safe place until TVP PO's collect
- Report the person to Bravo Victor for monitoring Examples of false ID's are available from the Manager on Duty. All Staff and Door Supervisors are to be presented with the sites example ID's before commencing employment
- The premises will use an ID Scanner each night (after midnight) the venue is open for licensable activities

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Zero Tolerance Drugs Policy

This policy formulates part of the Premises License procedures to assist with the Licensing Objectives 'The Prevention of Crime and Disorder'.

- The Management and Supervisor Team are to complete certified 'Drugs Awareness Courses'
- The venue will display relevant notices detailing their Zero Tolerance approach to Drug use in prominent areas of the venue.
- The Management are to liaise with the Police and Licensing Authority on a regular basis (including through schemes such as Pub & Club Watch / Late Night Business Partnership)
- All Drugs found or seized are to be sealed in an evidence bag and stored in the site safe. Details of the seizure are to be recorded on a Site Incident Report. The Police are to be contacted for collection at their earliest convenience
- Door Supervisors are to conduct regular checks of the toilets and cubicles
- Any person suspected of using or having drugs upon their person must reported to the Duty Manager, if appropriate a search will be requested and the Police contacted
- All searches are to be carried out by a Responsible Person with the Duty Manager present. All searches are to take place in front of a CCTV camera
- Anyone refusing to be searched on entry will be refused, anyone refusing a search after being admitted entry will be reported to the Police via Bravo Victor
- The Duty Manager will be responsible for handling any confiscated substances until the Police are available to collect
- Staff who commit an offence under the Misuse of Drugs Act 1971 or who witnesses such an act on the premises and withhold evidence will be liable to disciplinary procedures, details of which are outlined in the Company Disciplinary & Grievance Policy which all employees read prior to commencing employment
- Any patrons known to be associated with persons caught in the possession of illicit/ illegal substances are to be asked to leave the venue (at the Duty Managers discretion)
- Any person suspected of being intoxicated on illicit substances will, when necessary, be reviewed by an onsite First Aider in a space designated for 'Vulnerable People'

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

OPERATIONAL POLICIES DOCUMENT: JIMBOB'S BAGUETTES

Erica Tso
Flat D
19 Magdalen Street
Oxford
OX1 3AE

Licensing Authority
Oxford City Council
St Aldates Chambers
109 St Aldates
Oxford
OX1 1DS

The Licensing Authority
Oxford City Council

18 NOV 2015

16 November 2015

RE: Opposition to Jimbob's license application

Dear Madam or Sir,

I am writing to express my strong objection to Jimbob's Baguette (19 Magdalen Street) premises license application, as a resident of the same building where Jimbob is located.

My objection is based on three main points:

1. Jimbob management and staff have a track record of unfriendly and extremely uncooperative behaviours towards any comments or complaints since they first moved into the premise. I live on the third floor and I have been woken up by loud music coming from Jimbob on several occasions on Saturdays and Sundays. Jimbob generally play music at very high volume throughout the day every day of the week – I can hear it at the top floor and I understand that the tenants in the lower floors have been severely troubled by the noise and have lodged several noise complaints with the City Council already. I myself have gone inside to speak to the management Jim and Bob in a friendly manner, in fact the music was so loud inside we could barely hear each other. And in response to the noise and request for turning down the volume, Jim and Bob responded saying something like “I don't think it's that loud, I don't think you can hear it up there”. After several attempts I have given up and have directly reported to the City Council and I believe Neil Whitton has been dealing with the case for more than a year now and he would have records of the numerous complaints. In addition, Jimbob has also produced a lot of construction noise at ungodly hours from

8pm til 12am midnight. I had to go down to Jimbob to ask the contractors to stop and as expected they said they were told by Jim and Bob they could carry out the work at that time. I have video evidence of this conversation. Such record of anti-social behavior (yet to be resolved) alone is enough to make them unsuitable for any premises license.

2. Jimbob has also caused a lot of nuisance for the residential part of 19 Magdalen Street. We have the same fire and smoke alarm system and to my understanding, of the 5 years I have lived here all the times the alarm has been set off was because of Jimbob in the previous year since they moved in. It is expected that if they were granted a license they would let customers smoke in their backyard – smoke and noise would travel through, creating noise and air pollution for the Randolph hotel rooms facing the back and the flats in our building facing the back, at ungodly hours like 11pm-4am as stated in their application hours. And as one can imagine the smoke could set off the alarm at night and all the tenants would have to be evacuated in the middle of the night.
3. There is no need for a COFFEE SHOP to have a premises license to SELL ALCOHOL. There are already enough established night clubs and bars and lounges within 100 metres. And there is also no need for a coffee shop to be opened until 4am, for the same reason. There are already a lot of noise and rowdy behaviour from the crowd gathered outside Lola Lo in the evening. The hours that have been applied for are far too late and simply unsuitable for its location, with three floors of residents living right on top of Jimbob. As I have been before, I will be woken up by noise from people going into, while at, and leaving Jimbob. With this reason, I am also concerned at the security and safety of the residential part of the building due to the increase in drunken and rowdy people in proximity.

Therefore in summary I would agree to a complete refusal of the premises license to Jimbob's Baguette. Jimbob has been a great nuisance to local residents since they moved in and has shown no sign of cooperation throughout. Put simply, I do not trust them as responsible owners who would be considerate to residents living in the same building. As we

share the same walls and same basement noise travels through the whole building. A premises license to Jimbob would make 19 Magdalen Street and indeed surrounding areas such as the Randolph Hotel unsuitable for residential/hotel purposes and this should be prevented by the City Council. Events and noise at Jimbob already cause problems for me.

Should you need more information please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Erica Tso', written in a cursive style.

Erica Tso

████████████████████

Marco Haenssger
Flat D
19 Magdalen Street
Oxford
OX1 3AE

Licensing Authority
Oxford City Council
St Aldates Chambers
109 St Aldates
Oxford
OX1 1DS

The Licensing Authority
Oxford City Council

18 NOV 2015

16/11/2015

Dear Sirs,

I understand that the Jimbob café on Magdalen Street has applied for a premises licence to extend its opening hours to 4am, to play live and recorded music as well as films, and to serve alcohol until 11pm. As a tenant in a flat in the same building who has made repeated complaints against noise pollution by the Jimbob café, I am decidedly opposed to this licence application.

In order to make my case, please permit me to ask, (a) Is it necessary that a coffee shop operates till 4am and sells alcoholic beverages, or is that not a function of a pub or similar establishment?, (b) Is it suitable to grant such a licence to a shop operating in a building that is known to offer no adequate sound insulation between the business areas and adjacent residential space?, and (c) Can the café managers be trusted to handle such a licence responsibly, given what we know about their past behaviour? I hope that my answers to these three questions will convince the Licensing Authority that no such premises licence should be granted to the Jimbob café.

To begin with the question of necessity, establishments serving alcoholic beverages immediately surrounding the Jimbob café are presently (i) the Turtle Bay cocktail bar, (ii) the White Rabbit pub, (iii) the Red Lion pub, (iv) the Lola Lo night club, (v) the Randolph Morse Bar, plus multiple pubs and vendors on St Giles', Gloucester Green, and the nearby city centre. I believe the licence application does not offer a strong business rationale for Magdalen Street that is not already fulfilled through business on St Giles' and Friar's Entry. Why a coffee shop should attempt to replicate the functions fulfilled by the existing abundance of bars, pubs, and night clubs around Magdalen Street is a mystery to me and, I would argue, does not in itself justify its approval should there be any doubt regarding the suitability of the venue or the responsibility of the shop managers.

This leads me to the second question, namely whether the proposed venue is indeed suitable for the sale of alcohol and late-night live music until 4am. Having resided in the same

building at 19 Magdalen Street since June 2011 (on the 3rd floor), I believe that I express an informed opinion in stating that the premises are not in any way suitable for the activities proposed by the Jimbob café. The city centre location of the residential building (housing six residential flats, mainly occupied by working professionals like myself) means that a certain degree of business noise is unavoidable. For example, noise coming from Lola Lo and intoxicated persons outside the building on weekends is a nuisance, but it is so far tolerable with few exceptions. However, in contrast to the night club, the Jimbob café has since its establishment been a repeated source of disruptive noise on weekdays, weekends, and even religious holidays (through its operations and through construction works).

The point I would wish to make at this stage is that the sound generated in the ground floor business premises travels through the thin walls and through the building's staircase almost unmitigated to the top floor. I am aware that building works had been undertaken by the Jimbob management (which were also clearly audible and had been complained against on 29 April 2015), but to the best of my knowledge, none of these works were intended to improve sound insulation and reduce the noise disturbance of which the managers are well aware after a long series of complaints. When descending the staircase of the residential part of the building, music coming from the Jimbob café is almost always clearly audible.

If it can be agreed that the sound insulation of the business premises immediately adjacent to residential space is insufficient, and given that the managers must be aware of this because I personally pointed this out to them on at least four different occasions, then the café is unsuitable to operate until 4am where it would certainly disrupt people's sleep and their capacity to work the next day. In light of the managers' knowledge of this situation, the proposal to host live music in the premises strikes me as odd, if not insensitive. In addition, while presently the front door insulates the tenants in the building from the noise of loud and intoxicated persons on weekend nights, opening the business premises until 4am would bring this noise into the building where it would travel even more freely and affect the tenants. I believe that this would also affect the neighbouring Randolph hotel, with which the coffee shop shares a thin wall and the staircase. All in all, my experience as a tenant in the building for more than four years tells me that the building is unsuitable to accommodate the activities applied for without severely affecting the lives of the tenants in 19 Magdalen Street.

Coming to the last question, could we then argue that, in light of the unsuitability of the business premises, the owners would have to act responsibly and could be granted the premises licence on the basis of trust? All experiences I have made with the Jimbob management since the establishment of the café indicate a lack of responsibility and an unwillingness to appreciate the need for respite among the adjacent residential tenants. I have repeatedly pointed out to the management and to shop assistants that their sound levels are excessive, and I lodged noise complaints for late-night construction work undertaken by them between December 2014 and April 2015. When complaining to the café management directly (often after business hours, when they turn up music volumes to unreasonable levels while cleaning up their shop), it often happened that they would not first hear what I say given that the music in their premises is too loud to understand a normal conversation.

To give just one example of the management's attitude towards the residents it repeatedly affects, see below an excerpt of an email which I sent on 7th April 2015 to Neil Whitton (Oxford City Council):

"Dear Neil,

I hope this reaches you well. I am writing with regard to previous noise complaints in 19 Magdalen Street, coming from the Jimbob coffee shop on the ground floor. This is an enquiry, not a complaint.

I am writing to you because, on Easter Sunday, 6:30pm, the sound levels from the coffee shop were again excessive, clearly audible on the third floor (it is reportedly a habit of them to turn up the music when they clean up their shop). I went downstairs to the shop to ask them to lower the volume and the manager complied. However (and here is where my question starts), he presented this as an act of concession and good-will towards us, stating that "Sunday or Monday – it makes no difference. By law we can turn up our volume anytime, any day, as much as we want." I wasn't quite sure as to how to respond to that, other than reminding him of the common courtesy to not distress other residents on a religious holiday. I also pointed out how he might reduce the adverse noise effects of their ceiling-mounted speakers without curtailing the sound quality in the coffee shop (i.e. by lowering volume of bass frequencies on his equaliser)."

The point I wish to make with this example is that the café management has a habit of disrupting me and other tenants in the building, even in the absence of the premises licence. Should the premises licence be granted, this behaviour would be legitimised until up to 4am, and there has been no indication on the side of the management that they would act responsibly or considerately if granted the licence. Their application for live music given their knowledge of the persistent sound insulation problems is just another example of their lacking consideration towards the residential tenants in the same building.

To summarise my argument against the premises licence application of the Jimbob café on Magdalen Street, I oppose their application vehemently because I do not see the economic necessity to grant them a premises licence, the building is unsuitable to accommodate business activities until 4am without severely disrupting the recreational space of the residential tenants, and the café managers have repeatedly demonstrated their disregard for the people living in the premises. Taking these points together, I am convinced that granting the requested premises licence would be akin to making the entire building unfit for residential purposes.

Yours faithfully,



Marco Haenssger

From: Erica Tso [REDACTED]
Sent: 19 November 2015 09:53
To: ALISON Julian
Subject: RE: NOTIFICATION OF LICENSING SUB-COMMITTEE HEARING:
JIMBOB'S BAGUETTES, 19 MAGDALEN STREET, OXFORD.

Dear Julian,

Thank you for your email. I acknowledge receipt of the attachment and information on behalf of Marco Haenssger as well. There is no need to send hard copies.

Having read through your email, we would still like to express our objection to the new conditions.

I would argue that with Jimbob's record of uncooperative behaviour (as detailed in Marco and my letters before) and the minimal description of operations and controls in their license application, I can envision that granting them a license for operations until 11pm and midnight for various activities would cause significant disturbances. Please allow me to reiterate our reasoning here:

Since they started business at 19 Magdalen Street, they almost always play music really loud for about two hours when they clean up and we are talking about noise that I can hear at the top floor of the building. And indeed I am still troubled by this noise that they produce from indoors nowadays. If they are able to provide late night refreshment until midnight that would mean they have to clean up until 2am while they blast their bass and stereo system at this hour. In addition if they can provide refreshment outdoors, that would mean they would open up their backyard which directly opens up the space behind the Randolph and to the rooms of 19 Magdalen Street facing the back. When the construction work that they carried out happened last year and earlier this year - I could hear the talking and foot steps from all the way down because that narrow space creates an acoustic effect that magnifies the sound to a great extent. If their customers are allowed there until midnight I would argue that it is going to cause a significant level of nuisance and noise pollution to Randolph guests and 19 Magdalen Street residents.

More importantly, Jimbob has shown no sign of willingness to cooperate and also in their application there is no mention of how these hours would be monitored and controlled. Also with three kebab vans in such close proximity I do not see the need for yet another place for late night refreshment.

Therefore we object the new conditions of Jimbob's license application.

Please let me know if you would like us to provide any evidence of noise problems from Jimbob we have encountered before or if you would like us to further explain any of our points above.

Thank you for your attention.

Best regards,

Erica Tso & Marco Haenssger

Our Ref: AX/ KAH/ Macdonald Randolph Hotel Oxford
Email: karen.cochrane@flintbishop.co.uk

The Licensing Authority
Oxford City Council
St Aldate's Chambers
109 St Aldate's
Oxford
OX1 1DS

The Licensing Authority
Oxford City Council

19 NOV 2015

CONTACT
KAREN COCHRANE

FAX NUMBER
08701918678

DIRECT DIAL
01332 226148

13 November 2015

Dear Sirs

Jimbob's Baguettes Limited 19 Magdalen St, Oxford OX1 3AE

We act for Macdonald Hotels and have been instructed by them to submit a representation in relation to the application recently submitted by Jimbob's Baguettes Limited on 19 Magdalen Street, Oxford.

Our clients advise that Jimbob's is located directly next to the hotel's guest bedrooms.

With regard to Jimbob's application for licensable activities until 23:00, our clients have no real objections although having live and recorded music at 07:00 has the potential to cause issues, particularly at the weekends.

Our clients' main objection is in relation to noise nuisance which will result from the sale of late night refreshment until 04:00 daily. The hotel has experience of these issues from when street vans providing late night refreshment were located on St Giles causing considerable disturbance to residents and guests. These vans were moved from their previous location due to the proximity to the hotel and as already stated, Jimbob's is next to guest bedrooms. Given there is nothing on Magdalen Street currently catering for the late night refreshment market, our client has considerable concerns that there will be public nuisance from customers exiting late night clubs and congregating in the very early hours of the morning outside guests bedrooms. Our clients already receive complaints from their guests regarding patrons leaving Lola Lo's and consider that a late night food offering in this vicinity will compound this issue with additional noise from groups of people congregating at the premises.

We are aware that Oxford City Council have a special saturation policy and that the subject of this application is located within this area and we cannot see within the application that there are any proposals which



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would assist in this application not adding to the cumulative impact already being experienced in the area. We would respectfully suggest that the location of these premises and the application they are making for a 04:00 Licence will inevitably add to the cumulative impact and accordingly would ask the Licensing Committee to refuse this application in relation to the 04:00 service of late night refreshment. Our clients have however indicated that as May Day is an Oxford institution they would not wish to object to the application for non-standard hours in this regard.

Yours faithfully

Kyler Cochrane

Flint Bishop LLP

Dear Sir / Madam

The hours that have been applied for are far too late for a location of this type, with three floors of residential flats right above.

The building is generally quiet and any noise outside and at the basement (Jimbob's backyard) has the potential to carry and cause disturbance.

I will be woken up by noise and rowdy behaviour from people entering, leaving and while inside Jimbob.

Noise from the music will not be sufficiently controlled and it is likely to either wake me or disturb my evenings.

The application does not offer effective conditions to control the potential problems.

Jimbob has been extremely uncooperative and unresponsive to any complaints to the loud noise from music they have created. There are no control proposed on security, noise, or lighting, which may shine towards my property from their basement.

Events and noise at Jimbob already cause problems for me.

Anna Marmora ANNA MARMORA
Fellow of Corpus Christi College
Merton Street, Oxford

The Licensing Authority
Oxford City Council
27 NOV 2015



