

Agenda

Licensing & Gambling Acts Casework Sub-Committee

This licensing hearing will be held on:

Date: **Wednesday 20 November 2024**

Time: **6.00 pm**

Place: **Oxford Town Hall**

For further information please contact:

Committee & Member Services Team, Committee Services Officer

📞 01865 252946

✉️ democraticservices@oxford.gov.uk

Members of the public can attend to observe this meeting.

The Licensing Team sends details to interested parties who have made valid representations in writing on these applications. Only those interested parties may speak at the hearing.

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

Please contact the Committee Services Officer with any other queries.

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All public papers are available from the calendar link to this meeting once published

Committee Membership

Councillors: Membership 3: Quorum 3

Substitutes are permitted from other members of the Licensing and Gambling Acts Committee

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Agenda

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1 Election of Chair for the hearings To confirm the Chair of this Sub-Committee for the duration of this hearing.	
2 Procedure for the hearing The hearing procedures are attached.	5 - 10
3 Keston Events Limited – Application for a New Premises Licence – Christmas Market, Broad Street, Oxford The Sub-Committee is asked to determine Keston Event Limited’s application taking into account the details in the report and any representations made at this Sub-Committee meeting.	11 - 46

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.

*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.

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: 20th November 2024
Report of: Executive Director for Communities and People.
Title of Report: Keston Events Limited – Application for a New Premises Licence – Christmas Market, Broad Street, Oxford
Application Ref: 24/03904/PREM

Summary and recommendations	
Purpose of report:	To inform the determination of Keston Events Limited’s application for a new Premises Licence
Corporate Priority:	Strong, fair economy & thriving communities
Recommendation(s): The Licensing and Gambling Acts Sub-Committee resolves to:	
1. Determine Keston Events Limited’s application taking into account the details in this report and any representations made at this Sub-Committee meeting.	

Appendices	
Appendix 1	Application for a new Premises Licence and Plan
Appendix 2	Responses from Responsible Authorities
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 Keston Events Limited.

Application Summary

- An application for a new Premises Licence has been submitted by Keston Events Limited. A summary of the licensable activities applied for, and the time proposed for these activities can be found detailed below:

Supply of Alcohol (On and Off Sales), Recorded Music, Live Music:

Sunday to Saturday 10:00 hours until 22:00 hours

The Licence period applied for is the 3rd Weekend in November to the end of the 1st weekend in the following January, each year.

- The Applicant's description of the premises as detailed in the application form is:

"The Premises is located across both the east and west pedestrianised areas of Broad Street. See attached plan for indicative layout. The Site will contain multiple traders selling a range of gift items including package alcoholic products for off sales.

The main hub of the event will contain a bar and stage area. The dwell space surrounding the bar will contain seating and standing tables, some of which will be undercover to allow customers to consume purchased alcohol within the event footprint.

Licence Period required - 3rd Weekend in November to the End of the 1st weekend in January the following, each year."

- The application, plan, 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

- Responses were received from the Responsible Authorities as detailed in the table below.

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

Copies of these representations can be found at **Appendix Two**.

6. Valid representations have been received from an Interested Party as detailed in the table below.

Name	Address	Licensing Objective(s)
Mrs Jennifer Smith	Balliol College, Broad Street, Oxford	Public Nuisance, Public Safety

Copies of these representations can be found at **Appendix Three**.

7. Comments to the application were also received from the Bodleian Libraries, which can be found at **Appendix Three**. These were passed to applicant Keston Events Limited for their consideration.

Location

8. A map can be found at **Appendix Four** which shows 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	Section	Policy
Cumulative Impact	3.1.1 to 3.1.3	GN16 to GN18
Special Saturation Policy	3.2.1 to 3.2.8	GN19
Live Music, Dancing and Theatre	4.2.1 to 4.2.3	GN23
Public Nuisance	7.3.1 to 7.3.10	LA2 to LA5
Supply of Alcohol for consumption off the premises	7.5.20 to 7.5.21	PP11
Large Scale and Outdoor Events	7.5.25 to 7.5.27	PP14
Public Spaces and Council-Controlled premises	7.5.32 to 7.5.34	PP15
Public Nuisance Noise	8.1	OS12

10. 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/download/307/download-the-statement-of-licensing-policy>.

Home Office Statutory Guidance

11. 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 Paragraph
Public Safety	2.8 to 2.15
Public Nuisance	2.21 to 2.27
Large Scale Time-Limited Events Requiring Premises Licences	5.25 to 5.26

12. 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>.

Cumulative Impact

13. 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.
14. The Special Saturation Policies were introduced following evidence brought by Thames Valley Police on the grounds of the cumulative impact of premises licensed for the sale of alcohol on the licensing objectives of preventing crime and disorder and preventing public nuisance within the defined areas.
15. 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

16. 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.

17. 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.
18. 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.
19. 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.
20. 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.

21. 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.
22. 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.
23. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

Report author	Emma Thompson
Job title	Senior Licensing Compliance Officer
Service area or department	Communities and People
Telephone	01865 252565
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Please note in the table below the version number of your report that was finally cleared at each stage.

Report Stage	Version Number
First Draft: <i>Cleared by Manager</i>	11.11.2024
Second Draft: <i>Cleared by Legal</i>	12.11.2024

APPENDIX ONE

Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

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

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

I/We Keston Events Limited
(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 Broad Street Oxford			
Post town	Oxford	Postcode	Circa OX1 3

Telephone number at premises (if any)	n/a
Non-domestic rateable value of premises	£ n/a

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **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/limited liability partnership	x	please complete section (B)
ii	as a partnership (other than limited liability)		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 (by ticking yes to one box below):


- 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	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(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 Keston Events Limited

Address 9 Keston Showmans Park Layhams Road Keston, Kent United Kingdom BR2 6AR
Registered number (where applicable) 11971963
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 0207 0162070
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
18	11	2024

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

DD	MM	YYYY

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>The Premises is located across both the east and west pedestrianised areas of Broad Street. See attached plan for indicative layout.</p> <p>The Site will contain multiple traders selling a range of gift items including package alcoholic products for offsales.</p> <p>The main hub of the event will contain a bar and stage area. The dwell space surrounding the bar will contain seating and standing tables, some of which will be undercover to allow customers to consume purchased alcohol within the event footprint.</p> <p>Licence Period required - 3rd Weekend in November to the End of the 1st weekend in January the following, each year.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

n/a

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

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

Provision of regulated entertainment (please read guidance note 2)		Please tick all 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)	X
f)	recorded music (if ticking yes, fill in box F)	X
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)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon	-----	-----	Please give further details here (please read guidance note 4)		
Tue	-----	-----			
Wed	-----	-----	State any seasonal variations for performing plays (please read guidance note 5)		
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 6)		
Sat	-----	-----			
Sun	-----	-----			

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	-----	-----			
Tue	-----	-----			
Wed	-----	-----	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	<u>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</u> (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon	-----	-----	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue	-----	-----	
Wed	-----	-----	<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 6)
Thur	-----	-----	
Fri	-----	-----	
Sat	-----	-----	
Sun	-----	-----	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon	-----	-----	Please give further details here (please read guidance note 4)		
Tue	-----	-----			
Wed	-----	-----	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
					Both
Mon	10:00	22:00	Please give further details here (please read guidance note 4) Mixture of amplified and non-amplified music performed in a stage inside a tent to an outside audience		
Tue	10:00	22:00			
Wed	10:00	22:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	10:00	22:00			
Fri	10:00	22:00	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 6)		
Sat	10:00	22:00			
Sun	10:00	22:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take <u>place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finis h		Outdoors	X
				Both	
Mon	10:00	22:00	<u>Please give further details here</u> (please read guidance note 4) Ambient music played on integrated system throughout the event footprint		
Tue	10:00	22:00			
Wed	10:00	22:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	10:00	22:00			
Fri	10:00	22:00	<u>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</u> (please read guidance note 6)		
Sat	10:00	22:00			
Sun	10:00	22:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon	-----	-----	Please give further details here (please read guidance note 4)		
Tue	-----	-----			
Wed	-----	-----	State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Mon		Outdoors	
				Both	
Tue	Please give further details here (please read guidance note 4)		
Wed			
Thur	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri			
Sat	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
				Both	X
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	10:00	22:00			
Tue	10:00	22:00			
Wed	10:00	22:00			
Thur	10:00	22:00			
Fri	10:00	22:00			
Sat	10:00	22:00			
Sun	10:00	22:00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Jack Botting	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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 9).
 n/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	10:00	22:00	
	-----	-----	
Tue	10:00	22:00	
	-----	-----	
Wed	10:00	22:00	
	-----	-----	
Thur	10:00	22:00	
	-----	-----	
Fri	10:00	22:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
	-----	-----	
Sat	10:00	22:00	
	-----	-----	
Sun	10:00	22:00	
	-----	-----	

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 10)

Each years event is to be produced in consultation of local relevant authority as well as competent professionals to produce an event management plan according to which the event will be operated.

SIA door supervisors to be present at appropriate hours to reinforce staff in upholding the licensing objectives.

The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol will be given 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

Written Copies of this training will be given to Thames Valley Police for their records no later than 14 days before the event.

The event control shall maintain a Premises Register throughout the event. This Register shall be retained by the licence holder for a minimum period of 3 months after the event for subsequent referral by the authorities if requested.

The log shall detail:

- The name of the person responsible for the premises on each given day of the event.
- The name(s) of the person(s) authorising the sale of alcohol each day of the event.
- All complaints made to the premises of noise, nuisance or anti-social behaviour by persons attending, at 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 of alcohol 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)
- The name, SIA number, start and finish time of anyone employed in a security role for that day
- Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused)
- Any incident of crime, disorder or anti social behaviour, in or within the immediate vicinity of the premises (to include, date, time, details of any staff involved, the situation, action taken and the outcome)

- Any safeguarding/vulnerability occurrence in the event or within the immediate vicinity of the premises (to include, date, time, details of any staff involved, the situation, action taken and the outcome)
- Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.

The Premises Licence holder shall ensure that all staff employed in a security or stewarding role at the premises shall wear at all times whilst on duty both inside and outside of the premises' foot print high visibility florescent yellow jackets/ vests which clearly identify them as members of in that role.

The premises licence holder will, if invited, attend the Oxford Safety Advisory Group (SAG), and will implement and adhere to all recommendations made by that group.

The licence shall only permit licensable activities for the third weekend in November to the first weekend in January the following year (IE November, December, January only).

Following the first licence period of the 3rd week of November 2024 to 5th January 2025. The event organiser will submit an initial event management plan (EMP) no later the 3 months before the date of the event that year. A finalised EMP will be submitted to the SAG no later the 4 weeks before the event.

The shall include, but not be limited to, the following:

- Road Traffic Management Plan (RTMP)
- Conditions of Entry (inc searching of persons entering the site, and the process for found illegal or restricted items such as drugs or weapons and liaison with Thames Valley Police for the collection of such items)
- Crowd Dispersal at the end of the event
- Emergency and evacuation procedures
- Safeguarding Children & Vulnerable Adults & first aid
- Noise
- Queue Management
- Responsible Service of Alcohol

- Security Measures (inc the details of the security provider, the number of SIA security on site throughout the whole period of the event, their duties and deployments)
- Underage Sales & False Identification
- Zero Tolerance of Drugs(including the link to the Condition of Entry policy above the provision of drugs amnesty bins etc)

Where subsequent issues are brought to the premises licence holder's attention by one or more of the authorities within the SAG, the premises licence holder will make amendments as directed by that authority(s).

Staff will received training on those polices relevant to their duties prior to commencing work.

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

There shall be throughout the event a dedicated phone number as a means of communication for the authorities to contact the event management. The phone number shall be circulated to the Oxford SAG no late then one week before the event.

b) The prevention of crime and disorder

All security staff shall be clearly identifiable with high vis vests

A minimum of 2 SIA Door Supervisor shall be on duty in the areas that alcohol is sold at any time that the event is open to the public.

Night time security guards will be patrolling the event in hours not open to the public in order to secure the site from theft and vandalism.

No person shall be allowed to leave the premises whilst in possession of any drinking vessel. This shall be communicated by signage within the event footprint and enforced by SIA door supervisor.

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 for SIA licenced security. 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 as directed.

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

c) Public safety

Drinks shall be served in containers made from non-glassware drinking vessels (e.g. polycarbonate, plastic, cardboard, or other such material). Note: Weights and measures legislation requires the use of "stamped glasses" where "meter-measuring equipment" is not in use.

All bottled drinks shall be decanted into a vessel as described in the non-glassware drinking vessels (e.g. polycarbonate, plastic cardboard or other such material) condition before being given to the customer.

Night time security will prevent access of public to the site during non operational hours to avoid hazards posed by lower lighting levels and restocking activities.

The Premises Licence holder shall ensure that a multi use undercover 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.

The Premises Licence holder shall have a member of staff on duty each day when the licence is in operation that is trained to act as a duty safe guarding/welfare officer. This person shall be required if a vulnerable member of the public (i.e. through alcohol, drugs isolation, underage, disability, mental health etc.) comes to the attention of the venue to manage their wellbeing/first aid, ensure their safe return to their home etc. and liaise with the emergency services if required. This person shall have the appropriate DBS checks.

All SIA security and event management shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication.

d) The prevention of public nuisance

Music tone and levels to be set in consultation with neighbouring stakeholders. Please see the outline programme attached. The full schedule including artist names will be available on the website prior to the event.

Live music to finish 30 minutes before event closing time to allow a steady egress from the event site.

The premises shall be cleared of customers and closed within 30 minutes of conclusions of last licensed activity. Achieved by closing bars, stopping music and preventing further access to site (perimeter is fenced off assisted by shift overlap from night security) from new customers asking customers to move on in a quiet and considerate manner.

No person shall be allowed to leave the premises whilst in the possession of any drinking vessel.

e) The protection of children from harm

Lost Child Policy to be implemented and trained across all staff and market vendors

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 to purchase or consume alcohol within 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.

Live and recorded music shall be selected in line with what is appropriate for a family event.

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.	
●	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [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
--------------------	--

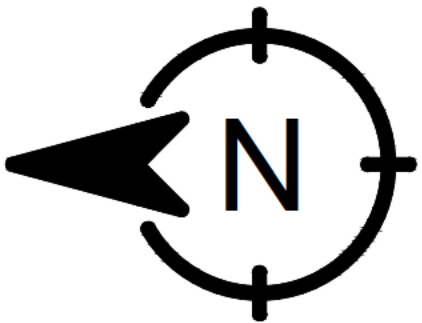
	<p>to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> The DPS named in this application form is entitled to work in the UK (and is not subject 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	10/10/2024
Capacity	Operations Manager - Keston Events

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Keston Events 9 Keston Showmans Park Layhams Road Keston, Kent BR2 6AR</p>			
Post town	Bromley	Postcode	BR26AR
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance



LEGEND	
STAGE	
BACK OF STAGE	
ARCH ENTRANCE	
FOOD BEVERAGE STALL	
CRAFT MARKET STALL	
FURNITURE	
FERRIS WHEEL	
CAROUSEL	

EVENT LAYOUT PLAN

APPENDIX TWO

From: [REDACTED]
To: [REDACTED]
Subject: 24/03904/PREM TVP Application Response - Premises Licence for Keston Events Limited - Broad Street, Oxford: NO OBJECTION
Date: 15 October 2024 18:47:30

On 15/10/2024, we received a Premises Licence application relating to Keston Events Limited - Broad Street, Oxford

=====
24/03904/PREM Christmas event. Conditions agreed with the applicant which are included in the application. On the basis these conditions are included in the grant, TVP have no objections to the licence being issued.
=====

Based on the supplied information, the Thames Valley Police response is: *** NO OBJECTION ***

This email contains information which is confidential and may also be privileged. It is for the exclusive use of the addressee(s) and any views or opinions expressed within are those of the originator and not necessarily those of the Force. If you are not the intended recipient(s) please note that any form of distribution, copying or use of this email or the information contained is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to informationsecurity@thamesvalley.police.uk and to the sender. Please then delete the email and destroy any copies of it. DO NOT use this email address for other enquiries as it will not be responded to, nor any action taken upon it. If you have a non-urgent enquiry, please call the Police non-emergency number 101. If it is an emergency, please call 999. Thank you.

--
This email was Malware checked by UTM 9. <http://www.sophos.com>

Date: 16 October 2024

Our ref: 10002414956

Jack Botts
Keston Events Limited
9 Keston Showmans Park
Layhams Road
Keston, Kent
BR2 6AR

**Oxfordshire County Council
Fire and Rescue Service
Headquarters**

Sterling Road
Kidlington
Oxfordshire OX5 2DU

**Rob MacDougall
Chief Fire Officer and Director
of Community Safety**

Emailed to: jack@kestonevents.co.uk

Cc Oxford City Council
Licensing Committee

Dear Mr. Botts,

Re: Licensing Act 2003

No adverse comments from Fire Authority

Premises: Street Record, Broad Street, Oxford, Oxfordshire, OX1 3AE

Based upon the information you have provided regarding your application for a premises licence for the above-named premises, and on the understanding that a full risk assessment (see paragraph below) will be /has been undertaken and any necessary actions carried out to resolve any identified shortcomings, it is confirmed that the Oxfordshire Fire and Rescue Service have no adverse comments to make.

In the meantime, you are reminded that it is your responsibility to ensure an adequate degree of fire safety in your premises to ensure appropriate and reasonable levels of public safety.

Your attention is drawn to the legal requirement contained in the Regulatory Reform (Fire Safety) Order 2005 (see note overleaf) for the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed.

Should you require any further information or assistance, please do not hesitate to contact me, via the telephone number or e-mail address below.

Yours sincerely,



Amy Palmer
Fire Safety Advisor

Mobile: 

Email: [REDACTED]
[REDACTED]

For further information on Business Fire Safety, please go to;
[Fire safety advice for businesses | Oxfordshire County Council](#)

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

The RRFSO places the responsibility for ensuring the safety of people using the premises firmly upon the employer or the person having control of the premises; the “responsible person”. The main duty of the “Responsible Person” is to carry out a risk assessment, and to assist them a series of guides have been produced. These give detailed information on risk assessments and other issues and can be downloaded free of charge via <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

You are most strongly advised to obtain the guide for your particular type of premises and to use its guidance to complete your risk assessment.

The RRFSO applies in England and Wales. It covers 'general fire precautions' and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The FSO requires fire precautions to be put in place "where necessary" and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the RRFSO rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises, the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises all must take every reasonable step to work with each other.

If you are the responsible person you have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises.

Your fire risk assessment will help you to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that you need to take to protect people against the fire risks that remain.

Further guidance concerning licensed premises may be found in the “Guidance issued under section 182 of the Licensing Act 2003”

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Comments for Licensing Application 24/03904/PREM

Application Summary

Application Number: 24/03904/PREM

Address: Street Record Broad Street Oxford Oxfordshire

Proposal: Premises Licence

Case Officer: Richard Masters

Customer Details

Name: Mrs Jennifer Smith

Address: Broad Street Balliol College Oxford

Comment Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Comment Reasons:

- Amenities or Facilities required
- Public Nuisance
- Public Safety

Comment:06/11/2024 9:04 PM Balliol College has concerns regarding the proposed Christmas Market on Broad St.

Public Safety: One of the main entrances to the Market is directly outside the primary entrance into Balliol College and Lodge. This raises significant accessibility, security, and health & safety concerns to everyone living and working at Balliol and represents a crowd management issue for Market.

Amenities: The two-storey bar is located very close to Balliol College. We have concerns about privacy issues and public nuisance for student residential rooms facing Broad Street.

Public Nuisance/Noise: The College includes 216 bedrooms on Broad Street; approximately 50 bedrooms and 15 offices have windows that directly face Broad Street. We are greatly concerned about noise pollution. The proposal includes amplified music starting at 10am to 10pm every day. This is excessive and is not appropriate outside a residential property and office work space. We seek quiet days/periods of the day. The location of the stage makes this an even bigger concern, impacting study, working, teaching, and living in the College. We also respectfully ask that the contractors building and taking down the Market do not start work before 8am due to residential nature of street.

Public Nuisance: The close proximity of the Bar to the College, paired with opening hours of 10am to 10pm, poses a security risk and greater risk of public nuisance. There is currently no published

projected footfall for the Market to help us better understand this level of risk.

The length of the event, 55 days from 20th November to 10th Jan, compounds the above concerns as the event is far lengthier than previous events.

We are also concerned about the lack of information about how the Market will manage normal traffic & footfall on Broad Street. There are already significant h&s issues on Broad Street with delivery bikes, cyclists, and pedestrians jointly using the undefined space.

Laura How, FCMA
Chief Operating Officer

Bodleian Libraries, Broad Street, Oxford OX1 3BG

TEL: [REDACTED]

EMAIL: [REDACTED]



Points to be considered with regard to the Premises Licence application **24/03904/PREM**, on behalf of the Bodleian Libraries:

1. The Bodleian Libraries (consisting of 26 Libraries) have a number of Libraries in close proximity to Broad Street where our Readers (students, researchers, staff) study and we would like to ensure as much as is possible that the noise levels from the market will be kept within appropriate parameters for that purpose. Our reading rooms are open all year round, aside from some closure days over the Christmas period. The opening hours of our Libraries that will be particularly affected are listed on these web pages:
 - [Bodleian Old Library | Bodleian Libraries \(ox.ac.uk\)](#)
 - [Radcliffe Camera | Bodleian Libraries \(ox.ac.uk\)](#)
 - [Weston Library | Bodleian Libraries \(ox.ac.uk\)](#)
2. A large number of Bodleian staff members, including the Executive team and part of the Senior Management team, have offices in the Clarendon Building, Weston Library and the Old Bodleian building, and high noise levels could impact their work.
3. The Weston Library has an exit from its parking spaces (used by guests, maintenance, service providers etc) on to Broad Street and this exit is also used by Blackwell's. Visibility onto Broad Street has not been ideal since the beginning of the Broad Street Scheme and it's important that the line of visibility is not further impaired. Remembering that it will be dark for some of the time and that there's a cycle way running down Broad Street, the height of the stalls and rides is of a concern particularly, for that sight line. There is significant traffic flow coming from the Weston Library Broad Street exit at all times when the Library is open.
4. We have a number of key events in some of our buildings over the proposed period of the Christmas Market;
 - High-profile university Event in the Sheldonian and then drinks in the Divinity School
 - High profile internal events in the Weston Library Lecture Theatre & Blackwell Hall (part of the Weston Library)
 - Weddings in the Old Bodleian

The details of these events have been entered onto the Google Document circulated by the Events organisers.

5. Last year I understand that there was considerable noise disruption coming from a microphone and loud hailer which managed to travel far beyond the market, and was hard to distinguish the spoken word from within the market because of the volume and low-quality AV. Whilst music is a concern, we have a tolerance for it at a certain level (and there is legislation around noise levels over time); however, the loud hailer and microphone felt like it brought little benefit to the market (it was being done to try add atmosphere and excitement), whilst resulting in intrusive levels of sound that were not easy to work through for our staff and Readers.
6. In previous years event organisers have promoted the nearby public toilets, Magdalen Street East and Market Street by the covered market. It would be helpful if this was done again.
7. The Vice-Chancellor of the University and her team have offices in the Clarendon Building on Broad Street.
8. The Sheldonian Theatre should be contacted for feedback.

APPENDIX FOUR

