

# Agenda

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## Licensing & Gambling Acts Casework Sub-Committee

This licensing hearing will be held on:

Date: **Monday 20 April 2026**

Time: **6.00 pm**

Place: **Council Chamber - Oxford Town Hall**

**For further information** please contact:

Hannah Carmody-Brown, Committee & Member Services Officer,  
Committee Services Officer

☎ 01865 252946

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

Councillor Mark Lygo

Councillor Simon Ottino

Councillor Ian Yeatman



# Agenda

|  | <b>Pages</b> |
|--|--------------|
| <b>1 Election of Chair for the hearings</b>  |              |
| To confirm the Chair of this Sub-Committee for the duration of this hearing.   |              |
| <b>2 Apologies for absence</b>   |              |
| <b>3 Declarations of Interest</b>  |              |
| <b>4 Procedure for the hearing</b>   | 7 - 12       |
| The hearing procedures are attached.   |              |
| <b>5 Application for a variation to a Premises Licence – The Library, 182 Cowley Road, Oxford, OX4 1UE</b>   | 13 - 58      |
| The Sub-Committee is asked to determine The Library’s application, taking into account the details in the report and any representations made at this Sub-Committee meeting. |              |
| <b>6 Dates of Future Meetings</b>  |              |
| The next meeting will be held on Monday 8 June 2026.   |              |

## **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 Casework Sub-Committee

**Date:** 20<sup>th</sup> April 2026

**Report of:** Deputy Chief Executive for City and Citizens' Services

**Title of Report:** Hentom Pubs Ltd – Application for a variation to a Premises Licence – The Library, 182 Cowley Road, Oxford, OX4 1UE

| <b>Summary and recommendations</b> |  |
|------------------------------------|--|
| <b>Decision being taken:</b>       | To inform the determination of Hentom Pubs Ltd application for a variation to a Premises Licence |
| <b>Key decision:</b>               | No   |
| <b>Corporate Priority:</b>         | Strong, fair economy and thriving communities  |
| <b>Policy Framework:</b>           | Statement of Licensing Policy – Licensing Act 2003   |

|   |
|---|
| <b>Recommendation(s):</b> That Sub-Committee resolves to:   |
| 1. <b>Determine</b> Hentom Pubs Ltd application taking into account the details in this report and any representations made at this Sub-Committee meeting.; |

| <b>Appendix No.</b> | <b>Appendix Title</b>                               | <b>Exempt from Publication</b> |
|---------------------|---|--------------------------------|
| <b>Appendix 1</b>   | Application for a variation to a Premises Licence   | No                             |
| <b>Appendix 2</b>   | Current Premises Licence for The Library            | No                             |
| <b>Appendix 3</b>   | Responsible Authorities comments to the application | No                             |
| <b>Appendix 4</b>   | Interested Parties (Other Persons) Representations  | No                             |
| <b>Appendix 5</b>   | Location Map  | No                             |

## **Introduction and background**

1. This report is made to the Licensing and Gambling Acts Casework Sub-Committee so it may determine, in accordance with its powers and the Licensing Act 2003, whether to grant the variation of a premises licence to Hentom Pubs Ltd.
2. An application for a variation of a Premises Licence has been submitted by Hentom Pubs Ltd. The licensable activities applied to be varied, and the times proposed for these activities can be found detailed below:

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

Sunday to Monday 11.00 hours to 00.00 hours *(no increase of hours)*

Tuesday to Thursday 11.00 hours to 01.00 hours *(an increase of 1 hour)*

Friday to Saturday 11.00 hours to 02.00 hours *(an increase of 2 hours)*

*(Off-sales of alcohol will cease at 23:00 hours daily)*

### **Provision of Recorded Music: (Indoors and Outdoors)**

Sunday to Monday 11.00 hours to 00.00 hours *(no increase of hours)*

Tuesday to Thursday 11.00 hours to 01.00 hours *(an increase of 1 hour)*

Friday to Saturday 11.00 hours to 02.00 hours *(an increase of 2 hours)*

*(Outdoor recorded music will be background-level only, will be limited in volume, and will cease at 23:00 hours on all days)*

### **Late Night Refreshment: (Indoors Only)**

Sunday to Monday 23.00 hours to 00.00 hours *(no increase of hours)*

Tuesday to Thursday 23.00 hours to 01.00 hours *(an increase of 1 hour)*

Friday to Saturday 23.00 hours to 02.00 hours *(an increase of 2 hours)*

*(Customers may consume food within the premises or in the external garden area)*

### **Opening hours:**

Sunday to Monday 11.00 hours to 00.00 hours

Tuesday to Thursday 11.00 hours to 01.00 hours

Friday to Saturday 11.00 hours to 02.00 hours

*(The premises will close no later than 30 minutes after the conclusion of the final licensable activity as existing)*

### **Non-standard Timings:**

Christmas Eve until 01:00 hours the following day.

New Year Eve until 03:00 hours the following day.

May Morning until 02:00 hours. *(no increase in hours for non-standard timings)*

3. 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**. If the variation is granted as applied for, these measures will become enforceable conditions attached to the Premises Licence.
4. In order to assist all parties to this Hearing, the existing Premises Licence for The Library, reference 18/01664/MVPREM can be found at **Appendix Two**.

### Relevant Representations

5. Two (2) Responsible Authorities responded to the variation application during the consultation period, providing the below responses, however, no valid representations (objections) were received. A copy of the responses can be found at **Appendix Three**.

| Responsible Authority   | Response            | Licensing Objective(s) |
|-------------------------|---------------------|------------------------|
| Licensing Authority     | No representation   |                        |
| Thames Valley Police    | No objections       |                        |
| Fire and Rescue Service | No adverse comments |                        |
| Health and Safety       | No representation   |                        |
| Environmental Health    | No representation   |                        |
| Planning                | No representation   |                        |
| Child Safety            | No representation   |                        |
| NHS - Public Health     | No representation   |                        |
| Trading Standards       | No representation   |                        |
| Home Office             | No representation   |                        |

6. Valid representation has been received from 1 Interested Party (Other Persons) as detailed in the table below:

| Name      | Address                 | Licensing Objective(s)                 |
|-----------|-------------------------|--|
| Mr T Hill | Bullington Road, Oxford | Crime and Disorder,<br>Public Nuisance |

A copy of the representation can be found at **Appendix Four**.

## Location

7. A map can be found at **Appendix Five**, which shows the general location of the applicant's premises.

## Other implications

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

| <b>Relevant Policy Matters</b>                        | <b>Section</b>   | <b>Policy</b> |
|---|------------------|---------------|
| Licensing Hours                                       | 5.1.1            | LH1 to LH3    |
| Dispersal Procedures                                  | 5.3.1 to 5.3.3   | LH6           |
| General Prevention of Public Nuisance                 | 7.3.1 to 7.3.9   | LA2 to LA3    |
| Addressing Local Concerns                             | 7.3.10           | LA4           |
| Pubs, Restaurants, Hotels, Guest Houses               | 7.5.1 to 7.5.2   | PP1           |
| Late Night Refreshment                                | 7.5.16 to 7.5.19 | PP9           |
| Supply of alcohol for consumption of the premises     | 7.5.20 to 7.5.21 | PP11          |
| Safety  | 8.2.1 to 8.2.4   | OS3           |
| CCTV  | 8.3.1            | OS7           |
| Door Supervisors                                      | 8.5.1 to 8.5.3   | OS9           |
| Pub-watch and Late Night Business Partnership Schemes | 8.6.1 to 8.6.3   | OS10          |
| Public Nuisance Noise                                 | 8.7              | OS12          |

9. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at:

<https://www.oxford.gov.uk/downloads/download/307/download-the-statement-oflicensing-policy>.

## Home Office Statutory Guidance

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

| Relevant Sections                       | Relevant Paragraph |
|---|--------------------|
| Licence conditions – general principles | 1.16               |
| Each application on its own merits      | 1.17 to 1.18       |
| Crime & Disorder                        | 2.1 to 2.7         |
| Public Safety                           | 2.8 to 2.15        |
| Public Nuisance                         | 2.21 to 2.27       |
| Late Night Refreshment                  | 3.12 to 3.20       |

11. A copy of the Home Office Statutory Guidance can be found online:

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

### Other Relevant Considerations

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

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

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

### Legal issues

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

|                            |  |
|----------------------------|--|
| <b>Report author</b>       | Emma Thompson  |
| Job title                  | Senior Licensing Compliance Officer                                  |
| Service area or department | General Licensing  |
| Telephone                  | 01865 252565   |
| e-mail                     | <a href="mailto:licensing@oxford.gov.uk">licensing@oxford.gov.uk</a> |

|                           |  |
|---------------------------|--|
| <b>Background Papers:</b> |  |
| 1                         | Oxford City Council's Statement of Licensing Policy:<br><a href="#">Download the Statement of Licensing Policy   Oxford City Council</a>                         |
| 2                         | Home Office Revised Guidance under Section 182 of the Licensing Act 2003:<br><a href="#">Revised Guidance issued under section 182 of the Licensing Act 2003</a> |

# APPENDIX ONE

## Application to vary a premises licence 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 Hentom Pubs Ltd

*(Insert name(s) of applicant)*

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

**Premises licence number**

18/01664/MVPREM

#### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description  
The Library Pub  
182 Cowley Road

|           |        |          |         |
|-----------|--------|----------|---------|
| Post town | Oxford | Postcode | OX4 1UE |
|-----------|--------|----------|---------|

Telephone number at premises (if any)

Non-domestic rateable value of premises

#### Part 2 – Applicant details

Daytime contact  
telephone number

E-mail address (optional)

Current postal address if  
different from premises  
address

|           |  |          |  |
|-----------|--|----------|--|
| Post town |  | Postcode |  |
|-----------|--|----------|--|

**Part 3 - Variation**

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?  Yes  No

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

If not, from what date do you want the variation to take effect? DD MM YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)  Yes  No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

The application seeks a variation to extend the permitted hours for licensable activities on selected days, including on-sales and off-sales of alcohol, to support the continued financial viability of the business. The variation also seeks permission for recorded music to take place outdoors until 23:00 hours only. Outdoor recorded music will be background level and subject to existing noise control measures. All existing licence conditions and non-standard timings shall remain unchanged.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

#### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment (Please see guidance note 3) 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)
- 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<br>Standard days and<br>timings (please read<br>guidance note 8) |       |        | <u>Will the performance of a play take place indoors<br/>or outdoors or both – please tick</u> (please read<br>guidance note 4) | 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 5)   |          |                          |  |  |  |
| Mon  |       |        |   |          |                          |  |  |  |
|  |       |        |   |          |                          |  |  |  |
| Tue  |       |        |   |          |                          |  |  |  |
|  |       |        |   |          |                          |  |  |  |
| Wed  |       |        |   |          |                          | <u>State any seasonal variations for performing plays</u> (please read<br>guidance note 6)   |  |  |
|  |       |        |   |          |                          |  |  |  |
| Thur   |       |        |   |          |                          |  |  |  |
|  |       |        |   |          |                          |  |  |  |
| Fri  |       |        |   |          |                          | <u>Non standard timings. Where you intend to use the premises for the<br/>performance of plays at different times to those listed in the column<br/>on the left, please list</u> (please read guidance note 7) |  |  |
|  |       |        |   |          |                          |  |  |  |
| Sat  |       |        |   |          |                          |  |  |  |
|  |       |        |   |          |                          |  |  |  |
| Sun  |       |        |   |          |                          |  |  |  |
|  |       |        |   |          |                          |  |  |  |

B

|  |        |  |   |          |                          |
|--|--------|--|---|----------|--------------------------|
| Films<br>Standard days and<br>timings (please read<br>guidance note 8) |        |  | <u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 4)  | Indoors  | <input type="checkbox"/> |
| Day  |        |  |   | Outdoors | <input type="checkbox"/> |
| Start  | Finish |  |   | Both     | <input type="checkbox"/> |
| Mon  |        |  | <u>Please give further details here</u> (please read guidance note 5)   |          |                          |
|  |        |  |   |          |                          |
| Tue  |        |  | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)  |          |                          |
|  |        |  |   |          |                          |
| Wed  |        |  | <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 7) |          |                          |
|  |        |  |   |          |                          |
| Thur   |        |  |   |          |                          |
|  |        |  |   |          |                          |
| Fri  |        |  |   |          |                          |
|  |        |  |   |          |                          |
| Sat  |        |  |   |          |                          |
|  |        |  |   |          |                          |
| Sun  |        |  |   |          |                          |
|  |        |  |   |          |                          |

C

|   |       |        |  |
|---|-------|--------|--|
| Indoor sporting events<br>Standard days and<br>timings (please read<br>guidance note 8) |       |        | <u>Please give further details</u> (please read guidance note 5)   |
| Day   | Start | Finish |  |
| Mon   |       |        |  |
|   |       |        |  |
| Tue   |       |        | <u>State any seasonal variations for indoor sporting events</u> (please read<br>guidance note 6)   |
|   |       |        |  |
| Wed   |       |        |  |
|   |       |        |  |
| Thur  |       |        | <u>Non standard timings. Where you intend to use the premises for<br/>indoor sporting events at different times to those listed in the column<br/>on the left, please list</u> (please read guidance note 7) |
|   |       |        |  |
| Fri   |       |        |  |
|   |       |        |  |
| Sat   |       |        |  |
|   |       |        |  |
| Sun   |       |        |  |
|   |       |        |  |

D

|   |       |        |   |          |                          |
|---|-------|--------|---|----------|--------------------------|
| Boxing or wrestling entertainments<br>Standard days and timings (please read guidance note 8) |       |        | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u><br>(please read guidance note 4)   | 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 5)   |          |                          |
| Mon   |       |        |   |          |                          |
|   |       |        | <u>State any seasonal variations for boxing or wrestling entertainment</u><br>(please read guidance note 6)   |          |                          |
| Tue   |       |        |   |          |                          |
|   |       |        | <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 7) |          |                          |
| Wed   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Thur  |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Fri   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Sat   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Sun   |       |        |   |          |                          |

E

|   |       |        |   |          |                          |   |  |  |
|---|-------|--------|---|----------|--------------------------|---|--|--|
| Live music<br>Standard days and<br>timings (please read<br>guidance note 8) |       |        | <u>Will the performance of live music take place<br/>indoors or outdoors or both – please tick</u> (please<br>read guidance note 4)   | 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 5)   |          |                          |   |  |  |
| Mon   |       |        |   |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |
| Tue   |       |        |   |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |
| Wed   |       |        |   |          |                          | <u>State any seasonal variations for the performance of live music</u> (please<br>read guidance note 6) |  |  |
|   |       |        |   |          |                          |   |  |  |
| Thur  |       |        |   |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |
| Fri   |       |        | <u>Non standard timings. Where you intend to use the premises for the<br/>performance of live music at different times to those listed in the<br/>column on the left, please list</u> (please read guidance note 7) |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |
| Sat   |       |        |   |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |
| Sun   |       |        |   |          |                          |   |  |  |
|   |       |        |   |          |                          |   |  |  |

F

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|---|-------|--------|--|----------|-------------------------------------|
| Recorded music<br>Standard days and<br>timings (please read<br>guidance note 8) |       |        | <u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)   | Indoors  | <input type="checkbox"/>            |
|   |       |        |  | Outdoors | <input type="checkbox"/>            |
|   |       |        |  | Both     | <input checked="" type="checkbox"/> |
| Day   | Start | Finish | <p><u>Please give further details here</u> (please read guidance note 5)<br/>Recorded music will be provided both indoors and outdoors. Indoor recorded music may be amplified and will take place in accordance with the permitted hours. Outdoor recorded music will be background-level only, will be limited in volume, and will cease at 23:00 hours on all days. All recorded music will be subject to the premises' existing noise control measures and licence conditions.</p> <p><u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)<br/>Christmas Eve until 01:00 hours the following day.<br/>New Year's Eve until 03:00 hours the following day.<br/>May Morning until 02:00 hours.</p> <p><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 7)</p> <p>Christmas Eve until 01:00 hours the following day.<br/>New Year's Eve until 03:00 hours the following day.<br/>May Morning until 02:00 hours.</p> |          |                                     |
| Mon   | 11:00 | 00:00  |  |          |                                     |
| Tue   | 11:00 | 01:00  |  |          |                                     |
| Wed   | 11:00 | 01:00  |  |          |                                     |
| Thur  | 11:00 | 01:00  |  |          |                                     |
| Fri   | 11:00 | 02:00  |  |          |                                     |
| Sat   | 11:00 | 02:00  |  |          |                                     |
| Sun   | 11:00 | 00:00  |  |          |                                     |
|   |       |        |  |          |                                     |

G

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|---|-------|--------|---|----------|--------------------------|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 8) |       |        | <b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 4)   | Indoors  | <input type="checkbox"/> |
|   |       |        |   | Outdoors | <input type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/> |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 5)  |          |                          |
| Mon   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Tue   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Wed   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Thur  |       |        |   |          |                          |
|   |       |        | <b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 6)  |          |                          |
| Fri   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Sat   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Sun   |       |        |   |          |                          |
|   |       |        |   |          |                          |
|   |       |        | <b><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></b> (please read guidance note 7) |          |                          |
|   |       |        |   |          |                          |
|   |       |        |   |          |                          |
|   |       |        |   |          |                          |
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H

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|--|-------|--------|--|----------|--------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 8) |       |        | Please give a description of the type of entertainment you will be providing   |          |                          |
| Day  | Start | Finish | <b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)   | Indoors  | <input type="checkbox"/> |
| Mon  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Tue  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 5)   |          |                          |
| Wed  |       |        |  |          |                          |
| Thur   |       |        | <b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)  |          |                          |
| Fri  |       |        |  |          |                          |
| Sat  |       |        | <b><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></b> (please read guidance note 7) |          |                          |
| Sun  |       |        |  |          |                          |

I

| Late night refreshment<br>Standard days and<br>timings (please read<br>guidance note 8) |       |        | <b><u>Will the provision of late night refreshment<br/>take place indoors or outdoors or both –<br/>please tick</u></b> (please read guidance note 4)   | Indoors  | <input checked="" type="checkbox"/> |
|---|-------|--------|---|----------|-------------------------------------|
| Day   | Start | Finish |   | Outdoors | <input type="checkbox"/>            |
|   |       |        |   | Both     | <input type="checkbox"/>            |
| Mon   | 11:00 | 00:00  | <b><u>Please give further details here</u></b> (please read guidance note 5)<br>Late night refreshment will be prepared and served indoors. Customers may consume food within the premises or in the external garden area.  |          |                                     |
|   |       |        |   |          |                                     |
| Tue   | 11:00 | 01:00  |   |          |                                     |
|   |       |        |   |          |                                     |
| Wed   | 11:00 | 01:00  | <b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 6)<br>Christmas Eve until 01:00 hours the following day.<br>New Year's Eve until 03:00 hours the following day.<br>May Morning until 02:00 hours.  |          |                                     |
|   |       |        |   |          |                                     |
| Thur  | 11:00 | 01:00  |   |          |                                     |
|   |       |        |   |          |                                     |
| Fri   | 11:00 | 02:00  | <b><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></b> (please read guidance note 7)<br>Christmas Eve until 01:00 hours the following day.<br>New Year's Eve until 03:00 hours the following day.<br>May Morning until 02:00 hours |          |                                     |
|   |       |        |   |          |                                     |
| Sat   | 11:00 | 02:00  |   |          |                                     |
|   |       |        |   |          |                                     |
| Sun   | 11:00 | 00:00  |   |          |                                     |
|   |       |        |   |          |                                     |

J

| Supply of alcohol<br>Standard days and<br>timings (please read<br>guidance note 8) |       |        | Will the supply of alcohol be for consumption<br>– please tick (please read guidance note 9)   | On the<br>premises  | <input type="checkbox"/>            |
|--|-------|--------|--|---|-------------------------------------|
|  |       |        |  | Off the<br>premises   | <input type="checkbox"/>            |
| Day  | Start | Finish |  | Both  | <input checked="" type="checkbox"/> |
| Mon  | 11:00 | 00:00  | <b>State any seasonal variations for the supply of alcohol</b> (please read<br>guidance note 6)<br><br>Christmas Eve until 01:00 hours the following day.<br>New Year’s Eve until 03:00 hours the following day.<br>May Morning until 02:00 hours. |   |                                     |
| Tue  | 11:00 | 01:00  |  |   |                                     |
| Wed  | 11:00 | 01:00  |  |   |                                     |
| Thur   | 11:00 | 01:00  |  | <b>Non-standard timings. Where you intend to use the premises for<br/>the supply of alcohol at different times to those listed in the<br/>column on the left, please list</b> (please read guidance note 7) |                                     |
| Fri  | 11:00 | 02:00  |  | Christmas Eve until 01:00 hours the following day.<br>New Year’s Eve until 03:00 hours the following day.<br>May Morning until 02:00 hours.   |                                     |
| Sat  | 11:00 | 02:00  |  | Alcohol will be sold for consumption on the premises. Off-sales of<br>alcohol will cease at 23:00 hours daily   |                                     |
| Sun  | 11:00 | 00:00  |  |   |                                     |

K

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|--|
| <p><b>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 10).</b></p> <p>None</p> |
|--|

L

|   |       |        |  |
|---|-------|--------|--|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 8) |       |        | <u>State any seasonal variations</u> (please read guidance note 6)   |
| Day   | Start | Finish |  |
| Mon   | 11:00 | 00:00  |  |
| Tue   | 11:00 | 01:00  | <b><u>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</u></b> (please read guidance note 7)<br><br>The premises will close no later than 30 minutes after the conclusion of the final licensable activity, in accordance with the existing condition on the premises licence. |
| Wed   | 11:00 | 01:00  |  |
| Thur  | 11:00 | 01:00  |  |
| Fri   | 11:00 | 02:00  |  |
| Sat   | 11:00 | 02:00  |  |
| Sun   | 11:00 | 00:00  |  |

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

None

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

All existing licence conditions, CCTV provision, staff training, Pubwatch membership and incident management procedures will remain in force.

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

No increase in capacity is sought. Existing safety measures, staffing levels and statutory requirements will continue to be met. The premises has operated responsibly under its existing licence for a number of years without enforcement action or review, and these arrangements will continue following the grant of the variation.

**c) Public safety**

Continued from previous page... The premises will continue to operate in accordance with all existing fire safety, health and safety and licensing requirements. Staffing levels will be appropriate to the level of trade, free potable water will be provided on request, and all existing safety measures and procedures will remain in force.

**d) The prevention of public nuisance**

Existing noise control measures, noise limits, noise-limiting equipment, closed-door requirements and dispersal policy will remain unchanged. Off-sales will cease at 23:00 hours daily to minimise the risk of nuisance.

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

All existing age-verification and Challenge 25 policies will remain in force. Existing restrictions on under-18s remain unchanged

Checklist:

Please tick to indicate agreement




- I have made or enclosed payment of the fee; or
  
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

**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.**

**Part 5 – Signatures (please read guidance note 12)**

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

|           |   |
|-----------|---|
| Signature |  |
| Date      | 20/02/26  |
| Capacity  | Director  |

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 14). If signing on behalf of the applicant, please state in what capacity.**

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

**Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)**

|                           |  |           |  |
|---------------------------|--|-----------|--|
|                           |  |           |  |
| Post town                 |  | Post code |  |
| Telephone number (if any) |  |           |  |

**If you would prefer us to correspond with you by e-mail, your e-mail address (optional)**

### Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

- Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  5. For example state 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.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  8. 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.
  9. 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'.
  10. 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.
  11. Please list here steps you will take to promote all four licensing objectives together.

12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.



In order to ensure our license is compliant with current practice we wish to make the following amendments to **Annex 2 – Conditions consistent with the Operating Schedule**

8. The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.

9. The Licence Holder or Designated Premises Supervisor shall become a member of the Pubwatch scheme and a representative shall attend Pubwatch meetings.

10. 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.

11. 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 18 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.

12. A CCTV system shall be installed or the existing system maintained. The system will incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard.'

13. The Licence Holder shall implement a written Drugs Policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The Drugs Policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises, which will be delivered to all staff. This Policy shall be approved in writing by Thames Valley Police.

And insert the following :

|   |   |
|---|---|
| 1 | <p>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.</p> <p>Such training shall consist of providing staff with an understanding of:</p> <ul style="list-style-type: none"><li>· The need to ensure the responsible sale and supply of alcohol</li><li>· The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage</li><li>· 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</li></ul> <p>Where subsequent issues related to the training is brought to the premises licence holder's attention by either the Licensing Authority and/or responsible authorities named in the Licensing Act, the premises licence holder will make amendments as directed by that authority</p> <p>Records of the training programme shall be maintained and made available to Thames Valley Police or the Licensing Authority upon request.</p> <p>The Premises Licence holder shall provide a "refresher" training session to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every 12 months.</p> |
|---|---|

|   |  |
|---|--|
| 2 | <p>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:</p> <ul style="list-style-type: none"> <li>· The name of the person responsible for the premises on each given day.</li> <li>· The name of the person authorising the sale of alcohol each day.</li> <li>· 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.</li> <li>· 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)</li> <li>· Any incident of crime, disorder, or antisocial behaviour in or within the immediate vicinity of the premises (whether it required the police or not) (to include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved)</li> <li>· Any safeguarding/vulnerability occurrence in or within the immediate vicinity of the premises (to include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved)</li> <li>· Any items seized by security staff employed at the premises.</li> <li>· The name, SIA number, start and finish time of anyone employed in a security role for that day</li> <li>· 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)</li> <li>· 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.</li> <li>· Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.</li> </ul> <p>The Designated Premises Supervisor, or in their absence duly appointed member of staff, shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer of the Licensing Authority or Thames Valley Police throughout the trading hours of the premises.</p> |
|---|--|

|   |  |
|---|--|
| 3 | <p>The premises shall implement written policies. Such documents shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"><li>● CCTV</li><li>● Safeguarding &amp; Vulnerable Person</li><li>● Noise</li><li>● Crowd/Customer Management of the Immediate External Vicinity</li><li>● Responsible Service of Alcohol</li><li>● Responsible Off Sales</li><li>● Security Measures</li><li>● Crime Reduction (i.e Theft, violence against women and girls, etc)</li><li>● Underage Sales &amp; False Identification</li><li>● Zero Tolerance Drugs</li></ul> <p>From these written policies and operating procedures, the premises licence holder shall implement written staff training ensuring that all staff employed at the premises (including third party agents such as SIA door supervisors) receive full training on those policies that are relevant to their specific role. Staff shall sign and date training records to confirm they have had, fully understand the training, and that they shall carry out their duties in accordance with them. These training records shall be retained and made available to the Licensing Authority and/or responsible authority named under the licensing act upon request.</p> <p>Where subsequent issues or concerns related to one or more of the policy(s) are brought to the premises licence holder's attention by the licensing authority and/or one of the responsible authorities named under the licensing act , the premises licence holder shall make and implement amendments to address those concerns.</p> <p>Hard copies of the most up to date policy/procedures will be kept on the premises. They shall be readily accessible to staff for their own reference whilst working, and shall be made available to any of the authorities upon request to check for compliance.</p> |
|---|--|

|   |  |
|---|--|
| 4 | <p>A CCTV system shall be installed and maintained. The CCTV system shall incorporate the following basic requirements:</p> <ul style="list-style-type: none"> <li>· Be switched on and fully operational when the licensable activities are being carried out.</li> <li>· Record for a minimum rolling period of 31 days</li> <li>· The system shall accurately date stamp footage with the date and time.</li> <li>· Have a camera covering any entrance which will provide a facial shot of identification quality.</li> <li>· Have cameras covering any pertinent public areas (internally and externally) and alterations shall be made to address any subsequent concerns made by the police regarding coverage. Quality of which shall be of identification standard.</li> <li>· Have procedures and training in place so during the hours the licence is in operation, a staff member can show officers footage if requested.</li> <li>· Have a means of copying any footage to another medium as evidence if requested by the Police no later than 24 hours after that request.</li> <li>· A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system shall comply with other essential legislation, and all signs as required will be clearly displayed</li> </ul> |
| 5 | <p>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.</p>  |
| 6 | <p>Subject to the agreement of the relevant committee the Premises Licence holder shall participate in the designated local Pubwatch /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</p>   |
| 7 | <p>Subject to the agreement of the relevant service provider/ radio link committee. The Premises Licence holder shall operate the "Radio-Link" system of communication during the hours the premises is open to the public, and shall ensure that it is maintained and monitored.</p>  |

|    |   |
|----|---|
| 8  | <p>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 on the premises. Such credible evidence, which shall include a photograph of the customer, shall include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.</p>  |
| 9  | <p>The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.</p>   |
| 10 | <p>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.</p>   |
| 11 | <p>As part of the written 'security measures' policy condition, the premises licence holder shall carry out and implement a written risk assessment regarding the need (if at all) for SIA licenced door supervisors.</p> <p>This shall be for day to day standard operation as well as for any special one off events not consistent with that of normal trade. The risk assessment shall be made readily available to the police upon request and where subsequent issues or concerns related to the security risk assessment are brought to the premises licence holder's attention by the police, the premises licence holder shall make amendments as directed.</p> <p>Where the premises employs SIA door staff there shall be no fewer than 2 on duty to avoid issues and risks associated with lone working.</p> <p>All SIA security employed at the premises shall wear at all times whilst on duty high visibility florescent yellow coats/tabards to clearly identify them as working that role.</p> |

## APPENDIX TWO

### The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 Regulation 33, 34 and Schedule 12 Part A

#### Premises Licence *Oxford City Council*

Premises Licence Number

18/01664/MVPREM

#### Part 1 – Premises Details

**Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code:**

The Library  
182 Cowley Road  
Oxford  
OX4 1UE

**Telephone number:** 01865 241776

**Where the licence is time limited the dates:**

Not applicable

**Licensable activities authorised by the licence:**

Late Night Refreshment  
Recorded Music  
Supply of Alcohol

**Times the licence authorises the carrying out of licensable activities:**

**Late Night Refreshment:**

Sunday to Saturday 23:00 hours to 00:00 midnight

**Recorded Music:**

Sunday to Saturday 11:00 hours to 00:00 midnight  
*Provided indoors only*

**Supply of Alcohol:**

Sunday to Saturday 11:00 hours to 00:00 midnight  
*(Off sales of alcohol from 11:00 hours to 20:00 hours only)*

**Non-Standard Timings:**

*Christmas Eve until 01:00 hours the following day*  
*New Year's Eve until 03:00 hours the following day*  
*May morning until 02:00 hours.*

**The opening hours of the premises:**

At the discretion of the licence holder

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

On and off sales

**Part 2**

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:**

Hentom Pubs Ltd  
The Library  
182 Cowley Road  
Oxford  
OX4 1UE

**Registered number of holder, for example company number, charity number (where applicable):**

07615383

**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol:**

Thomas George Lewis Reynolds

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

|                                 |                     |
|---------------------------------|---------------------|
| <b>Personal licence number:</b> | 11/00612/PER        |
| <b>Licensing Authority:</b>     | Oxford City Council |

## Annex 1 – Mandatory conditions

1. No supply of alcohol may be made under the Premises Licence;
  - (a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence;  
or
  - (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3.
  - 1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - 2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises:
    - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
      - i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
    - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
    - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5.
  - 1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - 2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - 3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:
    - a) a holographic mark; or
    - b) an ultraviolet feature.

6. The responsible person must ensure that—
- a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
    - i) beer or cider: ½ pint;
    - ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - iii) still wine in a glass: 125 ml;
  - b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
7. 1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1:
- (a) duty is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) permitted price is the price found by applying the formula:  $P=D+(D \times V)$  where:
    - (i) P is the permitted price,
    - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
  - (c) relevant person means, in relation to premises in respect of which there is in force a premises licence:
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) relevant person means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) valued added tax means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (the first day) would be different from the permitted price on the next day (the second day) as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## Annex 2 – Conditions consistent with the Operating Schedule

8. The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.
9. The Licence Holder or Designated Premises Supervisor shall become a member of the Pubwatch scheme and a representative shall attend Pubwatch meetings.
10. 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.
11. 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 18 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.
12. A CCTV system shall be installed or the existing system maintained. The system will incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard.'
13. The Licence Holder shall implement a written Drugs Policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The Drugs Policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises, which will be delivered to all staff. This Policy shall be approved in writing by Thames Valley Police.
14. All [external doors / windows] must be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place.
15. Noise emanating from the premises as a result of regulated entertainment shall be inaudible in adjacent or adjoining properties.
16. Noise emanating from the premises as a result of regulated entertainment shall not exceed 48dBA up to 2200 hours and 42 dBA thereafter as measured 1 metre from any occupied building.
17. No persons under 18 shall be admitted to, or allowed to remain on the premises between 19:00hrs and 06:00hrs.
18. A noise limiting device shall be installed, fitted and maintained in such a manner as to control all sources of amplified music or speech at the premises. The noise limiter shall be set so as to maintain a maximum level of 90dB(A) (level to be set by the Responsible Authority for Environmental Health, Environmental Protection) at all times when regulated entertainment takes place.
19. The following dispersal policy must be followed:  
Prominent, clear notices will be displayed at all exits requesting that customers respect the needs of local residents and leave the premises and the area quietly.  
At the end of the opening hours staff will take reasonable steps to ensure that all customers are not causing a nuisance and have moved away from the vicinity of the premises.  
The volume of background music will be reduced 30 minutes before the premises closes.  
Patrons will be able to call a taxi from within the premises.  
Taxi drivers will be requested to turn their engines off when waiting for passengers, and to enter the premises to collect fares and not sound their horns outside.  
All staff will be informed of and trained in the dispersal policy.

**Annex 3 – Conditions attached after a hearing by the licensing authority**

Not applicable

**Annex 4 – Plans**

See attached

# APPENDIX THREE

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** 26/00890/PREM TVP Application Response - Library, 182 Cowley Road, East Oxford, Oxford, Oxfordshire, OX4 1UE  
(03/03/2026): No Objection  
**Date:** 03 March 2026 20:26:51  
**Importance:** Low

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On 03/03/2026, we received an application relating to the below activity.

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Full Variation at Library, 182 Cowley Road, East Oxford, Oxford, Oxfordshire, OX4 1UE

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Details: 26/00890/PREM Extended hours and changes to annex two - see file for details

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](mailto: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.  
\*\*\*\*\*

(06/24)

**Date:** 04 March 2026  
**Our ref:** 100121299457

Dear Sir/ Madam

The Library Pub,  
182 Cowley Road,  
Oxford,  
OX4 1UE



**Oxfordshire County Council  
Fire and Rescue Service  
Headquarters**  
Sterling Road  
Kidlington  
Oxfordshire OX5 2DU

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

Cc Oxford City District Council  
Licensing Committee

Dear Sir/ Madam

**Re: Licensing Act 2003**  
**No adverse comments from Fire Authority**  
**Premises:** The Library Pub, 182 Cowley Road, Oxford, OX4 1UE

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.

[Redacted]  
[Redacted]  
Watch Manager/ Senior Fire Safety Inspector

[Redacted]  
[www.oxfordshire.gov.uk/fire](http://www.oxfordshire.gov.uk/fire)



Authorised Fire Safety Inspecting Officer  
And on behalf of the Oxfordshire Fire and Rescue Authority

**For further information on Business Fire Safety, please go to;**

<https://www.oxfordshire.gov.uk/business/advice-businesses/business-fire-safety>

**For further information on how you can improve your business resilience to an emergency, please go to;**

<https://www.oxfordshire.gov.uk/cms/content/business-resilience>

### **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 must 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>

# APPENDX FOUR

**From:** [planning@oxford.gov.uk](mailto:planning@oxford.gov.uk)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 26/00890/PREM  
**Date:** 04 March 2026 18:25:36

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## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 04/03/2026 6:25 PM from Mr T [REDACTED] Hill.

### Application Summary

Address: 182 Cowley Road Oxford Oxford OX4 1UE

Proposal: Premises Licence

Case Officer: Christian Idiahi

[Click for further information](#)

### Customer Details

Name: Mr T [REDACTED] Hill

Email: [REDACTED]

Address: [REDACTED] Bullingdon Road Oxford Oxford

### Comments Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Reasons for comment: - Crime and Disorder  
- Public Nuisance

Comments: 04/03/2026 6:25 PM Crime, disorder, noise nuisance and litter nuisance are all bad enough as it is for residents on the cowley road and neighboring streets. Extending licencing hours will only make it worse. Additionally, the applicant does not have noise insulation installed on the premises so will be unable to contain the noise with the venue and local residents will inevitably be impacted. The venue is near vulnerable residents including the sheltered accommodation on Bramwell Place. Officers should be aware that vulnerable residents are unable to complain about noise nuisance late at night because they would have to go out of the house on to the Cowley Road to identify which venue is responsible for the nuisance.

Kind regards

# APPENDIX FIVE

