

To: Licensing and Gambling Acts Casework Sub-Committee

Date: 11th January 2022

Report of: Head of Regulatory Services and Community Safety

Title of Report: Tap Social Movement Ltd – The Market Tap, 60-62 The Covered Market, Oxford, OX1 3DZ

Application Ref: 21/03986/PREM

Summary and recommendations	
Purpose of report:	To inform the determination of Tap Social Movement Ltd's application for a new Premises Licence.
Corporate Priority:	A vibrant and sustainable economy
Recommendation(s): That the Licensing and Gambling Acts Sub-Committee resolves to:	
1. Determine Tap Social Movement Ltd's application taking into account the details in this report and any representations made at this Sub-Committee meeting.	

Appendices	
Appendix 1	Application form for a new Premises Licence
Appendix 2	Representations from Other Persons
Appendix 3	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 new Premises Licence to Tap Social Movement Ltd

Application Summary

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

Supply of Alcohol (On and Off Sales):

Sunday to Thursday 10:00 hours until 23:00 hours
Friday and Saturday 10:00 hours until 00:00 midnight

Non-Standard Timings for Supply of Alcohol:

Until 01:00 hours on Christmas Day and New Year's Day

Live Music (Indoors only):

Sunday to Thursday 14:00 hours until 20:00 hours
Friday and Saturday 14:00 hours until 23:00 hours

Non-Standard Timings for Live Music:

Until 01:00 hours on New Year's Day

3. Both the application and the steps that the applicant intends to take to promote the licensing objectives (as set out in the operating schedule) can be found at **Appendix One**.

Relevant Representations

4. No valid representations have been received from the Responsible Authorities as detailed in the table below. Thames Valley Police had agreed on conditions pre-consultation that were included in the Applicant's operating schedule.

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

5. Valid representations have been received from 'Other Persons' as detailed in the table below. Copies of these representations are attached at **Appendix Two**.

Name	Address	Licensing Objective(s)
Paul Birtles	The Garden, 99 The Covered Market, Oxford	Crime & Disorder, Public Nuisance, Public Safety
Gordon and Verity Piggott	Bonnors, 20 & 49 The Covered Market, Oxford	Crime & Disorder, Public Safety

Location

6. A map is attached at **Appendix Three** showing the general location of the applicant's premises.

Statement of Licensing Policy

7. 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
Need for evidential base		GN17
Licensing Hours	5.1.1	LH3
Prevention of Public Nuisance	7.3.1 to 7.3.9	LA2, LA3
Addressing Local Concerns	7.3.10	LA4
Prevention of Crime and Disorder	7.5.20 to 7.5.21 8.3.1	PP11 OS7
Safety	8.2.1 to 8.2.3	OS1

8. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at:
https://www.oxford.gov.uk/downloads/file/1303/statement_of_licensing_policy

Home Office Statutory Guidance

9. 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
Prevention of Crime and Disorder	2.1 to 2.6
Public Safety	2.7 to 2.9
Prevention of Public Nuisance	2.15 to 2.21
Regulated Entertainment	3.11

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

Other Relevant Considerations

11. 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.
12. 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.
13. 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.
14. 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.
15. 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.

16. 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.
17. 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.
18. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

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Oxford
Application for a premises licence
Licensing Act 2003

For help contact
elms@oxford.gov.uk
 Telephone: 01865 252565

* required information

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

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes No

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

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

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

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

Applicant Business

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

Registration number

Business name If your business is registered, use its registered name.

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

Legal status

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

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

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

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OPERATING SCHEDULE

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

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

Provide a general description of the premises

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

The premises is made up of a small market unit / shop and the square or plaza immediately outside of the unit, all situated within Oxford's covered market area. The unit is number 60-62 and the plaza is that where avenues 1 and 2 meet in the middle of the market, close to the Golden Cross entrance. The applicant will be the tenant of the unit and the licensee of the plaza, in both cases the landlord being Oxford City Council. There will be some seating within the unit and also shared bench seating in the plaza for consumption of alcohol purchased in the unit (on-sale consumption)

Continued from previous page...

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="14:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="14:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="14:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="14:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="14:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of live music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors Outdoors Both

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.

Occasional live performances of acoustic (non-amplified) music of various varieties within the hours outlined above (solo performers with guitar and voice and small group performances such as choirs and small e.g. 4 piece bands) within the covered plaza described in this application.

State any seasonal variations for the performance of live music

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

More regular during public and school holiday periods, but never outwith the times provided above.

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

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

Extended permission on New Year's Day until 1am is sought.

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

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

[See guidance on regulated entertainment](#)

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

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

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

Continued from previous page...

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

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

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

Extended licence sought until 0100am on Christmas Day and New Year's Day

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

Name

First name	<input type="text" value="Robert"/>
Family name	<input type="text" value="Cunningham"/>

Continued from previous page...

Date of birth

<input type="text"/>	/	<input type="text"/>	<input type="text"/>
dd		mm	yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

As above under the alcohol licence section for extension to 0100am on Christmas Day and New Year's Day.

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LICENSING OBJECTIVES

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

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

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

As per the security strategy (attached) there will be various dedicated security staff and processes in place to meet the 4 licensing objectives. These will include security staff engaged by the City Council, as procured by the licensee under its lease arrangements with the Landlord and also various safety and security responsibilities on the market porters and the Market Tap bar staff (as detailed in Appendix 1 of the security strategy). These various staff, responsibilities and processes, as detailed in the strategy document, will go a long way to ensuring the prevention of crime and disorder, safeguarding public safety, preventing public nuisance (for all three of these licensing objective see also appendix 3 on the prevention of anti-social behaviour) and also protecting children and vulnerable adults from harm. The Market tap will advertise and operate a challenge 25 policy for the checking of age and ID of prospective purchasers of alcohol which will also help to meet all 4 licensing objectives. The licensee company has operated a number of other licensed premises within Oxford City and the neighbouring area for a number of years successfully, without licensing complaint or incident and in compliance with the licensing objectives. A healthy and growing number of the team from front of house staff up to the management (in addition of course to the DPS for this premises) hold personal alcohol licences in their own names and so understand the steps required to meet all 4 licensing objectives and deliver in-house training to other staff and put practices into place on shift designed to promote safety, reduce crime and nuisance and protect children and the vulnerable. In addition the following measures will be in place to further all four licensing objectives:

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

- The name of the person responsible for the premises on each given day.
- The name of the person authorising the sale of alcohol each day.
- All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call.
- Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused)
- Any items seized by security staff employed at the premises as described at condition 14.
- 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)
- Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out.
- Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.

The Designated Premises Supervisor shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer throughout the trading hours of the premises.

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

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

Continued from previous page...

• Zero Tolerance Drugs

The above policies and procedural statements shall be "live" documents, subject to amendment following consultation with the Licensing Authority, Environmental Health Department, and Thames Valley Police. The security strategy noted above shall consider the need (if any) for SIA licensed door staff and when such a need is identified will set out the detail of the way in which they will be deployed including start and finish times - not to finish until after the last customers have been dispersed from the premises and the immediate vicinity. Any such licensed security staff will wear high visibility yellow clothing (tabbard/shirt/jacket etc) at all times on duty.

The CCTV policy shall incorporate the following basic requirements:

- Be switched on and fully operational when the licensable activities are being carried out.
- Record for a minimum rolling period of 31 days
- Have a camera covering any entrance which will provide a facial shot of identification quality.
- Have a means of copying any footage to another medium as evidence if requested by the Police
- Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police.

No person shall be allowed to leave the licenced area whilst in the possession of any drinking vessel or open glass bottle.

All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of neighboring shops.

All glasses and bottles will be cleared from tables promptly after use and any breakages will be cleared up immediately to avoid danger created by any broken glass.

b) The prevention of crime and disorder

The strategic security strategy sets out how we and the City Council intend:

To create a safe and secure environment for all visitors, traders and staff

To work in partnership with the market traders in pursuit of a safe and secure Market environment; and

To enhance the existing security arrangements within the Market.

All whilst working in partnership to support the licensing objectives support the initiative of restoring the market to growth.

Regarding the prevention of crime and disorder see in particular the responsibilities of the dedicated security staff listed at Appendix 1 of the strategy. Market Tap staff will work in close partnership with the security staff and, where necessary, the police, to prevent and detect crime and disorder.

c) Public safety

The strategic security strategy sets out how we and the City Council intend:

To create a safe and secure environment for all visitors, traders and staff

To work in partnership with the market traders in pursuit of a safe and secure Market environment; and

To enhance the existing security arrangements within the Market.

All whilst working in partnership to support the licensing objectives support the initiative of restoring the market to growth.

Regarding the promotion of public safety in particular, both the Market Tap staff, security staff and other market staff will be trained in processes for ensuring safe flows of people within the market, including Covid secure protocols as they remain appropriate, and in preventing and if necessary dealing with drunkenness promptly decisively and safely.

d) The prevention of public nuisance

The strategic security strategy sets out how we and the City Council intend:

To create a safe and secure environment for all visitors, traders and staff

To work in partnership with the market traders in pursuit of a safe and secure Market environment; and

Continued from previous page...

To enhance the existing security arrangements within the Market.
All whilst working in partnership to support the licensing objectives support the initiative of restoring the market to growth. Regarding the prevention of public nuisance in particular, Market Tap staff and market staff will be trained in preventing drunkenness, ensuring noise levels are kept to an acceptable level (including in the booking and management of occasional live acoustic music events in the plaza) and dispersal of customers at the end of the evening. Regarding occasional musical and other artistic performances these will be organised and managed in close consultation with other market traders, neighbours and other key stakeholders.

e) The protection of children from harm

The strategic security strategy sets out how we and the City Council intend:
To create a safe and secure environment for all visitors, traders and staff
To work in partnership with the market traders in pursuit of a safe and secure Market environment; and
To enhance the existing security arrangements within the Market.
All whilst working in partnership to support the licensing objectives support the initiative of restoring the market to growth. Regarding the protection of children from harm in particular, we will operate a challenge 25 policy for the service of alcohol and staff will be trained to remain vigilant for the possibility of minors being provided with alcohol by adults, anyone seen doing so will be immediately ejected and reported to the police. The licensee company has many years of experience in running licensed venues which receive consistent praise for creating safe welcoming and inclusive family spaces where parents feel confident to bring infants and young children of all ages and we will continue this approach with the Market Tap venue.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

Continued from previous page...

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

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

*

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

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

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

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

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

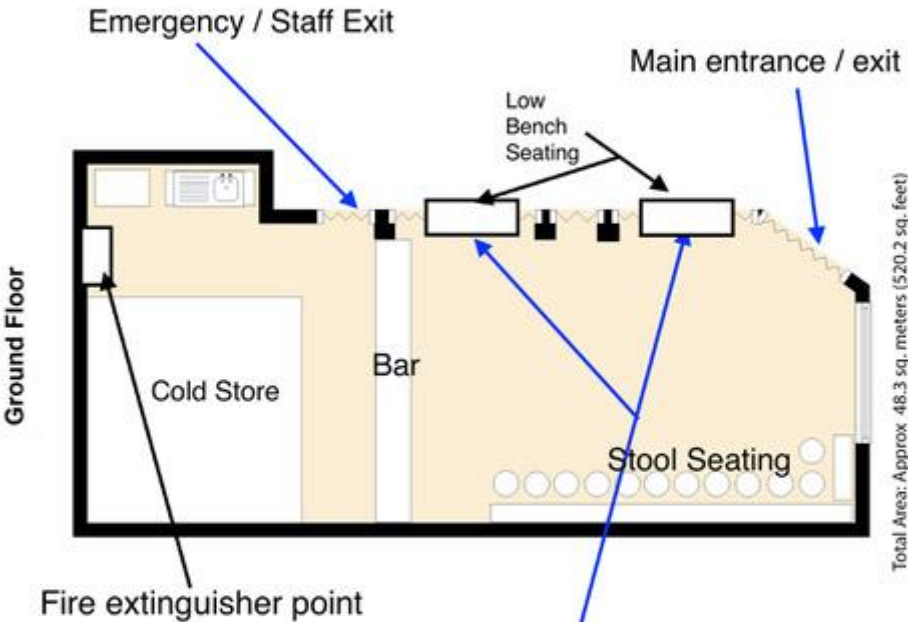
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="The Market Tap"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

Unit 60-62 Licence Plan



Roller shutters, these will be open when unit is open but with bench seating obstructing so not used as main entrances / exits. Can be used as alternative emergency exits.

From:
To:
Subject: Comments for Licensing Application 21/03986/PREM
Date: 03 December 2021 21:32:47

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 03/12/2021 9:32 PM from Mr PAUL BIRTLES.

Application Summary

Address:	60-62 Covered Market Market Street Oxford Oxfordshire OX1 3DX
Proposal:	Premises Licence
Case Officer:	Katie Thorp

Customer Details

Name:	Mr PAUL BIRTLES
Email:	
Address:	THE GARDEN 99 THE COVERED MARKET Oxford OX1 3DY

Comments Details

Commenter Type:	Neighbours
Stance:	Customer objects to the Licensing Application
Reasons for comment:	<ul style="list-style-type: none"> - Crime and Disorder - Other objection - Public Nuisance

Comments: 03/12/2021 9:32 PM As a long standing tenant of the covered market -(38 years and counting)- I do not believe that the Tap Social project is in the best interests of The Covered Market. On the contrary, I believe that the proposal may prove detrimental to both myself, and my fellow traders.
 The potential for harm to our business appear to me to outweigh any possible benefits. The security concerns are obvious - not least those of antisocial or criminal behaviour, but in particular the real danger posed by the potential for fire - a discarded cigarette by a careless punter who has sneaked off to a darkened corner is all that is needed to destroy what is generally considered to be "Oxford's jewel in the crown" - and along with it , the business that i have dedicated my working life to building.
 And what are the potential benefits ? I fail to see that a bar opening late at night will be of benefit to my business.
 We already have a delightful small bar in The Market that provides the opportunity for our wonderful supporters to enjoy a drink - we do not need Tap Social to provide this.
 The hours applied for are also not we had been advised in earlier discussions - opening to midnight at weekends and to 1am on Chrstimas day and New Years Day were most definitely not on the agenda, and seem completely unreasonable - we had argued that 9pm would be late enough.
 I strongly object to this application.

Kind regards



Bonners (Oxford) Ltd
20 & 49 The Covered Market
Oxfordshire
OX1 1BP

Friday 3rd December 2021

FAO: Chief Executive
Oxford City Council
St Aldates
Oxford
OX1

Dear Sirs,

Re: Licence Application for Unit 60-62 of The Covered Market Objection
Application Reference: 21/03986/PREM

Following the review of the above application we, as a long-established tenant of the Council, would like to object to this application on the grounds that the proposed use is totally unsuitable for the Market, especially as there has been insufficient thought or measures put in place to protect our business or The Covered Market itself. There has been no proper consultation for what seems a rushed and ill-conceived proposal.

Our shop is one of two shops that are open fronted and is staffed Monday to Saturday, 06:00 – 16:00/17:00. We leave thousands of pounds worth of stock and equipment under tarpaulins as has been the case for 75 years or more. The Covered Market porters close the market and lock it up. This proposal considers allowing customers who have been drinking alcohol to roam the market unabated; the temptation to damage or loot our stock is highly probable. It will enable one or more individuals so inclined to conceal themselves only to reappear when the Market is closed. It puts the whole building and every shop at risk of fire, theft and vandalism etc.

Furthermore, the proposed safe fire exit is directly past our shop, further increasing the risk of theft. As far as we are aware The Covered Market would normally be clear of customers with the assistance of the porters and co-operation of traders by 18:00. The council and responsible bodies owe a duty of care to their lease holders and staff; this duty of care has been successfully carried out over the past 75 years but this proposal is putting that in jeopardy.

It is the Council, our landlord, that is introducing a proposal that will clearly and materially adversely affect our business. It is incumbent on the Council to undertake measures that will

maintain our quiet enjoyment of the premises as leased to us so that we can continue trading safely and without disturbance. It is not our responsibility to change our operation, increase our security or incur costs to accommodate the Council's proposal which is far from being popular and is not certain of being successful. This is the total responsibility of the Council as owner and landlord.

If the proposal does go ahead without any acceptable provisions to enable us to continue trading successfully and securely, then any theft, damage or injury (to persons or property), additional operating or insurance costs or any other consequence that may arise as a result of this change shall be the Council's responsibility. The Council will be liable to compensate us accordingly should this happen.

We feel that the change of use permission should not be granted without full and meaningful consultation with the market. We believe this speculative venture has not been properly thought out and is purely for financial gain and does not have regard to existing traders who actually generate the long-term finances.

Bonnars have continued trading throughout the pandemic and have assisted other traders, for the benefit of the whole community and we feel that you should focus on the traders that have long term futures rather than a short-term gain which will jeopardise our business if properly considered measures are not put in place.

We would suggest that there is a roller blind security gate after the Teardrop unit to ensure no access to our unit and the same past Lyndsey's old unit, and then finally between Fellers and Alpha Bar. We also very strongly believe that avenue 3 is used as access, due to the location of the toilets. The council has promised that CCTV will be put in place to assist with security, however this still has not be installed

Yours Sincerely,

Gordon and Verity Piggott
Bonners Oxford Ltd

