

To: Licensing and Gambling Acts Sub-Committee

Date: 30th May 2023

Report of: Head of Regulatory Service and Community Safety

Title of Report: Spirit Bar Ltd – Application for a new Premises Licence – The Jam Factory, 27 Park End Street, Oxford, OX1 1HU

Application Ref: 23/00963/PREM

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

Appendices	
Appendix 1	Application for a new Premises Licence
Appendix 2	Previous Premises Licence 10/00972/PREM
Appendix 3	Thames Valley Police agreed conditions
Appendix 4	Representations from Interested Parties / Other Persons
Appendix 5	Location Plan

Introduction and background

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

Application Summary

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

Plays (indoors only):

Monday to Friday 19:00 to 23:00

Saturday 11:00 to 15:00 and 19:00 to 00:00

Sunday 11:00 to 22:30

Films (indoors only):

Monday to Friday 17:00 to 23:00

Saturday 12:00 to 00:00

Sunday 12:00 to 22:00

Live Music (indoors only):

Monday to Friday 19:00 to 23:00

Saturday 11:00 to 15:00 and 19:00 to 00:00

Sunday 12:00 to 22:00

Recorded Music (indoors only):

Monday to Wednesday 10:00 to 00:00

Thursday 10:00 to 01:00

Friday and Saturday 10:00 to 02:00

Sunday 12:00 to 22:30

Late Night Refreshment (indoors only):

Monday to Wednesday 23:00 to 00:00

Thursday 23:00 to 01:00

Friday and Saturday 23:00 to 02:00

Retail Sale of Alcohol (on and off sales):

Monday to Wednesday 10:00 to 00:00

Thursday 10:00 to 01:00

Friday and Saturday 10:00 to 02:00

Sunday 12:00 to 22:30

3. The Applicant stated in their operating schedule that this is an application to restore in the same format, premises licence number 10/00972/PREM which was surrendered by the previous operator in September 2022 and which operated as The Jam Factory. There are no changes to proposed layout and no changes to timings as per the previous licence.
4. Both the original application and the steps that the applicant intends to take to promote the licensing objectives (as set out in the operating schedule) can be found at **Appendix One**.
5. To assist the Sub-Committee, a copy of the previous Premises Licence, 10/00972/PREM, can be found at **Appendix Two**.

Relevant Representations

6. A Valid representation was received from Thames Valley (TVP) as detailed in the table below. Following discussions between Thames Valley Police and the Applicant, a raft of additional conditions, have been agreed.

A copy of the representation and agreed conditions are attached at **Appendix Three**.

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

7. Valid representations have been received from 10 Interested Parties or Other Persons as detailed in the table below. Copies of these representations are attached at **Appendix Four**.

Name	Address	Licensing Objective(s)
M Arshad	Jackstraws Lane, Oxford	Crime & Disorder, Public Nuisance
A Suliman Bell	N/A	Crime & Disorder, Public Nuisance, Public Safety
Brasenose College	Brasenose College, Oxford	Public Nuisance
Anonymous	N/A	Crime & Disorder, Public Nuisance, Public Safety, Protection of Children from Harm
Anonymous	N/A	Crime & Disorder, Public Nuisance
Anonymous	N/A	Crime & Disorder, Public Nuisance
T McCoy-Parkhill	Hollybush Row, Oxford	Crime & Disorder, Public Nuisance
A Scott	Bookbinders Court, St Thomas Street	Crime & Disorder, Public Nuisance
M Ventresca	N/A	Crime & Disorder, Public Nuisance
S Wojewoda	N/A	Crime & Disorder, Public Nuisance

Location

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

Statement of Licensing Policy

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

Relevant Policy Matters	Section	Policy
Special Saturation Policy	3.2.1 to 3.2.8	GN19
Live Music, Dancing and Theatre	4.2.1 to 4.2.3	GN23
Licensing Hours	5.1.1	LH3
Dispersal Procedures	5.3.1 to 5.3.3	LH6
Public Nuisance	7.3.1 to 7.3.10	LA2 to LA4
Safety	8.2	OS2 to OS3
CCTV	8.3	OS7

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

Home Office Statutory Guidance

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

Relevant Sections	Relevant Paragraph
Crime & Disorder	2.1 to 2.6
Public Safety	2.7 to 2.9
Public Nuisance	2.15 to 2.21
Protection of Children from Harm	2.22 to 2.31
Regulated Entertainment	16.1 to 16.35
Licence Conditions	16.36 to 16.41

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

Cumulative Impact

13. Oxford City Council has adopted Special Saturation Policies in respect of the City Centre and East Oxford as detailed within the Statement of Licensing Policy.
14. The Special Saturation Policies were introduced following evidence brought by Thames Valley Police on the grounds of the cumulative impact of premises licensed for the sale of alcohol on the licensing objectives of preventing crime and disorder and preventing public nuisance within the defined areas.
15. The effect of adopting Special Saturation Policies is to create a rebuttable presumption that applications for new Premises Licences or Club Premises Certificates or material variations to these will normally be refused, if relevant representations to that effect are received, unless it can be demonstrated that the operation of the premises involved will not add significantly to the cumulative impact already being experienced on the licensing objectives of preventing crime and disorder and preventing public nuisance.

Other Relevant Considerations

16. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in Oxford) and the Human Rights Act (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the applicant and the rights of local residents. Any decision taken by the Sub-Committee must be necessary and proportionate to the objectives being pursued.

17. Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.
18. When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.
19. In making its decision, Members must also have regard to the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's own Statement of Licensing Policy.
20. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
 - a) Grant the licence in accordance with the application.**
 - b) Modify the conditions of the operating schedule by altering or omitting or adding to them.**
 - c) Exclude or restrict from the scope of the licence any of the licensable activities to which the application relates.**
 - d) Reject the whole of the application.**

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

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

Report author	Richard Masters
Job title	Senior Licensing Compliance Officer
Service area or department	Regulatory Services and Community Safety
Telephone	01865 252565
e-mail	licensing@oxford.gov.uk

Oxford
Application for a premises licence
Licensing Act 2003

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

* required information

Section 1 of 21

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

System reference 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?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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

☐ Applying as an individual

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

Applicant Business

Is the applicant's business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number

Business name

VAT number

Legal status

If the applicant's business is registered, use its registered name.

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

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

Agent Business

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

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

Is your business registered outside the UK? ☐ Yes ☒ No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

United Kingdom

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

6

Street

Lettice Street

District

City or town

London

County or administrative area

Postcode

SW6 4EH

Country

United Kingdom

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

27 Formerly Jam Factory

Street

Park End Street

District

City or town

Oxford

County or administrative area

Postcode

OX1 1HU

Country

United Kingdom

Further Details

Telephone number

Non-domestic rateable value of premises (£)

21,000

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

company

Address

Building number or name	<input type="text" value="7-8 Park End Street"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text" value="Oxford"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="OX1 1HH"/>
Country	<input type="text" value="United Kingdom"/>

Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value=""/> dd / <input type="text" value=""/> mm / <input type="text" value=""/> yyyy
* Nationality	<input type="text"/>

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

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?	<input type="text" value="12"/> dd / <input type="text" value="04"/> mm / <input type="text" value="2023"/> yyyy
---	---

If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text"/> dd / <input type="text"/> mm / <input type="text"/> 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.

This is an application to restore in the same format, premises licence number 10/00972/PREM which was surrendered by the previous operator in September last year and which operated as The Jam Factory. No changes to layout so the same plan is attached as is currently with the City council records. No changes to timings as per the previous licence.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

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

Continued from previous page...

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.

State any seasonal variations for performing plays

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 performance of a play 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.

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ 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 End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

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

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.

State any seasonal variations for the exhibition of film

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 exhibition of film 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.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

☒ Indoors ☐ Outdoors ☐ Both

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

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.

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.

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.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

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

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

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

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.

State any seasonal variations for playing recorded music

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 playing of recorded 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.

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

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

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.

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 late night refreshments 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.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

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

WEDNESDAY

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

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
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.

Continued from previous page...

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

Name

First name

Family name

Date of birth / /
dd mm yyyy

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'.

Section 16 of 21

ADULT ENTERTAINMENT

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

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

Continued from previous page...

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

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.

Continued from previous page...

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.

On licence number 10/00972/PREM opening hours are expressed to be at the discretion of the premises licence holder.

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

See attached schedule of conditions taken from premises licence 10/00972/PREM which was surrendered in September for the same premises.

b) The prevention of crime and disorder

see box a

c) Public safety

see box a

d) The prevention of public nuisance

see box a

e) The protection of children from harm

see box a

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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 you 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

Craig Baylis

* Capacity

Solicitor for the applicant

* Date

14

/

03

/

2023

dd

mm

yyyy

Add another signatory

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"/>
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. A CCTV system shall be installed. The system shall be fit for purpose and comply with the current Thames Valley Police guidelines for Standard Minimum CCTV Requirements (issue1, July 2004). The system will incorporate a camera covering entrance & exit doors and relevant internal areas and be capable of providing an image of 'identification standard'. The CCTV system shall include a recording facility and recordings shall be stored in secure manner for a minimum of one calendar month. The system shall be maintained and operational during the hours the premises is open for licensable activities. At least one member of staff, trained in the use of the system, shall be on the premises at all times licensable activities are taking place and shall be able to provide a copy of any footage requested by Thames Valley Police.
2. All members of staff 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 and may be either a passport, photo driving licence, or proof of age card carrying a PASS logo.
3. All door Supervisors shall have access to high visibility 'night safe' branded clothing
4. On any occasion when licensable activities continue after 00.00 (midnight) there shall be one SIA registered door staff on duty at the premises from 23.00 until the close of the premises.
5. No new customers shall be admitted to the premises after 00.00. The re-admission of customers having used the outside smoking area is permitted until the end of licensable activities.
6. The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.
7. No outside area shall be used for consumption of alcohol or provision of regulated entertainment unless the area is clearly marked and defined.
8. The sale of alcohol and regulated entertainment shall be ancillary to the main business of the premises as described in the operating schedule, namely restaurant, conferences, business meetings, promotional events and award ceremonies, wedding receptions, birthday parties, cultural, theatrical & musical events and like functions.
9. The premises shall be a member of and participate in the 'Radiolink' scheme.

05/01225/PREM

Marmalade Cafe And Gallery (The
Old Jam Factory)
27 Park End Street

05/08/05

- FIRE EXITS
- ▲ FIRE EXT./BLANKETS
- SMOKE / HEAT DETECTORS
- ALCOHOL STORAGE
- ▨ ALCOHOL SERVICE

JAM FACTORY
REAR RESTAURANT
AREA

DELIVERIES

44

MAIN ENTRANCE/DELIVERIES

GATES

GATES TO BE LOCKED OPEN
WHEN FEEDBACK OCCURRED

COVERED COURTYARD

ENTRANCE

ENTRANCE

ENTRANCE
TO JAM FACTORY
MAIN

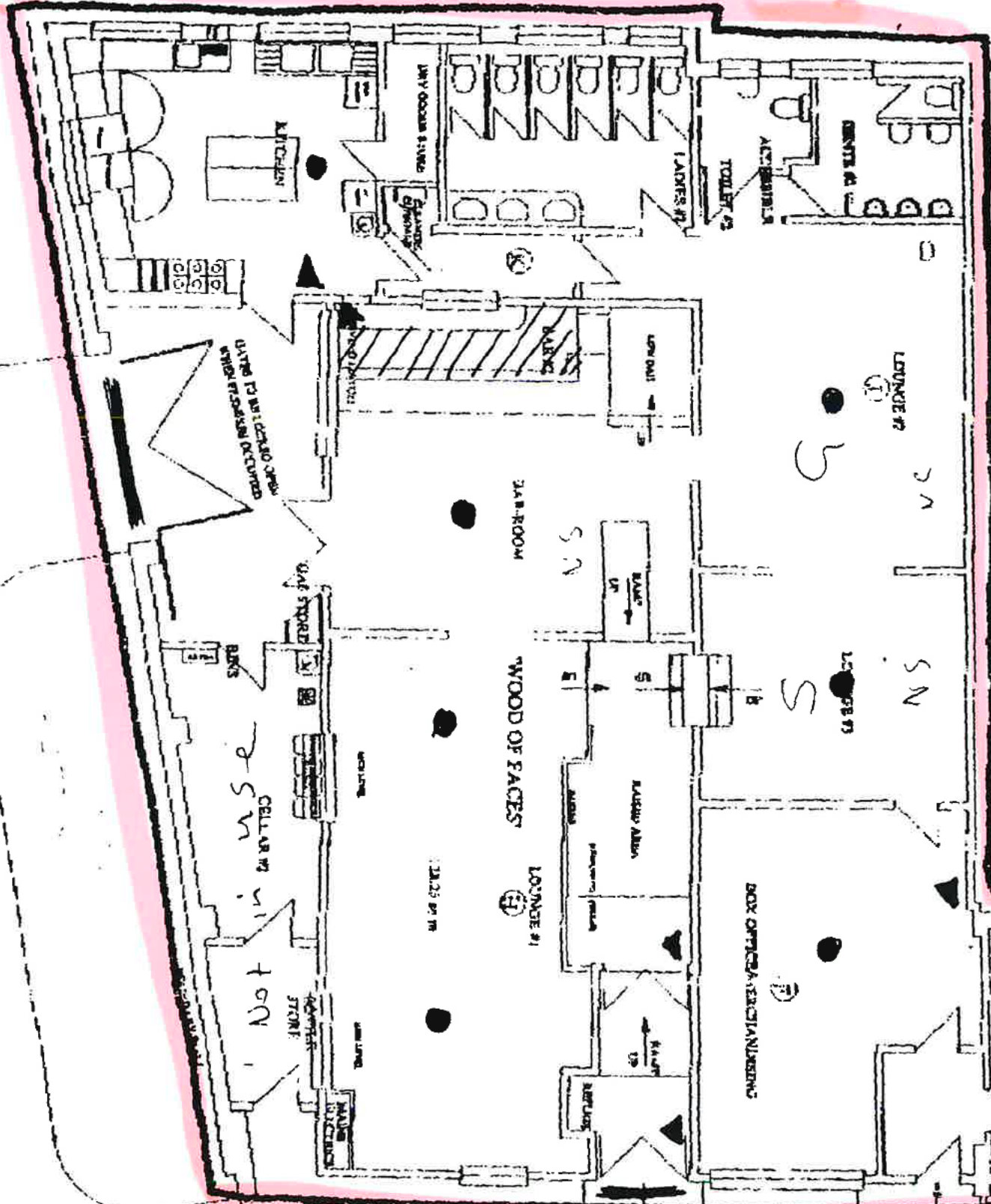
OPEN COURTYARD

ENTRANCE

GATES

PLANT ROOM

MUSIC



**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

10/00972/PREM

Part 1 – Premises Details

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

The Jam Factory
27 Park End Street
Oxford
Oxfordshire
OX1 1HU

Telephone number



Where the licence is time limited the dates

Not Applicable

Licensable activities authorised by the licence

Supply of Alcohol
Films
Live Music
Late Night Refreshment
Plays
Recorded Music

Times the licence authorises the carrying out of licensable activities**Supply of Alcohol and Recorded Music**

Monday to Wednesday 10:00 hours to 00:00 midnight
Thursday 10:00 hours to 01:00 hours the following day
Friday and Saturday 10:00 hours to 02:00 hours the following day
Sunday 12:00 hours to 22:30 hours

On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day.

Live Music and Plays

Monday to Friday 19:00 hours to 23:00 hours
Saturday 11:00 hours to 15:00 hours
Saturday 19:00 hours to 00:00 midnight
Sunday 11:00 hours to 22:30 hours

Films

Monday to Friday 17:00 hours to 23:00 hours
Saturday 12:00 hours to 00:00 midnight
Sunday 12:00 hours to 22:00 hours

Late Night Refreshment

Friday and Saturday 23:00 hours to 02:00 hours the following day
Monday to Wednesday 23:00 hours to 00:00 midnight
Thursday 23:00 hours 01:00 hours the following day

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

[REDACTED]

[REDACTED]

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

[REDACTED]

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

[REDACTED]

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

Personal licence number:

[REDACTED]

Licensing Authority:

[REDACTED]

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. Where this licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority, with the following exceptions: a) premises where the premises licence authorises plays or films b) any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 to the Private Security Industry Act 2001 (premises being used exclusively by a club with a club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or c) any occasion within paragraph 8(3)(d) of Schedule 2 to the Private Security Industry Act 2001.
4. (1) The responsible person shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -

(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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(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;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
(e) 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.
5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) 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 a holographic mark.
8. The responsible person shall 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; and
 - (b) customers are made aware of the availability of these measures.
9. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms

-PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

Annex 2 – Conditions consistent with the Operating Schedule

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

10. A CCTV system shall be installed. The system shall be fit for purpose and comply with the current Thames Valley Police guidelines for Standard Minimum CCTV Requirements (issue1, July 2004). The system will incorporate a camera covering entrance & exit doors and relevant internal areas and be capable of providing an image of 'identification standard'. The CCTV system shall include a recording facility and recordings shall be stored in secure manner for a minimum of one calendar month. The system shall be maintained and operational during the hours the premises is open for licensable activities. At least one member of staff, trained in the use of the system, shall be on the premises at all times licensable activities are taking place and shall be able to provide a copy of any footage requested by Thames Valley Police.
11. All members of staff 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 and may be either a passport, photo driving licence, or proof of age card carrying a PASS logo.
12. All door Supervisors shall have access to high visibility 'night safe' branded clothing
13. On any occasion when licensable activities continue after 00.00 (midnight) there shall be one SIA registered door staff on duty at the premises from 23.00 until the close of the premises.
14. No new customers shall be admitted to the premises after 00.00. The re-admission of customers having used the outside smoking area is permitted until the end of licensable activities.
15. The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.
16. No outside area shall be used for consumption of alcohol or provision of regulated entertainment unless the area is clearly marked and defined.
17. The sale of alcohol and regulated entertainment shall be ancillary to the main business of the premises as described in the operating schedule, namely conferences, business meetings, promotional events and award ceremonies, wedding receptions, birthday parties, cultural, theatrical & musical events and like functions.
18. The premises shall be a member of and participate in the 'Radiolink' scheme.

Annex 4 – Plans

Please see attached plans (1xA4 Sheet)

From: [REDACTED]
CC: [licensing](#)
[Craig Baylis](#)
Subject: 23/00963/PREM New Premises Licence Application: Jam Factory 27 Park End Street, Oxford, OX1 1HU
Date: 06 April 2023 15:46:26
Attachments: [Jam Factory Schedule of conditions.docx](#)

To The Licensing Authority –Oxford City Council.

Thames Valley Police recently received a new application for a premises licence (your reference 23/00963/PREM).

We understand that the previous premises licence for this particular location had been surrendered by the old operator when they gave notice to quit the site. The application in this instance is to recreate a carbon copy of the previous premises licence that had been in place for a number of years and that had traded without incident, with the aim of continuing a similar operation there.

Every new licence application or material variation of an existing one will always bring a risk to the four licensing objectives being undermined and as such every application is heavily scrutinised by TVP. Having discussed the proposed application with the local area command team, we have identified that based on the nature of the application and the previous record associated with something similar being in operation whilst the risk as are low arguably the operating schedule put forward in the application (again a carbon copy of the old premises licence) is perhaps not reflective of the changes seen in the licensed community that the business will be expected to mitigate against.

To that end TVP have discussed the matter with the applicant and have been able to agree some modifications and further additions to the operating schedule.

A copy of these conditions and the conversation around the consent to them are contained in a separate email chain that the Licensing Authority's officers were involved. However a copy of the conditions are attached to this email.

On the basis that these conditions form part of the new grant (if successful) TVP have no objections.

Yours Sincerely

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Want to know more about Licensing or the Night Time Economy?

Read our [Alcohol Licensing Operational Guidance](#) and [Night Time Economy Operational Guidance](#)

Unless otherwise stated, the content of this email is graded as OFFICIAL under the GSC. This communication contains information which is confidential and may also be privileged. Any views or opinions expressed are those of the originator and not necessarily those of Thames Valley Police. It is for the exclusive use of the addressee(s) and is not to be shared or circulated beyond the stipulated addresses in this email without seeking prior consent of the author. If you are not the intended recipient(s) please note that any form of distribution, copying, or use of this communication or the information in it, is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to the sender, then delete the e-mail and destroy any copies.

[REDACTED]
Sent: 15 March 2023 10:36

[REDACTED]
Subject: FW: 23/00963/PREM New Premises Licence Application: Jam Factory 27 Park End Street, Oxford, OX1 1HU

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: 23/00963/PREM New Premises Licence Application: Jam Factory 27 Park End Street, Oxford, OX1 1HU

Good morning

Please find attached a new premises licence application from Spirit Bar Ltd for Jam Factory 27 Park End Street, Oxford, OX1 1HU. The premises falls in Osney and St Thomas Ward.

The application is:

New Premises Licence Application: Restaurant with substantial function and cultural facilities. This is an application to restore in the same format, premises licence number 10/00972/PREM which was surrendered by the previous operator in September last year and which operated as The Jam Factory.

No changes to layout so the same plan is attached as is currently with the City council

records. No changes to timings as per the previous licence.

Licensable activities applied for:

Plays (indoors only):

Monday to Friday 19:00 to 23:00
Saturday 11:00 to 15:00 and 19:00 to 00:00
Sunday 11:00 to 22:30

Films (indoors only):

Monday to Friday 17:00 to 23:00
Saturday 12:00 to 00:00
Sunday 12:00 to 22:00

Live Music (indoors only):

Monday to Friday 19:00 to 23:00
Saturday 11:00 to 15:00 and 19:00 to 00:00
Sunday 12:00 to 22:00

Recorded Music (indoors only):

Monday to Wednesday 10:00 to 00:00
Thursday 10:00 to 01:00
Friday and Saturday 10:00 to 02:00
Sunday 12:00 to 22:30

Late Night Refreshment (indoors only):

Monday to Wednesday 23:00 to 00:00
Thursday 23:00 to 01:00
Friday and Saturday 23:00 to 02:00

Retail Sale of Alcohol (on and off sales):

Monday to Wednesday 10:00 to 00:00
Thursday 10:00 to 01:00
Friday and Saturday 10:00 to 02:00
Sunday 12:00 to 22:30

The Uniform reference is 23/00963/PREM and the consultation deadline is 11th April 2023.

Please email any comments to licensing@oxford.gov.uk

Kind regards

Richard

Richard Masters | Senior Licensing Compliance Officer | Regulatory Services and Community Safety | Oxford City Council | Town Hall | St Aldate's | Oxford | OX1 1BX | General Telephone No: 01865 252565 | Post point 3.6

Website: www.oxford.gov.uk | Follow us on Twitter: www.twitter.com/OxfordCity | Like us on Facebook: www.facebook.com/OxfordCityCouncil

Non-working day – Wednesdays

Stop the virus from spreading. Keep Oxford safe.

Follow the guidance: Clean hands. Wear a face mask. Keep your distance. Get tested if you have symptoms.

--

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

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. All communications sent to or from Oxford City Council may be subject to recording and/or monitoring in accordance with relevant legislation. if you have received this email in error please notify the author by return email.

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

Schedule of conditions

1. A CCTV SYSTEM SHALL BE INSTALLED. THE SYSTEM SHALL BE FIT FOR PURPOSE. THE SYSTEM WILL INCORPORATE A CAMERA COVERING ENTRANCE & EXIT DOORS AND RELEVANT INTERNAL AREAS AND BE CAPABLE OF PROVIDING AN IMAGE OF 'IDENTIFICATION STANDARD'. THE CCTV SYSTEM SHALL INCLUDE A RECORDING FACILITY AND RECORDINGS SHALL BE STORED IN SECURE MANNER FOR A MINIMUM ROLLING PERIOD OF ONE CALENDAR MONTH. THE SYSTEM SHALL BE MAINTAINED AND OPERATIONAL DURING THE HOURS THE PREMISES IS OPEN FOR LICENSABLE ACTIVITIES. AT LEAST ONE MEMBER OF STAFF, TRAINED IN THE USE OF THE SYSTEM, SHALL BE ON THE PREMISES AT ALL TIMES LICENSABLE ACTIVITIES ARE TAKING PLACE AND SHALL BE ABLE TO PROVIDE A COPY OF ANY FOOTAGE REQUESTED BY THAMES VALLEY POLICE.
2. ALL MEMBERS OF STAFF 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 AND MAY BE EITHER A PASSPORT, PHOTO DRIVING LICENCE, OR PROOF OF AGE CARD CARRYING A PASS LOGO.
3. 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.
4. THE PREMISES LICENCE HOLDER SHALL CARRY OUT AND IMPLEMENT A WRITTEN RISK ASSESSMENT REGARDING THE NEED (IF AT ALL) FOR SIA LICENCED DOOR SUPERVISORS. THIS SHALL BE FOR DAY TO DAY STANDARD OPERATION AS WELL AS FOR ANY SPECIAL ONE OFF EVENTS OVER AND ABOVE THAT OF NORMAL TRADE. THE RISK ASSESSMENT SHALL BE MADE READILY AVAILABLE TO THE POLICE UPON REQUEST AND WHERE SUBSEQUENT ISSUES OR CONCERNS RELATED TO THE SECURITY RISK ASSESSMENT ARE BROUGHT TO THE PREMISES LICENCE HOLDER'S ATTENTION BY THE POLICE, THE PREMISES LICENCE HOLDER SHALL MAKE APPROPRIATE AMENDMENTS TO THAT RISK ASSESSMENT. WHERE SIA DOOR SUPERVISORS ARE EMPLOYED THERE SHALL BE NO FEWER THAN 2 WORKING TO AVOID ISSUES AND RISKS ASSOCIATED WITH LONE WORKING.
5. NO NEW CUSTOMERS SHALL BE ADMITTED TO THE PREMISES AFTER 00.00. THE RE-ADMISSION OF CUSTOMERS HAVING USED THE OUTSIDE SMOKING AREA IS PERMITTED UNTIL THE END OF LICENSABLE ACTIVITIES.
6. THE PREMISES SHALL BE CLEARED OF CUSTOMERS AND CLOSED 30 MINUTES AFTER THE CONCLUSION OF THE LAST LICENSED ACTIVITY.
7. THE SALE OF ALCOHOL AND REGULATED ENTERTAINMENT SHALL BE ANCILLARY TO THE MAIN BUSINESS OF THE PREMISES AS DESCRIBED IN THE OPERATING SCHEDULE, NAMELY RESTAURANT, CONFERENCES, BUSINESS MEETINGS, PROMOTIONAL EVENTS AND AWARD CEREMONIES, WEDDING RECEPTIONS, BIRTHDAY PARTIES, CULTURAL, THEATRICAL & MUSICAL EVENTS AND LIKE FUNCTIONS

8. THE PREMISES SHALL BE A MEMBER OF AND PARTICIPATE IN THE 'RADIOLINK' SCHEME AND ANY PUBWATCH SCHEME
9. THE PREMISES LICENCE HOLDER SHALL ENSURE THAT ALL STAFF EMPLOYED AT THE PREMISES WHOSE DUTIES INCLUDE THE SALE OR SUPPLY OF ALCOHOL SHALL UNDERTAKE AND COMPLETE A RELEVANT PROGRAMME OF TRAINING PRIOR TO THEM BEING AUTHORISED TO SELL OR SUPPLY ALCOHOL. SUCH TRAINING SHALL CONSIST OF PROVIDING STAFF WITH AN UNDERSTANDING OF:

- THE NEED TO ENSURE THE RESPONSIBLE SALE AND SUPPLY OF ALCOHOL
- THE NEED TO REFUSE THE SALE AND SUPPLY OF ALCOHOL TO PERSONS WHO ARE INTOXICATED OR UNDERAGE
- THE NEED TO SEEK CREDIBLE AGE VERIFICATION FROM PERSONS SEEKING TO BE SOLD OR SUPPLIED ALCOHOL WHO MAY APPEAR UNDER THE AGE OF 18 YEARS OLD

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.

RECORDS OF THE TRAINING PROGRAMME SHALL BE MAINTAINED AND MADE AVAILABLE TO THAMES VALLEY POLICE OR THE LICENSING AUTHORITY UPON REQUEST.

THE PREMISES LICENCE HOLDER SHALL PROVIDE A "REFRESHER" TRAINING SESSION TO ALL RELEVANT STAFF MEMBERS AS AND WHEN DEEMED NECESSARY ON A CASE BY CASE EVALUATION, BUT AS A MINIMUM REQUIREMENT THE REFRESHER TRAINING SESSION SHALL BE PROVIDED TO ALL STAFF ON AT LEAST ONE OCCASION EVERY 12 MONTHS.

10. A PREMISES DAILY REGISTER SHALL BE HELD AT THE PREMISES. THIS REGISTER SHALL BE MAINTAINED FOR A ROLLING MINIMUM PERIOD OF 12 MONTHS, AND SHALL RECORD:
- THE NAME OF THE PERSON RESPONSIBLE FOR THE PREMISES ON EACH GIVEN DAY.
 - THE NAME OF THE PERSON AUTHORISING THE SALE OF ALCOHOL EACH DAY.
 - ALL CALLS MADE TO THE PREMISES WHERE THERE IS A COMPLAINT MADE BY A RESIDENT OR NEIGHBOUR OF NOISE, NUISANCE OR ANTI-SOCIAL BEHAVIOUR BY PERSONS ATTENDING OR LEAVING THE PREMISES. THIS SHALL RECORD THE DETAILS OF THE CALLER, THE TIME AND DATE OF THE CALL AND THE TIME AND DATE OF THE INCIDENT ABOUT WHICH THE CALL IS MADE AND ANY ACTIONS TAKEN TO DEAL WITH THE CALL.
 - ANY REFUSALS ON GROUNDS OF AGE AND/OR INTOXICATION (TO INCLUDE DATE, TIME, MEMBER OF STAFF INVOLVED, REASON FOR REFUSAL AS WELL AS A BRIEF PHYSICAL DESCRIPTION OF THE PERSON REFUSED)
 - ANY INCIDENT OF CRIME, DISORDER, OR ANTISOCIAL BEHAVIOUR IN OR WITHIN THE IMMEDIATE VICINITY OF THE PREMISES (WHETHER IT REQUIRED THE POLICE OR NOT) (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)
 - ANY ITEMS SEIZED BY SECURITY STAFF EMPLOYED AT THE PREMISES.

- 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, 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.

11. THE PREMISES SHALL IMPLEMENT WRITTEN POLICIES. SUCH DOCUMENTS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

- CCTV
- CONDITIONS OF ENTRY
- CROWD/CUSTOMER DISPERSAL
- SAFEGUARDING CHILDREN & VULNERABLE ADULTS
- NOISE
- QUEUE MANAGEMENT
- RESPONSIBLE SERVICE OF ALCOHOL
- REMOTE ORDERING AND DELIVERY OF ALCOHOL
- SECURITY MEASURES
- UNDERAGE SALES & FALSE IDENTIFICATION
- ZERO TOLERANCE DRUGS

FROM THESE WRITTEN POLICIES AND OPERATING PROCEDURES, THE PREMISES LICENCE HOLDER SHALL IMPLEMENT WRITTEN STAFF TRAINING ENSURING THAT ALL STAFF EMPLOYED AT THE PREMISES RECEIVE FULL TRAINING ON THOSE POLICIES THAT ARE RELEVANT TO THEIR SPECIFIC ROLE. STAFF SHALL SIGN AND DATE TRAINING RECORDS TO CONFIRM THEY HAVE HAD, FULLY UNDERSTAND THE TRAINING, AND THAT THEY SHALL CARRY OUT THEIR DUTIES IN ACCORDANCE WITH THEM. THESE TRAINING RECORDS SHALL BE RETAINED AND MADE AVAILABLE TO THE LICENSING AUTHORITY AND/OR RESPONSIBLE AUTHORITY NAMED UNDER THE LICENSING ACT UPON REQUEST.

WHERE SUBSEQUENT ISSUES OR CONCERNS RELATED TO ONE OR MORE OF THE POLICY(S) ARE BROUGHT TO THE PREMISES LICENCE HOLDER'S ATTENTION BY THE LICENSING AUTHORITY AND/OR ONE OF THE RESPONSIBLE AUTHORITIES NAMED UNDER THE LICENSING ACT , THE PREMISES LICENCE HOLDER SHALL MAKE AMENDMENTS.

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.

12. IN THE EVENT THE PREMISES UNDER ITS 'OFF SALES' FUNCTION PROVIDES A HOME DELIVERY ORDERING SERVICES, THE PREMISES SHALL ENSURE THAT ANY THIRD PARTY COURIER DELIVERY SERVICE CONTRACTED TO ACT ON THE VENUES' BEHALF TO COMPLETE THE CONTRACT OF SALE/SUPPLY OF ALCOHOL HAS RESPONSIBLY POLICIES COVER THE FOLLOWING AREAS:

- ☐ SAFEGUARDING CHILDREN & VULNERABLE ADULTS
- ☐ RESPONSIBLE DELIVERY OF ALCOHOL
- ☐ SECURITY MEASURES
- ☐ UNDERAGE SALES & FALSE IDENTIFICATION
- ☐ ZERO TOLERANCE DRUGS

WHERE SUBSEQUENT ISSUES RELATED TO ONE OR MORE OF THE POLICY(S) OR THE CONDUCT OF THE COURIER SERVICE ARE BROUGHT TO THE PREMISES LICENCE HOLDER'S ATTENTION BY THE LICENSING AUTHORITY AND/OR ONE OR MORE OF THE RESPONSIBLE AUTHORITIES NAMED UNDER THE LICENSING ACT THE PREMISES LICENCE HOLDER WILL MAKE AMENDMENTS TO RESOLVE THOSE ISSUES WITH THE COURIER FIRM.

IN THE EVENT THE PREMISES UNDER ITS 'OFF SALES' FUNCTION PROVIDES A HOME DELIVERY ORDERING SERVICE WHENEVER ALCOHOL IS DELIVERED TO THE PURCHASER, IT SHALL ONLY BE DELIVERED TO A RESIDENTIAL ADDRESS OR BUSINESS ADDRESS AND NOT A PUBLIC PLACE, FOR EXAMPLE A PARK.

IN THE EVENT THE PREMISES UNDER ITS 'OFF SALES' FUNCTION PROVIDES A HOME DELIVERY ORDERING SERVICE THE PREMISES SHALL AGREE WITH THE THIRD PARTY COURIER DELIVERY SERVICE CONTACTED TO ACT ON THE VENUES' BEHALF TO COMPLETE THE CONTRACT OF SALE/SUPPLY OF ALCOHOL THAT ALL PERSONS DELIVERING ALCOHOL MUST BE AGED 18 OR OVER.

IN THE EVENT THE PREMISES UNDER ITS 'OFF SALES' FUNCTION PROVIDES A HOME DELIVERY ORDERING SERVICE ALL HOME DELIVERIES WILL ONLY BE MADE BY WAY OF CREDIT OR DEBIT CARD TRANSACTION (INCLUDING THAT BY WAY OF THIRD PARTY PROXY SUCH AS 'PAYPAL' ETC)- NO CASH UPON DELIVERY.

IN THE EVENT THE PREMISES UNDER ITS 'OFF SALES' FUNCTION PROVIDES A HOME DELIVERY ORDERING SERVICE THE CUSTOMER SHALL BE CLEARLY ADVISED THAT IF THEY APPEAR TO BE UNDER THE AGE OF 25 THEY SHALL BE REQUIRED TO PRODUCE AN APPROVED FORM OF IDENTIFICATION SUCH AS CREDIBLE PHOTOGRAPHIC PROOF OF AGE EVIDENCE, WHICH SHALL INCLUDE A PHOTOGRAPH OF THE CUSTOMER AND MAY BE EITHER A PASSPORT, PHOTO DRIVING LICENCE, OR PROOF OF AGE CARD CARRYING A PASS LOGO. THIS REQUIREMENT WILL BE CLEARLY DISPLAYED PRIOR TO THE TRANSACTION BEING AUTHORISED AT THE POINT OF SALE, AND WILL BE CONFIRMED IN THE RECEIPT AFTERWARD FOR THE CUSTOMER'S AWARENESS

From: [Planning](#)
To: [licensing](#)
Subject: Comments for Licensing Application 23/00963/PREM
Date: 11 April 2023 13:26:44

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 11/04/2023 1:26 PM from [REDACTED] Arshad.

Application Summary

Address: 27 Park End Street Oxford Oxfordshire OX1 1HU

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

Customer Details

Name: Mr [REDACTED] Arshad

Email: [REDACTED]

Address: [REDACTED]

Comments Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Crime and Disorder
- Other objection
- Public Nuisance

Comments: 11/04/2023 1:26 PM Allowing this premise to have a later licences will increase noise and public disorder as Park End Street is already a magnet for antisocial behaviour.

Kind regards

From: [REDACTED]
To: [licensing](#)
Subject: Fwd: Undeliverable: 27 Park End Street 23/00963/PREM
Date: 11 April 2023 17:00:04

[REDACTED]

[REDACTED]

[REDACTED]

[illegible]

----- Forwarded message -----

To: <licencing@oxford.gov.uk>

Bcc:

Subject: 27 Park End Street 23/00963/PREM

I am contacting you as both a resident of Park End Street and a long established business on Frideswide Square.

I will start with some history of the area -

These youngsters are intimidating not just to me, but to my husband, the other business owners and other pedestrians walking through the square. Every weekend these underage youngsters are purchasing vapes and alcohol from the Uni Off Licence at 19 Park End Street they then hover around my shop access and in the planters shouting and littering.

- Crime and Disorder - it will increase, with two nightclubs on the top half of Park End Street, one nightclub on Hythe Bridge Street and at least 3 pubs/bars with late

licences this can only get worse and without the manpower from the police, problems and issues and fighting will become unmanageable, as will the number of people urinating in doorways and the planters on the square.

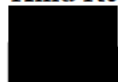
- Public nuisance - broken bottles, litter, peeing in doorways, smoking of drugs, dealing of drugs, underage drinking will all increase
- Public Safety - this is already an issue as I can name several people who have been verbally abused by the drunks and youngsters hanging out on the street ... in fact this very afternoon I caught a drunk person pissing in my doorway and when I approached him he threw a slew of drunken insults at me, and dropped his bottle on the street which obviously smashed, so now there is broken glass on the square!
- Litter - as stated before, the litter on Frideswide Square/Park End Street is already an issue particularly in the late afternoon and evening - there is no question that litter will increase
- Parking - cars park anywhere they like in the evening, and with the closure of Botley Road etc. residents cannot and nor should they have to lose any of their parking spaces.
- Smoking Facility - previously when No. 27 was Plush Bar they had a smoking pen on the street, which led to disgusting chewing gum stains, cigarette butts and noise!!!

This is NOT the area for a nightclub with a late licence 4 nights a week. This is actually a very residential area that is already struggling to keep control of the anti social behaviour we are experiencing.

The square already looks unsightly with Nuffield College allowing their unused properties to fall into disrepair and the last thing this area needs is more noise, litter and unruly behaviour.

I trust you will take my concerns seriously, and consider the very deep concerns of residents and business owners in the area.

Kind Regards

 Suliman Bell

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

The Licensing Authority
Oxford City Council
St Aldate's Chambers
109 St Aldate's
Oxford OX1 1DS
By email only to licensing@oxford.gov.uk

5th April 2023

Application Reference: 23/00963/PREM
Applicant: Spirit Bar Ltd
Address: Jam Factory, 27 Park End Street, Oxford OX1 1HU

Dear Licensing,

My name is ██████████ Parker. I am the Bursar of Brasenose College ("the College") and I make this representation on behalf of the College.

The College is one of the constituent colleges of the University of Oxford, and is a separate legal entity. The College has a long tradition of academic excellence and welcomes students from all backgrounds who are passionate and enthusiastic about their studies and want to make the most of their time in Oxford.

It is the College's belief that, if granted, this application will undermine the Prevention of Public Nuisance Licensing Objective through:

1. noise from Licensable Activities at the venue;
2. customer noise from customers at and in the immediate vicinity of the venue; and
3. noise associated with the general use of the venue for Licensable Activities e.g. servicing.

It is for these reasons that the College wishes to make a representation in relation to this application for a Premises Licence.

The College notes that this application mirrors, or seeks to revive, Premises Licence 10/00972/PREM on identical terms. Although this application seeks to replicate that licence in terms of the hours, activities, and conditions it is the College's view that this application needs to be considered on its own merits and with the intentions of the Applicant company firmly in mind.

What those intentions are, however, is difficult to understand as the application is lacking in information. We would welcome further information from the Applicant company in that regard. We note that the Applicant company run other late-night bars/clubs in the city.

Noise Associated with Licensable Activities

Although the address of the venue is given as Park End Street, this is (and no criticism of the Applicant is made in this regard) somewhat misleading. The entrances to The Jam Factory are on Hollybush Row (see photographs attached).

The entrances to The Jam Factory are directly adjacent to student accommodation owned and operated by the College, which is home to graduate students. It is essential to the College that these students are able to have a peaceful place in which to sleep and study and we do not wish for them to be disturbed.

It is the concern about this disturbance that gives rise to this representation. Prior to its liquidation, the previous Premises Licence Holder operated the venue as an arts focused facility with a small amount of ancillary restaurant and bar use. This, by and large, didn't cause any problems for the College or for our graduates living next door. Louder Licensable Activities and functions going on later into the evening did, however, cause problems and necessitated a number of room swaps.

A room swap is where a student asks to be moved from a particular room due to an issue. In this case, these particular swaps were due to noise from the venue disturbing sleep and study. The issues were not severe enough for the college to raise them with the Licensing Authority and matters were handled locally, but it is of great concern to the College that a more intensive or intrusive use, particularly late at night would lead to further complaints. The College wishes to avoid that.

Customer Noise

Customer noise was also cited as an issue by those requesting room swaps. Students complained of loud noise from customers, understandably in high spirits, leaving the venue and not being mindful of their surroundings. Again, the concern is if the venue is used more frequently and intensively then it is natural to think these problems will rear their head again.

Ancillary Noise

It is reasonable to think, we suggest, that increased usage of the venue will result in various comings and goings associated with Licensable Activities such as deliveries, collections of waste, and the emptying of bottles into external bins. No mention is made in the application of how these arrangements will be carried out, at what times, or by whom. We are concerned that if these matters are not dealt with sensitively then they will negatively impact on our students living near the venue.

Requested Outcome

It is the College's view that the application lacks detail to the extent that it should be refused entirely.

If the Licensing Authority does not feel empowered to refuse the application then we believe that it should be curtailed and conditioned in such a way that ensures problems do not arise out of the new operation. We are not experts in these matters, but we would suggest the following are looked at/considered:

- The hours of operation of the venue and whether the later hours e.g. after 23:00 are suitable in the context of the proposed use (once clear).
- The hours for Licensable Activities, particularly those activities that naturally give rise to noise, like Live and Recorded Music, are permitted.
- The number of customers that are permitted within the venue at any one time and whether those numbers should be tailored to the proposed use (once clear). For example, noisier activities (Live and Recorded Music) could have a lower capacity than less impactful activities e.g. dining.
- Whether the Applicant Company really needs Off-Sales of alcohol and if so, what for and how that will be controlled.
- What noise can be generated at the venue and whether that noise can be acoustically contained/curtailed using acoustic measures such as a noise limiter.
- How access and egress will be managed to ensure that customer arrival and departure does not disturb those living and sleeping nearby
- Whether the later hours e.g. after 23:00 should only be relevant to certain types of event and limited in number. We are concerned that the proposed condition that has been copied and pasted from the previous licence leaves an enormous amount of flexibility and uncertainty, which could result in much more nuisance than under the previous licence.
- Security and stewarding arrangements in relation to the types of events taking place at the venue (once known).
- How smokers and external drinking will be controlled to ensure that those activities do not cause a nuisance.

In summary, it seems to the College that this is an entirely new endeavour that is seeking to replicate an old licence for a completely different type of venue. That concerns us greatly and we would be grateful if we could please be updated as to the status of the application.

Yours faithfully,



[Redacted] Parker
Bursar
Brasenose College

Enc.

Brasenose College – Google Streetview Images







Google

From:
To: [licensing](#)
Subject: objecting to the licensing application (Jam Factory)
Date: 11 April 2023 14:51:50

objecting to the licensing application for 27 Park End Street, Oxford, ox1 1hu.

The reasons for my objection are:

1) Crime and disorder

crime and disorder related to people returning home after visiting the other bars in Oxford. When the venues close there is also a regular spate of littering left on the streets. Houses have no front gardens so anyone walking home drunk and disorderly is a real nuisance as they tend to speak loudly which is a real disturbance, particularly in the summer when windows need to be left open because of heat. Increasing the number of establishments with this license and extending the time will increase the number of people in the area drinking late, returning home even later and in turn disorder and the potential for crime.

2) Public nuisance

There would be an increase in vehicle traffic which will increase at night. There would also be increased noise and commotion of people leaving and entering under the influence of alcohol. The proximity to residents home is too close to consider this. On their way home people under the influence of alcohol often urinate on the residential doorsteps which is a public health and safety issue, not to mention people vomiting on their way home.

3) Public Safety

I am also concerned with the safety of the public in the residential area.

I am shocked these plans have even been considered. This will increase the hours of noise to our residential area and the anti social behaviour as well as increasing high-time taxis and road traffic, adding to already difficult parking problems and is likely to increase the need for more street cleansing in the area.

4) Protection of children from harm

Noise from increased traffic and from patrons arriving and leaving the premises in states of intoxication would inevitably disturb children's sleep and the experience would be disturbing to them as what is currently a peaceful area would become noisy at times when children are sleeping. Shouting or the noise of any affray connected with the premises or patrons outside the premises would be extremely disturbing for children in the nearby area

I urge you to decline this application. Would you want this on your doorstep? A residential area is no place for a night club or a late night venue.

I would be grateful if you would advise me of the outcome and **keep my details confidential**

--

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

From:
To: [licensing](#)
Subject: Ref: 23/00963/PREM
Date: 06 April 2023 14:48:56

Dear Sir/Madam

Re: Objection to licensing application 23/00963/PREM

We wish to object to the application ref: 23/00963/PREM from Spirit Bar Ltd for the premises address Jam Factory, 27 Park End Street, OX1 1HU.

Grounds for objection: crime and disorder, public nuisance.

Our objection is based on concerns that the new licensing will increase public nuisance, crime and disorder. We are particularly concerned about the noise nuisance, crime and disorder as this already happens being on Park End Street. We have tolerated the original Jam Factory knowing it was used for mainly a restaurant (closing before 11pm) and occasionally for weddings and events.

We note that for this application the intention is to hold weekly events which will make the noise nuisance even more intolerable. Selling of alcohol will also encourage a drinking culture on those nights which invariably make its ways out to the streets (Park End Street). We believe this goes against the SSP adopted by the Council.

We are also concerned about their need for an after 12 late night refreshment/retail sale of alcohol, unless the application is for a night club.

[REDACTED]

We believe that the licensing objectives will be compromised if this premises were granted license for the hours they've requested.

Therefore, please take this as our objection to the granting of the Premises license as stated in the notice.

Please can you confirm safe receipt of this email.

We would prefer if the objections were not made public.

We look forward to hearing from you.

Kind regards

From:
To: [licensing](#)
Subject: Opposing to application 23/00963/PREM
Date: 11 April 2023 21:49:01

Dear Licensing Officer,

Opposing to application 23/00963/PREM

I am writing to you to express my opposition to the proposal for licensing application for 27 Park End Street, Oxford, OX1 1HU

I oppose to the application based on the following:

- crime and disorder
- prevention of nuisance

- The location is extremely close to a quiet residential housing
- A business whose principle hours Thursday-Saturday are late night is not compatible with this location.
- As the application is made for a restaurant, one must ask what is the intended activity at the premises, and are they appropriate for the area. Does this constitute a change from a restaurant to a night club given the hours the application has been made for.
- I personally feel that allowing the sale of alcohol and similar activities this late at night will lead to noise and anti social behaviour in local streets when most respectable local residents are in bed trying to sleep.
- In addition, the application for the proposed license is less than 30m from our house (other houses are much closer) and includes live and recorded music Thursday until 1AM, Fri-Sat until 2 AM. This will cause considerable disturbance to us.
- Allowing alcohol to be consumed outside until early morning (beer garden), will allow the noise (usually shouting after a few drinks) and music to travel across the open into the surrounding homes, creating public nuisance to many and across wide area.
- Also I wonder if the impact of a restaurant/late bar on the already stretched residents parking has been considered.
- The police has better ways of spending their time than being called out by residents of our streets because of noise and disturbances, and so I ask you to oppose the application.
- Lastly, we are concerned that this application has not been advertised well and many residents have not been made aware of this.

I hope these concerns can be taken fully into account when considering the license application. Therefore, please take this as my opposition to the granting of the premising licensing as stated in the Notice.

Please can my identity be kept confidential.

Kind regards

From: [Planning](#)
To: [licensing](#)
Subject: Comments for Licensing Application 23/00963/PREM
Date: 11 April 2023 16:04:11

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 11/04/2023 4:03 PM from [REDACTED] McCoy-Parkhill.

Application Summary

Address:	27 Park End Street Oxford Oxfordshire OX1 1HU
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

Customer Details

Name:	[REDACTED] McCoy-Parkhill
Email:	[REDACTED]
Address:	[REDACTED]

Comments Details

Commenter Type:	Neighbours
Stance:	Customer objects to the Licensing Application
Reasons for comment:	<ul style="list-style-type: none">- Crime and Disorder- Public Nuisance
Comments:	<p>11/04/2023 4:03 PM My chief objection is the licence has opening hours until 2am. We very happily had the Jam Factory opposite us for 16 years but part of the reason that worked so well on the edge of a lot of residential buildings (Brasenose accommodation, the parish of St Thomas, flats across the road) was because it shut at a reasonable hour. We lived here when there used to be a night club and bars (Plush) in this location. We had a large amount of drunk disorderly behaviour, vandalism of people's bikes locked outside, frequent fights and vomit on the pavements the next morning. Keeping the hours of opening to something more reasonable would prevent returning to that era. There are bars and clubs already in Oxford so there are provisions for members of the public who wish to be out that late.</p>

Kind regards

From: [Planning](#)
To: [licensing](#)
Subject: Comments for Licensing Application 23/00963/PREM
Date: 25 March 2023 23:13:13

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 25/03/2023 11:12 PM from [REDACTED] Scott.

Application Summary

Address: 27 Park End Street Oxford Oxfordshire OX1 1HU

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

Customer Details

Name: [REDACTED] Scott

Email: [REDACTED]

Address: [REDACTED]

Comments Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Reasons for comment: - Crime and Disorder
- Public Nuisance

Comments: 25/03/2023 11:12 PM I would like to object to this application due to the late hours listed in application.
After experiencing years of noise disturbance from the former nightclub plush next door to this address with the attendees using st Thomas street after leaving the premises, it would often disrupt my evenings and sleep, there is a disabled and elderly community on this street that should be thought of.
since the jam factory shut we have had less people walking down our street shouting drunkenly, and have really welcomed this peace.

Kind regards

From: [REDACTED]
Subject: [licensing](#)
Date: Spirit Bar LTD / ref application 23/00963/PREM 27 Park End Street OX1 1HU
11 April 2023 20:46:17

Hello, colleagues.

I just heard recently about the license ref application for the former Jam Factory venue. I would not support this application for reasons of too much noise in late evening, further crowding the streets with patrons waiting on line (which already occurs with several other bars, pubs, and dance venues on Park End Street and neighboring street. Such an establishment would no doubt bring in revenues and potentially increase revenues for the city. At the same time, such an establishment degrades further the neighborhood and the streets with crowds of young people, many already inebriated.

I stay frequently at the Royal Oxford Hotel and there is already too much late night noise and drunken revelry. Add this further bar would only increase that. Same goes for the several small businesses directly in the neighborhood – the restaurants and others. And then also disturbance to the accommodations beyond the former Jam Factory buildings. Net, the worrisome aspects, the potential for disruption, and increased late evening density from a new bar, all combine to raise red flags about granting this license.

Thank you.

[REDACTED] Ventresca

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

From: [REDACTED]
To: [licensing](#)
Date: 12 April 2023 00:00:17

Dear Licensing Authority

I am writing to object to the late license application submitted by Spirit Bar LTD to turn the former Jam Factory into a late bar with closing times of Thursday 1AM, Friday and Saturday 2AM. This license will significantly increase nuisance, crime, and disorder in our local area.

Unfortunately, this license application has not been adequately advertised, and it is therefore essential that the licensing authority consider the views of local residents in determining whether to grant the license.

I urge you to reject this application and protect our community from the negative impact of a late bar. Thank you for your attention to this matter.

Sincerely,

[REDACTED] Wojewoda

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

APPENDIX FIVE

