



Civic Centre, Riverside, Stafford  
Contact Andrew Bailey  
Direct Dial 01785 619212  
Email [abailey@staffordbc.gov.uk](mailto:abailey@staffordbc.gov.uk)

Dear Members

**Licensing Sub Committee**

A **virtual** meeting of the Licensing Sub Committee will be held **on Monday 19 April 2021 at 2.00pm** to deal with the business as set out on the agenda.

To watch the meeting, please follow the instructions below:-

- 1 Log on to Zoom at:- <https://zoom.us/join>
- 2 Enter meeting **897 1603 4566** when prompted
- 3 Enter Password **708406** when prompted

Or, to listen to the meeting, please call the following telephone number:-

**0131 460 1196**

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown in each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

A handwritten signature in black ink, appearing to read "I. Curran".

Head of Law and Administration

**LICENSING SUB COMMITTEE**  
**19 APRIL 2021**  
**Chair - Councillor A P Edgeller**

**A G E N D A**

- 1 Apologies
- 2 Officer's Reports

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REPORT OF THE LICENSING MANAGER

**Membership**

**Chair - Councillor A P Edgeller**

|              |                |
|--------------|----------------|
| C A Baron    | D McNaughton   |
| J A Barron   | A M Loughran   |
| A R G Brown  | M Phillips     |
| A P Edgeller | R M Sutherland |
| M Green      |                |

(The 3 Members to form the Sub Committee will be appointed from the above)

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LICENSING SUB-COMMITTEE - 19 APRIL 2021

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**Ward Interest - Foregate**

**Application for a Premises Licence**

*Report of Licensing Officer*

*Purpose of Report*

To consider an application for a Premises Licence Application for The Great British Beer Company Ltd, 149 Newport Road, Stafford, Staffs ST16 2EZ.

**1 Detail**

- 1.1 On 22 February 2021 the Council received a premises licence application for The Great British Beer Company, 149 Newport Road, Stafford however the consultation time had to be restarted due to a clerical error by the applicant regarding on-sales/off sales therefore the consultation end date was 24 March 2021.
- 1.2 The application was made by Mr Jack Taylor the Director of the Great British Beer Company Ltd of 147 Newport Road, Stafford ST16 2EZ.
- 1.3 On 24 February 2021 an email was received from Staffordshire Police Licensing Team making representations stating that in its current form the application would not promote the licensing objectives however they also stated that they have consulted with the Applicant and had agreed amendments to the operating schedule so the application was no longer contested.
- 1.4 On 6 March 2021 a relevant representation was received from Express Curtains, Stafford
- 1.5 On 12 March 2021 a relevant representation was received from Couture Leisure Ltd.
- 1.6 On 22 March 2021 an email was received from Trading Standards attaching negotiated and agreed conditions with Mr Taylor.
- 1.7 There were no other representations from any other Responsible Authorities.
- 1.8 The documents relating to the application, correspondence with the Police and Trading Standards, and representations from Express Curtains and Couture

Leisure Ltd are attached as an **APPENDIX**.

## **2 Recommendation**

- 2.1 The Committee is asked to consider this report and determine whether to grant the licence as applied for.
- 2.2 The procedure for meetings of the Licensing Sub Committee is attached to this report.

## **Previous Consideration**

Nil

## **Background Papers**

File available in Operations.

## **Contact Officer**

Katie McKinney, Enforcement Officer, 01785 619100

149 Newport Road, ST16 2E2.



**Stafford**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
 ehlicensing@staffordbc.gov.uk  
 Telephone: 01785 619745

\*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 you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

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

**Applicant Business**

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

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

Registration number

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

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**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

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**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...

Private Limited Company

**Address**

Building number or name   
Street   
District   
City or town   
County or administrative area   
Postcode   
Country

**Contact Details**

E-mail   
Telephone number   
Other telephone number   
\* Date of birth  /  /   
dd mm yyyy

\* Nationality

Documents that demonstrate entitlement to work in the UK

**Section 5 of 21**

**OPERATING SCHEDULE**

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

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

Provide a general description of the premises

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

Premises are for the lower situ of 149 Newport Road; a 3 story complex. Premises are to be used as a Craft Beer & Ale Bottle shop for the sale of craft beer & spirits. Online shop to co-inside with on site sales via a secure website. Any sales made online will make sure the customer must agree they are over 18 & confirm as such. Parcelforce/DPD will deliver sealed parcels to addresses within the UK and require to hand over and be signed for by an Over 18 with possible ID Check pursuant to the Licensing Act 2004.



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

**Section 7 of 21**

**PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

Yes

No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

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

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will you be providing recorded music?

Yes

No

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

Continued from previous page...

**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

**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.

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 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.

N/A

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.

N/A

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

Continued from previous page...

**Enter the contact's address**

|  |   |
|--|---|
| Building number or name                | <input type="text"/>                                  |
| Street                                 | <input type="text"/>                                  |
| District                               | <input type="text"/>                                  |
| City or town                           | <input type="text"/>                                  |
| County or administrative area          | <input type="text"/>                                  |
| Postcode                               | <input type="text"/>                                  |
| Country                                | <input type="text" value="United Kingdom"/>           |
| Personal Licence number (if known)     | <input type="text"/>                                  |
| Issuing licensing authority (if known) | <input type="text" value="Stafford Borough Council"/> |

**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.

N/A

**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.

Continued from previous page...

TUESDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

WEDNESDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

THURSDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

FRIDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SATURDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SUNDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

State any seasonal variations

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

N/A

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.

N/A

**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)

*Continued from previous page...*

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

The Licensee shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

b) The prevention of crime and disorder

Any incidents of a criminal nature that may occur on the premises will be reported to the Police.

The Licensee will install comprehensive CCTV coverage at the premises and it is operated and maintained at the premises.

The CCTV system shall conform to the following points:

1. Cameras must be sited to observe the entrance and exit doors both inside and outside.
2. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
3. Cameras viewing till areas must capture frames not less than 50% of screen.
4. Cameras overlooking floor areas should be wide angled to give an overview of the premises.
5. Be capable of visually confirming the nature of the crime committed.
6. Provide a linked record of the date, time and place of any image.
7. Provide good quality images –colour during opening times.
8. Operate under existing light levels within and outside the premises.
9. Have the recording device located in a secure area or locked cabinet.
10. Have a monitor to review images and recorded picture quality.
11. Be regularly maintained to ensure continuous quality of image capture retention.
12. Have signage displayed in the customer area to advise that CCTV is in operation.
13. Digital images must be kept for 30 days.
14. Police will have access to images at any reasonable time.
15. The equipment must have a suitable export method, e. G. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy, if this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies will be made available to Police on request.

c) Public safety

Appropriate fire safety procedures are in place including fire extinguishers (foam, H<sub>2</sub>O and CO<sub>2</sub>), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting (see enclosed plan for details of locations).

All appliances are inspected annually.

All emergency exits shall be kept free from obstruction at all times.

d) The prevention of public nuisance

All customers will be asked to leave quietly.

Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours.

e) The protection of children from harm

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.

All staff will be trained for UNDERAGE SALES PREVENTION regularly.

A register of refused sales shall be kept and maintained on the premises.

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

**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.

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**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](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 £87000 £315.00

Band D - £87001 to £125000 £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 £125000 £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

#### ATTACHMENTS

#### AUTHORITY POSTAL ADDRESS

Continued from previous page...

**Address**

|                               |   |
|-------------------------------|---|
| Building number or name       | <input type="text"/>                        |
| Street                        | <input type="text"/>                        |
| District                      | <input type="text"/>                        |
| City or town                  | <input type="text"/>                        |
| County or administrative area | <input type="text"/>                        |
| Postcode                      | <input type="text"/>                        |
| Country                       | <input type="text" value="United Kingdom"/> |

**DECLARATION**

How we use your personal information The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. For further information, please see [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices)

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       | <input type="text" value="J Taylor"/>           |
| * Capacity        | <input type="text" value="Managing Director"/>  |
| Date (dd/mm/yyyy) | <input type="text" value="21st February 2021"/> |

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

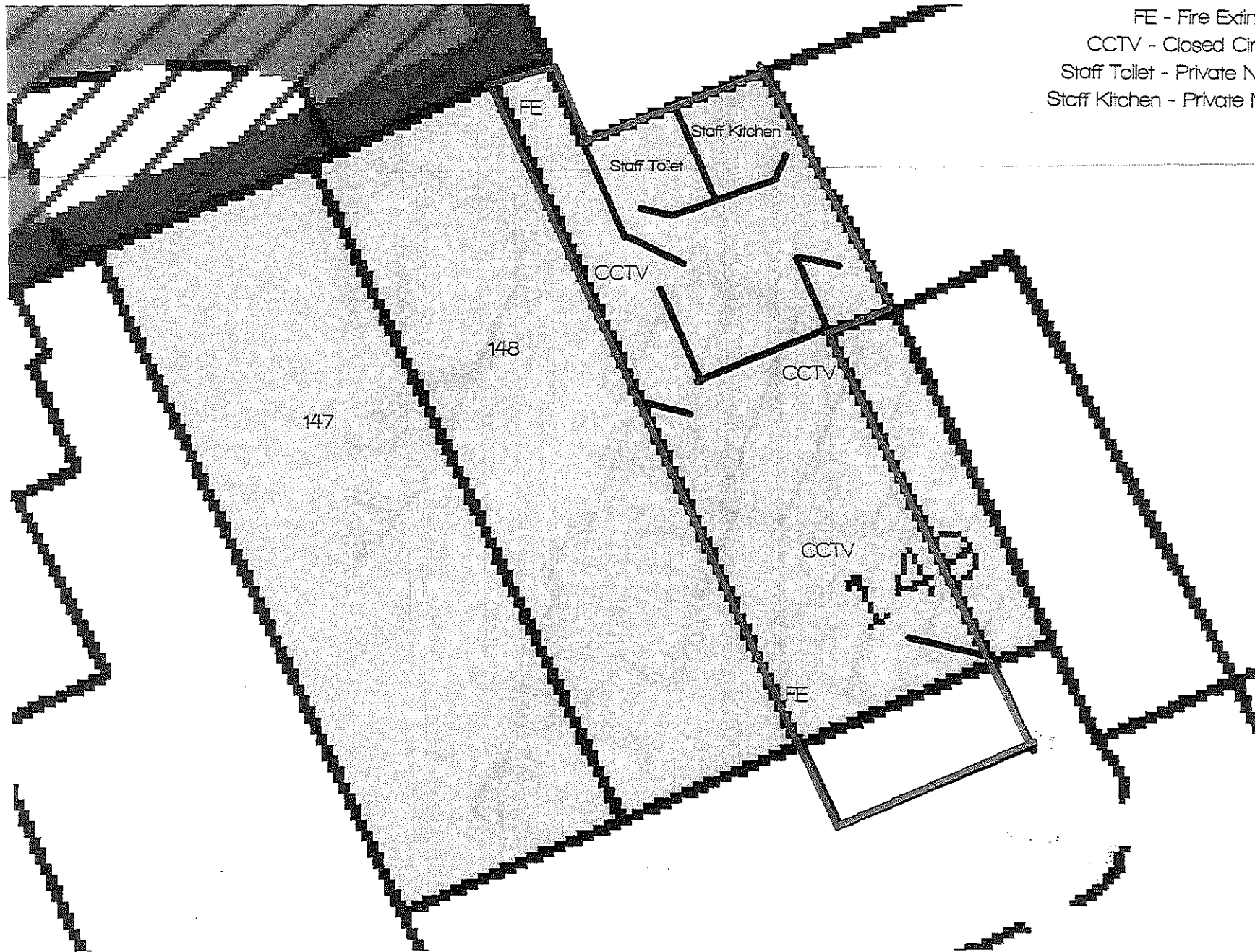
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/stafford/apply-1> to upload this file and continue with your application.

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 15B 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**





FE - Fire Extinguishers  
CCTV - Closed Circuit Television  
Staff Toilet - Private NO public Access  
Staff Kitchen - Private NO public Access

**Consent of individual to being specified as premises supervisor**

Jack Taylor

I \_\_\_\_\_  
*[full name of prospective premises supervisor]*

of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises Licence

\_\_\_\_\_  
*[type of application]*

by

The Great British Beer Company Limited

\_\_\_\_\_  
*[name of applicant]*

relating to a premises licence TBC  
\_\_\_\_\_  
*[number of existing licence, if any]*

for

149 Newport Road  
Stafford  
ST16 2EZ

\_\_\_\_\_  
*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

The Great British Beer Company Limited

-----  
*[name of applicant]*

concerning the supply of alcohol at

149 Newport Road  
Stafford  
ST16 2EZ

-----  
*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

425360/089040


-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

Stafford Borough Council

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed



Name (please print)

JACK TAYLOR

Date

15<sup>th</sup> February 2021



**Julie Wallace**

---

**From:** Clive Cooper [REDACTED]  
**Sent:** 24 February 2021 11:00  
**To:** ehlicensing  
**Subject:** FW: Application for a Premises Licence to be granted under the Licensing Act 2003. the Great British Beer Company, 149 Newport Road, Stafford, Staffordshire, ST162EZ

Dear Licensing,

Application for a premises Licence to be granted under the Licensing Act 2003 The Great British Beer Company, 149 Newport Road, Stafford, Staffordshire, ST162EZ

Staffordshire Police wish to make representations concerning the licence application on the basis that it is considered that the application in its current form would not promote the licensing objectives. Staffordshire Police have consulted with the Applicant and have agreed amendments to the operating schedule, as outlined in the below email, which it is believed will promote the objectives. As the Applicant and Staffordshire Police are in agreement, subject to there being no representations from other parties, it is respectfully considered that, as this application is now uncontested and both the Applicant and Staffordshire Police agree that a hearing is unnecessary, the Licensing Authority dispense with a formal hearing on the basis of the agreement.

If you have any queries, please do not hesitate to contact me.  
Regards  
Clive

**PC5281 Clive Cooper**  
**Licensing Officer**

**From:** Jack Taylor [REDACTED]  
**Sent:** 24 February 2021 10:50  
**To:** Clive Cooper [REDACTED]  
**Subject:** Re: Application for a Premises Licence to be granted under the Licensing Act 2003. the Great British Beer Company, 149 Newport Road, Stafford, Staffordshire, ST162EZ

Good Morning Clive,

Further to our conversation I am happy to accept these amendments.

Many Thanks,

Jack Taylor MBII MBA  
Managing Director

The Rainy Day Group Limited  
The Great British Beer Company

[REDACTED]  
E: [REDACTED]

**From:** Clive Cooper [REDACTED]  
**Sent:** Wednesday, February 24, 2021 10:19:27 AM  
**To:** Jack Taylor [REDACTED]  
**Subject:** Application for a Premises Licence to be granted under the Licensing Act 2003. the Great British Beer Company, 149 Newport Road, Stafford, Staffordshire, ST162EZ

Dear Jack Taylor, below are the proposed amendments to the premises licence. **Please could you advise, by return email**, if you are in agreement with the conditions (below) being incorporated into the Premises Licence and replacing those in your application? If you want to talk about any aspect of the proposed amendments then you can contact me using the numbers below.

To amend and incorporate conditions contained in section M (b) The prevention of crime and disorder and (e) The protection of children from harm:

#### **Proposed conditions consistent with operating schedule:-**

##### Prevention of Crime and Disorder

- 1) CCTV must be installed and cover all internal areas, including all public entry and exit points and any areas where smokers are allowed to congregate. The CCTV unit must be positioned in a secure part of the licensed premises and not within any private area of the location. Access to the system must be allowed immediately to the Police, Trading Standards or an authorised officer of the Licensing Authority in accordance with the Data Protection Act where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.  
The time and date must be set to the correct time relating to BST/GMT
- 2) A competent trained person in the use of and operation of the CCTV must be in attendance at the premises at all times that licensable activities take place and be able to fully operate the CCTV system to be able to download at the time of the visit/upon request onto a CD/DVD/USB stick any information requested by any Responsible Authority.
- 3) All CCTV images must be retained for a period of not less than 31 days.
- 4) Clear signage must be displayed at all entrance and exits indicating that CCTV is operating.
- 5) An incident register of all occurrences and ejections from the premises must be maintained at the premises and any details of any incidents of crime or disorder must be recorded. The register must be produced and made available at the time of the visit/upon request to any responsible authority.
- 6) No open vessels will be removed from the inside of the premises, unless it is to a defined area which must have all of the appropriate consents from the local authority and must include a plan on which the area is defined and should also utilise a physical barrier which is approved by the local authority. Any conditions attached to the consent for the utilisation of the defined area must be adhered to.
- 7) Notices must be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

##### Protection of children from Harm

- 1) A Challenge 25 policy must be adopted and enforced at the premises where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol.
- 2) The only acceptable forms of identification are a valid photo driving licence, valid passport or a valid PASS approved proof of age card.

- 3) Challenge 25 posters must be displayed at all entrances to the premises, all areas where alcohol is displayed and at the cash till payment area.
- 4) Posters must be displayed prominently and in sight of customers and staff.
- 5) A refusals register with details of all refusals must be maintained at the premises. The register may be contained on the till but must contain details of the staff member refusing the sale and must be checked on a monthly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.
- 6) The refusals register or when on the till a print out of refusals must be produced and made available for inspection at the time of the visit/upon request by any Responsible Authority.
- 7) Both initial and subsequent refresher training in relation to the sale of alcohol will contain a written or electronic test to be undertaken by the staff member and this record must be signed and dated by both the member of staff and the Designated Premises Supervisor.

If you have any queries please do not hesitate to contact me.

Regards

Clive


**PC5281 Clive Cooper**  
**Licensing Officer PC5281 Cooper**

[REDACTED]  
[REDACTED]  
Early Intervention and Prevention Unit, Licensing Division, Staffordshire Police, HQ Stafford, Weston Road, Staffordshire, ST18 0YY.

t: 101 Ext. 2983

e: [clive.cooper](mailto:clive.cooper) [REDACTED]

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 [www.twitter.com/StaffsPolice](http://www.twitter.com/StaffsPolice) [www.twitter.com/opdrinksafe](http://www.twitter.com/opdrinksafe)

 [www.youtube.com/StaffordshirePolice](http://www.youtube.com/StaffordshirePolice)

\*\*\*\*\*  
**"A safer Staffordshire"**

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Staffordshire Police reserves the right to read all such material and to reject and return any material which is considered either to be a security risk or unsuitable. Any monitoring will comply with the legislation currently in force and in particular the Human Rights Act 1998.

## Julie Wallace

---

**From:** Smith, Caroline J (F&C) [REDACTED]  
**Sent:** 22 March 2021 09:51  
**To:** ehlicensing  
**Subject:** Premises Licence Application - Great British Beer Co, 149 Newport Road, Stafford, ST162EZ  
**Attachments:** GB Beer Co Conditions v2 copy.docx

CAUTION: This email originated from outside of the Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning,

Please find attached, conditions negotiated and agreed Jack Taylor, Great British Beer Company, 149 Newport Rd, Stafford.

You should have also received conditions negotiated with Clive Cooper in Police Licensing. For ease, I have agreed with the applicant, and informed Clive, that as our conditions for Protecting Children from Harm are similar, our conditions (attached) should be used under this objective and the police conditions be used for Preventing Crime and Disorder.

If the conditions are endorsed onto the licence then Trading Standards will not have any representations to make against the grant of this licence.

Please acknowledge acceptance of this.

Kind regards,  
Caroline

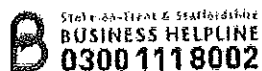
Caroline Smith  
Compliance Officer  
Public Protection – Trading Standards  
Staffordshire County Council

[REDACTED]  
Trading Standards, Castle House, Floor 1, Barracks Road, Newcastle under Lyme, ST5 1BL

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For expert advice & support for businesses in Stoke-on-Trent & Staffordshire, contact the **Business Helpline** on 0300 111 8002



For all your business support enquiries

Free, impartial legal guidance for businesses that supply goods and services to consumers:  
[www.businesscompanion.info](http://www.businesscompanion.info)

Citizens Advice Scams Action hotline: 0300 330 3003  
Citizens Advice Consumer Services hotline: 0808 223 1133

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In offering this advice we wish to make it clear that:

Legislation may change over time and the advice given is based on the information available at the time the guidance was produced. It is not necessarily comprehensive and is subject to revision in the light of further information.

Only the courts can interpret statutory legislation with any authority. This advice is not intended to be a definitive guide to, nor substitute for, the relevant law. Independent legal advice should be sought where appropriate.

**From:** Jack Taylor [REDACTED]

**Sent:** 19 March 2021 11:40

**To:** Smith, Caroline J (F&C) <[REDACTED]>

**Subject:** Re: Application for a Premises Licence to be granted under the Licensing Act 2003. the Great British Beer Company, 149 Newport Road, Stafford, Staffordshire, ST162EZ

**CAUTION:** This email originated from outside of Staffordshire County Council. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Morning Caroline

Please see attached

Many thanks

Jack Taylor MBII MBA  
Managing Director

The Rainy Day Group Limited  
The Great British Beer Company

T [REDACTED]  
E: [REDACTED]

---

**From:** Smith, Caroline J (F&C) [REDACTED]

**Sent:** Tuesday, March 16, 2021 10:42:07 AM

**To:** Jack Taylor [REDACTED]

**Subject:** RE: Application for a Premises Licence to be granted under the Licensing Act 2003. the Great British Beer Company, 149 Newport Road, Stafford, Staffordshire, ST162EZ

Hi Jack,

As discussed please find an updated version of the conditions attached for the 'Protecting Children from Harm' objective.

If you are happy with them please sign and date and return, or express your agreement by return email.

Kind regards,  
Caroline

Caroline Smith  
Compliance Officer  
Public Protection – Trading Standards  
Staffordshire County Council

## Licensing Conditions

### Protecting Children from Harm

#### Shop Conditions

1. A Challenge 25 policy should be adopted and enforced at the premise where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol.
2. The only acceptable forms of identification must be a valid photo driving licence, valid passport or a valid PASS approved proof of age card.
3. Challenge 25 posters should be displayed at all entrances to the premise, all areas where alcohol is displayed and at the cash till payment area. They should be displayed prominently and in sight of both customers and staff.
4. At each till there must be placed a date of birth check card which must be kept updated at all times with the current date at which a person must be born to be aged 18 or over.
5. A refusals register with details of all refusals must be maintained at the premise. The register must contain details of the staff member refusing the sale and must be checked on a monthly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.
6. The refusals register must be produced and made available for inspection at the time of the visit by any Responsible Authority.
7. Prior to selling alcohol, all persons involved in the sale of alcohol & age restricted products who are not the holder of a Personal Licence must receive initial and regular 6 monthly refresher training by the Designated Premises Supervisor or external training provider with regards to the law in relation to the sale of alcohol & age restricted products and responsible retailing.
8. Such training must be recorded and up to date training records of all such persons must be maintained at the premise and produced and made available for inspection at the time of the visit by any Responsible Authority. Both initial and subsequent refresher training in relation to the sale of alcohol & age restricted products must contain a test to be undertaken by the staff member and this test or online certificate must be made available at the time of the visit to any Responsible Authority. Records for each person must be retained for a minimum of 12 months.

#### Online Sales Conditions

1. The website must ensure they receive a declaration via form completion or tick box from the person placing the order that the person is over 18 years of age.
2. Alcohol shall be sold in sealed containers only.

3. All deliveries of alcohol shall only be delivered to an address with a valid postcode and not to a public place.
4. Third party delivery companies should follow their protocol for under age sales, either refusing if suspected to be under 18 or requesting identification.
5. If delivery company follows Challenge 25 scheme, and the person making the delivery considers that the recipient of alcohol appears under the age of 25, acceptable proof of age which shall include recognised photographic identification is to be requested before any alcohol is handed over.
6. Acceptable proof of age shall include identification bearing the customer's / recipient's photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.
7. Delivery will be refused if the person believes the alcohol is being purchased on behalf of another person aged under 18 years.
8. The terms and conditions of the company website will contain the following: -
  - a) The company will not supply alcohol to any person until it has been verified that the person is over 18 years of age.
  - b) That no parcels will be left by the courier if the person at the delivery address is believed to be under 18 years of age.

Conditions Agreed by Jack Taylor

Signature: ...JTaylor.

Date: ...19/03/2021

Couture leisure ltd  
139 Newport Road  
Stafford  
ST16 2EZ

To whom it may concern,

I would like to make representations in regards to the premises licence application for the great British Beer company, at property 149 Newport road Stafford.

I believe this application will breach the objectives of the license.

I have grave concerns over any off licence offering for sale high strength alcohol that can be carried out onto the streets and potentially drunk in a no drinking zone with no supervision.

As you will be aware the late hours proposed by this application mean the premises would potentially be selling alcohol to people walking from one venue to another on a traditional night out.

When Town is open as normal it would pose a risk to public safety to have people walking around with glass bottles in there hands and an easy access to cheap alcohol with no supervision.

I have found it quite difficult to figure out if this new property is going to be an off licence or a bar, the documents on Stafford borough council's website states the licence application is for off sales only, the document displayed in 149 Newport Rd states that the premises licence will be for on sales and off sales.

Bearing in mind the fact there would be no fire exits at the rear of the building as no licence or easement has been granted to allow this onto property that I own, I would be very concerned if a premises licence was granted to a building that has no means of evacuation should the worst happen.

I believe having this off license come bar open with such a late Licence will have a negative impact upon crime and disorder encouraging people to drink and congregate On a very busy Rd with high levels of foot fall particularly on weekend nights when traditionally the people in the town centre drink more alcohol and therefore can only be seen as a negative for the area as a whole.

I there for object to the granting of this license and hope you as the licencing committee consider the impact and potential issues from this application.

For and on behalf of the company known as Couture leisure Ltd



Julie Wallace

---

**From:** steve [REDACTED]  
**Sent:** 06 March 2021 12:21  
**To:** ehlicensing  
**Subject:** licence application 149 Newport Road, Stafford, Staffordshire, ST16 2EZ  
**Attachments:** door access.jpg; taphouse doors.jpg

CAUTION: This email originated from outside of the Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

I am writing to **object** to the request for a Premise Licence under the Licensing Act 2003 , at the property 149 Newport Road Stafford.

We currently operate a soft furnishing shop which has a rear exit next to the proposed licensed premise.

We have two legitimate parking spaces , as confirmed in the Land Registry , which gives us access to the rear of our property 7 Bridge street Stafford , we have parking rights and loading and unloading rights.

The rear of the premises 149 Newport road , has no parking rights and little access, the current access to the property is severely restricted by beer barrels currently owned by the proprietor of 147 Newport Road , the same individual applying for the licence.

If the licence is granted I believe that the area to the rear of 7 Bridge street will get cluttered with barrels and deliveries , which due to poor access will interfere with our property rear and official parking places.

As the rear access is minimal and leads onto our official parking spaces , I am of the mind that rear access is possibly unuseable and would not serve as a useful exit ( including a possible Fire Exit ).

As a high street shop owner we have had two large shop windows broken , blood splattered over our shop windows and feel that we do not need any further alcohol fuelled incidents around this area , especially as there are currently more than enough alcohol facilities within 50m of the applicant.

I have attached two photographs of the current state of the rear and a photograph of the restricted access to 149 Newport road

regards

[REDACTED]

Express curtains  
Deliveries

Parking Tariffs Apply

| Time          | Rate  |
|---------------|-------|
| 08.00 - 18.00 | £1.50 |
| 18.00 - 08.00 | £2.50 |
| Overnight     | £4.00 |

EXPRESS  
CURTAINS





## LICENSING SUB COMMITTEE PROCEDURE

The Chairman will introduce the Members of the Sub-Committee and invite those present at each hearing to introduce themselves.

- 1 The Licensing Officer outlines the details of the application and relevant representations received, to the Sub Committee.
- 2 Any person who has submitted a relevant representation will be given the opportunity to present details of their representation. The running order for such presentations will be decided by the Chairman prior to the first presentation commencing.
- 3 Following each submission, the representative of the premises may question the person concerned.
- 4 Members of the Sub-Committee may then ask questions of the person concerned.
- 5 Once all relevant representations have been heard, the representative of the premises presents his case and calls any witnesses in support.
- 6 Any person who has submitted relevant representations may then question the representative of the premises and any witnesses.
- 7 Members of the Sub- Committee may then ask questions of the representative of the premises and any witnesses.
- 8 All parties who have presented relevant representations can summarise their case and comment briefly on the representative of the premises replies to questions. They cannot introduce new issues.
- 9 The representative of the premises can summarise their case and comment briefly on the any parties replies to his questions, they cannot introduce new issues.
- 10 All parties will then withdraw whilst the Sub Committee considers the case.
- 11 The Sub Committee will deliberate in private only recalling any party to clear points of uncertainty on evidence already given. If recall is necessary all parties will return notwithstanding only one is concerned with the point giving rise to doubt.
- 12 The Chairman will announce the Sub Committee's decision and will give reasons for the decision to the parties at the end of the hearing; the decision being confirmed in writing afterwards.