

AGENDA

Meeting: Western Area Licensing Sub Committee
Place: West Wiltshire Room: County Hall, Trowbridge, BA14 8JN
Date: Friday 17 January 2014
Time: 1.00 pm
Matter: Application for a Variation of a Premises Licence: Harvey's Night Club and Sports Bar (Formerly Putters Mini Golf Bar) 35 Church Street, Trowbridge, BA14 8DN

Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Bythesea Road, Trowbridge, BA14 8JN. 01225 718504 or kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Trevor Carbin
Cllr Dennis Drewett

Cllr Pip Ridout

AGENDA

1 **Election of Chairman**

To elect a Chairman for the meeting of the Sub Committee.

2 **Procedure for the Meeting** *(Pages 1 - 8)*

The Chairman will explain the attached procedure for the members of the public present.

3 **Chairman's Announcements**

The Chairman will give details of the exits to be used in the event of an emergency.

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 **Licensing Application** *(Pages 9 - 14)*

To consider and determine an Application for a Variation of a Premises Licence by Mr Jason David Norris in respect of Harvey's Night Club and Sports Bar (Formerly Putters Mini Golf Bar) 35 Church Street, Trowbridge, BA14 8DN

5a **Appendix 1: Variation Application** *(Pages 15 - 36)*

5b **Appendix 2: Existing Premises Licence** *(Pages 37 - 44)*

5c **Appendix 3: Further Conditions Relating to the Operating Schedule as Agreed with Wiltshire Police** *(Pages 45 - 48)*

5d **Appendix 4: Representations Received** *(Pages 49 - 52)*

5e **Appendix 5: Location Plan** *(Pages 53 - 54)*

LICENSING COMMITTEE

PROCEDURAL RULES FOR THE HEARING OF LICENSING ACT 2003 APPLICATIONS

1 Purpose

- 1.1 These rules have been prepared to facilitate proper consideration of licence applications, made under the Licensing Act 2003, by the Licensing Committee and its Sub Committees.
- 1.2 The rules set out a framework for how applications are to be heard and explain the role of the participants at the Hearing.

2 Definitions

- 2.1 The following definitions describe the participants at and the subject matter of a Hearing:

“Applicant” means the person who has submitted an Application for consideration by the Committee.

“Applicant’s Premises” means premises subject to the Application.

“Applicant’s Representative” means a person attending a Hearing to assist or represent an Applicant including a lawyer.

“Application” means an application for the Grant/Variation/Transfer/Review and any other decision to be made by the Committee/Sub-Committee in respect of a Licence.

“Chairperson” means the Member who is the Chairperson of the Committee for the particular Hearing.

“Committee” means the Council’s Licensing Committee and includes any Sub Committee of the Licensing Committee.

“Committee Lawyer” means the Council’s Lawyer (including an external Lawyer instructed by the Council’s Legal & Democratic Services Manager) who is present at a Hearing to advise the Chairperson and the Members.

“Committee Manager” means the Council’s Officer who is present at a Hearing to take minutes.

“Committee Report” means the Licensing Officer’s written report to the Committee concerning an Application, a copy of which has been previously made available to the Applicant or their Representative, a Responsible

Authority or their Representative or any person who has made a Relevant Representation or their Representative.

“Hearing” means a meeting of the Committee at which an Application is considered.

“Licence” means a Licence which the Committee has the power or duty inter alia to grant, transfer, suspend or revoke.

“Licensing Officer” means the Council’s Licensing Officer(s) who is/are present at a Hearing to present reports in respect of an Application and to give technical advice in respect of an Application to the Committee when requested.

“Licensing Authority” the Council in whose geographical area the subject matter of the Application relates to, and includes the Council’s Licensing Committee, any Sub Committee of the Licensing Committee and a Licensing Officer.

“Member” means a Member who is a Member of the Committee that is considering an Application.

“Person making a Relevant Representation” means a person who is present at a Hearing to make representations in respect of an Application and includes any person who is present to assist or make representations on behalf of that person including a Lawyer.

“Responsible Authority” means a person who is present at a Hearing to make representations in respect of an Application in their capacity as Responsible Authority and includes any person who is present to assist or make representations on behalf of the Responsible Authority including a Lawyer.

3 Key Principles

- 3.1 The principles of ‘natural justice’, and Article 6 ‘Right to a Fair Trial’, which is one of the Convention Rights in the Human Rights Act 1998, require that there is a fair Hearing of Applications.
- 3.2 Natural justice is an umbrella term for the legal standards of basic fairness. This will include that:
 - 3.2.1 the Applicant has an opportunity to make representations before a decision is made;
 - 3.2.2 those making representations have an opportunity to voice their representations before a decision is made;
 - 3.2.3 the Applicant has an adequate opportunity to consider and respond to any submissions made by a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation;

- 3.2.4 the Committee does not exclude an Applicant from a Hearing in order to consider submissions from a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
- 3.3 It is also fundamental that there is an orderly presentation of submissions at a Hearing so that the relevant issues are properly understood, evidence is tested and that oral statements made at the Hearing are accurately recorded.
- 3.4 Ultimately the Chairperson determines the application of these rules, having regard to any submissions being made by those present and in particular the Committee Lawyer.

4 The Hearing

- 4.1 The Hearing shall take place in public.
- 4.1.1 The Committee may exclude the public from all or part of the Hearing where it considers it to be in the public interest to do so and, in accordance with the Local Government (Access to Information) Act 1985, as amended. Public includes a party and any person assisting or representing a party.
- 4.1.2 The Committee may require any person attending the Hearing who, in its opinion, is behaving in a disruptive manner, to leave the Hearing and may:
- A refuse to permit them to return;
 - B permit them to return only on such conditions as the Committee may specify;
 - C in the event that a person is required to leave a Hearing that person may, before the end of the Hearing, submit to the Committee in writing any information which they would have given orally.
- 4.2 Prior to the Hearing commencing, the Chairperson shall advise the parties of the procedure it proposes to follow at the Hearing.
- 4.3 Where a party has previously requested permission for a person(s), other than their representative, to appear at the Hearing then the Committee shall consider whether to permit that request.
- 4.4 The Committee will allow the parties an equal maximum period of time in which to exercise their rights.
- 4.5 This equal maximum time may have been notified in advance of the Hearing;
- 4.6 Where there are a number of people who have attended the Hearing to make the same representation then the Committee would normally require that a spokesperson be appointed by them to make the representations on behalf of all of those who have made Relevant Representations .

5 Presentation of Submissions

- 5.1 The Chairperson will introduce the Application.
- 5.2 In the event that the Licensing Authority has given notice to a party requiring clarification on a point(s) then that party shall respond to the points raised by the Licensing Authority.
- 5.3 Submissions shall be made in the following order unless the Chairperson directs otherwise:
 - 5.3.1 The Licensing Officer will orally present the Committee Report and will in particular advise the Committee as to:
 - A the options available to it;
 - B the considerations that are relevant in reaching its decision.
 - 5.3.2 The Applicant (or the Applicant's Representative) will orally present its submission which may include:
 - A presenting their case in accordance with the papers, which will have been circulated with Agenda papers;
 - B confirming key information and answer pertinent questions; and
 - C calling witnesses in support of the Application (see paragraph 4.3).
 - 5.3.3 A Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation will orally present their representations in turn which shall include:
 - A the grounds of the representation to the Application; and
 - B any condition(s) that the Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation would be happy to have the Application granted subject to which would cause the representation to be withdrawn.

6 Questioning of Submissions

- 6.1 The Chairperson will regulate the order in which questions are asked by Members.
- 6.2 The Chairperson and Members, voiced through the Chairperson, may question any party following the completion of their submission.
- 6.3 The Chairperson will normally permit the Applicant, a Responsible Authority/Authorities or any person/s who have made a Relevant Representation to ask questions through them of the other parties.
- 6.4 The Chairperson may direct that questions which are not relevant to the Application or one of the four Licensing Objectives are not formally put or answered.

7 Documentation

- 7.1 No party shall present new documentation to the Committee at the Hearing other than with the consent of all of the other parties. This does not preclude the Licensing Officer from correcting errors, providing updated information or an extract from a local map showing the Applicant's Premises in the context of the surrounding premises and any person/s who have made a Relevant Representation . If any party is granted permission to present supplementary papers at the Hearing they shall provide at least 10 copies at the start of their submission.

8 Intervention

The Chairperson shall permit the following interventions at any point in the Hearing:

- 8.1 The Committee Lawyer to advise the Committee on issues of law, procedure and relevant considerations on decision making. If necessary, the Chairperson may require the Committee, the Committee Lawyer and the Committee Manager to leave the Hearing so that advice can be given.
- 8.2 The Committee Manager to advise the Committee on procedure generally, or to request that statements made are repeated for reasons of clarity and so that they can be properly recorded.
- 8.3 The Licensing Officer to seek to clarify statements that have been made in light of information held on their file.

9 Failure of Parties to Attend Hearing

- 9.1 If a party has informed the Licensing Authority that it does not intend to attend or be represented at a Hearing, the Hearing may proceed in its absence.
- 9.2 If a party has not indicated that it does not intend to attend or be represented at a Hearing and fails to attend or be represented at the Hearing then the Licensing Authority may:
- 9.2.1 where it considers it be necessary in the public interest, adjourn the Hearing to a specified date; or
- 9.2.2 hold the Hearing in the party's absence.
- 9.3 Where the Licensing Authority holds a Hearing in the absence of a party, it shall consider at the Hearing the application, representations or notice made by that party.

10 Closing Submissions

- 10.1 The Chairperson shall allow first, the Responsible Authority/Authorities and any person/s who have made a Relevant Representation to make a closing oral submission(s) and secondly invite the Applicant or the Applicant's Representative an opportunity to make an oral closing submission in support of the Application.

11 Decision

- 11.1 The Committee, the Committee Lawyer and the Committee Manager, shall retire so that the decision may be considered in private, and to consider any legal issues raised by the Members.
- 11.2 The decision, and reasons for the decision, of the Committee shall be communicated orally by the Chairperson to the parties after the Committee has deliberated in private on the Application.
- 11.3 Written reasons shall be provided soon after the deliberations of the Application and in any event within the statutory time limits.

Hearing Procedure Summary

1. The Democratic Services Officer will request nominations for a Chairman for the Hearing.
2. The Chairperson welcomes all those present and introduces the Application.
3. The Chairperson introduces the Applicant, Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
4. The Chairperson outlines the Hearing Procedure.
5. The Licensing Officer presents the Committee Report.
6. The Applicant addresses the Sub Committee.
7. Questions to the Applicant by Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
8. Questions to the Applicant by Members of the Sub Committee.
9. Comments by Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
10. Questions by Applicant.
11. Questions to Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation by Members of the Sub Committee.
12. Summing up by Parties who have made representations.
13. Summing up by Applicant.
14. Sub Committee retires with the Committee Lawyer and Committee Manager to consider its decision.
15. Sub Committee returns and the Lawyer gives a summary of any legal advice that may have been given to the Committee.
16. The Chairperson either gives the decision with reasons, or advises that it will be released in writing with reasons within the statutory time limits.

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WILTSHIRE COUNCIL

WESTERN AREA LICENSING SUB COMMITTEE

17 January 2014

Application for a Variation of a Premises Licence; Harvey's Night Club & Sports Bar (formerly Putters Mini Golf Bar) 35 Church Street, Trowbridge, BA14 8DN

1. Purpose of Report

- 1.1 To determine an application for a variation of a Premises Licence in respect of Harvey's Nightclub & Sports Bar (formerly Putters Mini Golf Bar), 35 Church Street, Trowbridge, BA14 8DN made by Jason David Norris.

2. Background Information

- 2.1 An application for a variation of a Premises Licence in respect of Harvey's Night Club (Putters Mini Golf Bar) has been made by Jason David Norris for which two relevant representations have been received.
- 2.2 Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the application having regard to the representations. In accordance with Section 35(3) of The Licensing Act 2003 the Licensing Sub Committee is required to take such of the steps listed in 2.4 below as it considers appropriate for the promotion of the licensing objectives. In considering the application and the relevant representations, the Sub Committee must also have regard to relevant Government guidance and the Council's Licensing Policy.
- 2.3 The licensing objectives are:
- i) The Prevention of Crime and Disorder;
 - ii) Public Safety;
 - iii) The Prevention of Public Nuisance; and
 - iv) The Protection of Children from Harm.
- 2.4 Such steps are:
- i) To modify the conditions of the licence
 - ii) To reject the whole or part of the application.
- 2.5 On 26th November 2013 an application for a variation of the existing premises licence, was received and accepted as a valid application.
- 2.6 The variations applied for are summarised as follows:

Licensable Activity	Hours
Live Music	Monday to Tuesday 12.00 hrs – 23.00 hrs Wednesday to Saturday 12.00 hrs – 03.00 hrs (Next Day) Sunday 12.00 hrs – 22.00 hrs
Recorded Music	Monday to Tuesday 12.00 hrs – 23.00 hrs Wednesday to Saturday 12.00 hrs – 03.00 hrs (Next Day) Sunday 12.00 hrs – 22.00 hrs
Performances of Dance	Monday to Tuesday 12.00 hrs – 23.00 hrs Wednesday to Saturday 12.00 hrs – 03.00 hrs (Next Day) Sunday 12.00 hrs – 22.00 hrs
Late Night Refreshment	Wednesday to Saturday 23.00 hrs – 03.00 hrs (Next Day)
Supply of Alcohol	Monday to Tuesday 12.00 hrs – 23.00 hrs Wednesday to Saturday 12.00 hrs – 03.00 hrs (Next Day) Sunday 12.00 hrs – 22.00 hrs
Hours premises are open to the public	Monday to Tuesday 12.00 hrs – 23.30 hrs Wednesday to Saturday 12.00 hrs – 03.30 hrs (Next Day) Sunday 12.00 hrs – 22.30 hrs
Non Standard Timings	Bank Holiday Weekends, Sundays 12.00 hrs – 03.00 hrs (Next Day)

A copy of the application form is attached as **Appendix 1**.

- 2.7 Since July 2013, the premises benefits from a Premises Licence issued under the Licensing Act 2003. The original licence allowed the following:-

Licensable Activity	Hours
Indoor Sports Event	Monday to Saturday 10.00 hrs – 23.00 hrs Sunday 10.00 hrs – 22.00 hrs
Recorded Music	Monday to Sunday 10.00 hrs – 23.00 hrs
Similar to any Music or Dance	Monday to Saturday 10.00 hrs – 23.00 hrs Sunday 10.00 hrs – 22.00 hrs
Late Night Refreshment	Monday to Saturday 10.00 hrs – 23.00 hrs Sunday 10.00 hrs – 22.00 hrs
Alcohol Sales	Monday to Saturday 11.00 hrs – 23.00 hrs Sunday 12.00 hrs – 22.00 hrs
Hours premises are open to the public	Monday to Saturday 10.00 hrs – 23.00 hrs Sunday 10.00 hrs – 22.00 hrs

The current Premises Licence is attached as **Appendix 2**

3. Consultation and Representations

3.1 The application process requires a public notice (on pale blue paper) to be posted on the premises for a period of 28 days together with a publication of notice in a local news paper within 10 working days, starting on the day the authority receives the application. During the consultation period two relevant representations were received , one from a Responsible Authority and one from local residents.

3.2 During the consultation period the applicants submitted further conditions relating to the operating schedule in conjunction with Wiltshire Police attached as **Appendix 3**

3.3 Planning Department

During the application process clarity over the permitted planning use for the building has been the subject of lengthy debate and record checking. The current position is that the historical permitted use as a club, granted in 1978 is still valid and there are no restrictive conditions regarding opening hours.

3.4 Responsible Authorities

Public Protection – Environmental Health

3.5 Other Representations

Mr Skinner & Miss M Carter – 37 Church Street, Trowbridge, BA14 8DN

3.6 A summary of the representations made is detailed in the table below:

Representation	Licensing Objective	Accepted	Comments
Noise	Public Nuisance	Yes	
Antisocial Behaviour	Crime and Disorder	Yes	

3.7 The relevant representations are attached as **Appendix 4**. Attached as **Appendix 5** is a plan, which shows the location of the premises

4. Legal Implications

4.1 This hearing is governed by the Licensing Act 2003 (Hearings) Regulations. These provide that hearings should be held in public unless the Licensing Authority considers that the public interest in excluding the public outweighs the public interest in the hearing taking place in public.

4.2 The Applicant and Responsible Authority who have made representations have been informed of the date, time and location of the hearing and their right to attend and be represented.

4.3 The Applicant and those who have made relevant representations are entitled to address the Sub Committee and to ask questions of the other party, with the consent of the Sub Committee.

5. Officer Recommendations

5.1 Officers are not permitted to make a recommendation – the decision is to be reached by the members of the Licensing Sub Committee.

6. Right of Appeal

6.1 It should be noted that the Premises Licence Holder and those who have made relevant representations may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision.

6.2 In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.

6.3 A Responsible Authority or any person may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by a person other than a Responsible Authority will not normally be granted within the first 12 months except for the most compelling circumstances.

Report Author: Jo Hulbert

Jo Hulbert, Public Protection Officer (Licensing)

Date of report 7 January 2014

Background Papers Used in the Preparation of this Report

- **The Licensing Act 2003**
- **The Licensing Act (Hearings) Regulations 2005**
- **Guidance issued under Section 182 of the Licensing Act 2003**
- **Wiltshire Council Licensing Policy**

Appendices

- 1 Variation Application**
- 2 Existing Premises Licence**
- 3 Further Conditions relating to the operating schedule as agreed with Wiltshire Police**
- 4 Representations**
- 5 Location Plan**

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Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

I/W
 e

JASON David NARRIS
 (Insert name(s) of applicant)

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

Premises licence number	100015/LAPER
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Part 1 – Premises Details

Postal address of premises or, if none, Ordnance Survey map reference or description			
Putters Mini Golf BAR 35 Church Street			
Post town	Trowbridge	Post code	BA14 8DN

Telephone number at premises (if any)	07773578160
Non-domestic rateable value of premises	£ 15,000

Part 2 – Applicant details

Daytime contact telephone number	07720 841719		
E-mail address (optional)			
Current postal address if different from premises address	51 Wyke Road		
Post Town	TROWBRIDGE	Postcode	BA14 7NZ

Part 3 - Variation

Do you want the proposed variation to have effect as soon as possible?

Please tick yes

Month
Year

Day

If not do you want the variation to take effect from

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

The change of opening hours & closing hours

wednesday

thursday

Friday

Saturday

From 11pm to 3am on proposed days,
Extending every proposed day by 4 hours

New closing time of 3am wed to Sat

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

Part 4 Operating Schedule

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

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

N/A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10:00 AM	11:00 PM	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	10:00 AM	11:00 PM			
Wed	10:00 AM	3:00 PM	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	12:00 PM	3:00 PM			
Fri	12:00 PM	3:00 PM	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	12:00 PM	3:00 PM			
Sun	12:00 PM	10:00 PM			

B

N/A

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

N/A

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

N/A

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	12:00 PM	11:00 PM	Please give further details here (please read guidance note 3) DJ/MC Set up mid AMP lev of Music	Both	<input type="checkbox"/>
Tue	12:00 PM	11:00 PM			
Wed	12:00 PM	3:00 AM	State any seasonal variations for the performance of live music (please read guidance note 4) Only on Bank Holiday weekends IE... Sunday Nights stay open till 3AM		
Thur	12:00 PM	3:00 AM			
Fri	12:00 PM	3:00 AM	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) Bank Holiday Sundays (See above)		
Sat	12:00 PM	3:00 AM			
Sun	12:00 PM	10:00 PM			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
Day	Start	Finish	Both <input type="checkbox"/>					
Mon	12:00	11:00	Please give further details here (please read guidance note 3) DJ / MC Set up mid amp lev of music					
	PM	PM						
Tue	12:00	11:00						
	PM	PM						
Wed	12:00	3:00				State any seasonal variations for the playing of recorded music (please read guidance note 4)		
	PM	AM				only on Bank Holidays IE... Sundays Night's stay open till 3am		
Thur	12:00	3:00						
	PM	AM						
Fri	12:00	3:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)					
	PM	AM						
Sat	12:00	3:00						
	PM	AM	Bank Holiday Sundays (see above)					
Sun	12:00	10:00						
	PM	PM						

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	12:00 PM	11:00 PM	Please give further details here (please read guidance note 3) DJ/Me Set up mid AMP Lev of music	Both	<input type="checkbox"/>
Tue	12:00 PM	11:00 PM			
Wed	12:00 PM	3:00 AM	State any seasonal variations for the performance of dance (please read guidance note 4) Only on Bank Holiday weekends IF Sundays Night stay open till 3AM		
Thur	12:00 PM	3:00 AM			
Fri	12:00 PM	3:00 AM	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5) Bank Holiday Sunday (see above)		
Sat	12:00 PM	3:00 AM			
Sun	12:00 PM	10:00 PM			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u></p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u>		
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
			Please give a description of the facilities for dancing you will be providing	
			Dance Floor	
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	12 PM	11 PM	Dance Floor	
Tue	12 PM	11 PM		
Wed	12 PM	3 AM	State any seasonal variations for providing dancing facilities (please read guidance note 4) only on Bank Holiday weekends IE... Sunday Nights stay open till 3AM	
Thur	12 PM	3 AM		
Fri	12 PM	3 AM	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list (please read guidance note 5) Bank Holidays Sundays (see above)	
Sat	12 PM	3 AM		
Sun	12 PM	11 PM		

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon 23.00	12 PM	11 PM			
Tue 23.00	12 PM	11 PM			
Wed 23.00	12 PM	3 AM	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur 23.00	12 PM	3 AM	Only on Bank Holiday weekends IE Sundays Nights stay open till 3AM		
Fri 23.00	12 PM	3 AM	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat 23.00	12 PM	3 AM	BANK Holiday Sunday (See Above)		
Sun	12 PM	11 PM			

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>	
Day	Start	Finish		Off the premises	<input type="checkbox"/>	
Mon	12	11	State any seasonal variations for the supply of alcohol (please read guidance note 4) only on Bank Holiday weekends I.E.. Sunday Night stay open till 3AM	Both	<input type="checkbox"/>	
	PM	PM				
Tue	12	11				
	PM	PM				
Wed	12	3				
	PM	AM				
Thur	12	3		Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) BANK Holiday Sundays (See above)	Both	<input type="checkbox"/>
	PM	AM				
Fri	12	3				
	PM	AM				
Sat	12	3				
	PM	AM				
Sun	12	10				
	PM	PM				

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	12:00	11:30	<p>only on Bank Holiday weekends IE... Sunday Nights open till 3AM</p> <p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> <p>Bank Holiday Sundays (see above)</p>
	PM	PM	
Tue	12:00	11:30	
	PM	PM	
Wed	12:00	3:30	
	PM	AM	
Thur	12:00	3:30	
	PM	AM	
Fri	12:00	3:30	
	PM	AM	
Sat	12:00	3:30	
	PM	AM	
Sun	12:00	10:30	
	PM	PM	

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

Would Not Remove Any

- I have enclosed the premises licence Please tick yes
- I have enclosed the relevant part of the premises licence

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

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

Over 25 policy, poster awareness, Drugs & Drinks
UP Holding the current Regulations with regards to selling alcohol
Random searches i.e. (drugs / weapons)
training of all staff on Challenge 25 and weights & measure

b) The prevention of crime and disorder

Site Badge Door Supervisors x 4
CCTV Records of tapes to be kept for 1 month
Limiting numbers of guest in the building at one time
Liaison with the police about all disorders when it happens
Pub watch and community awareness programs

c) Public safety

on site first aider at all times, with adequate aid
Plastic bottles & plastic glasses to prevent accidents
Limiting numbers of guests in the building at 1 time
DJ set up NO smoke machines & NO high power lasers
NO Dry Ice

d) The prevention of public nuisance

Maintain public order inside and outside of premises
quieter music at ends of events to calm guests down
Posters on neighbors in bed so be quiet!
Bottle bins emptied in day, not at night

e) The protection of children from harm

Children are not allowed on site at all times
Adults only 18+ ID checks to be carried out on all guests

Please tick yes

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

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	21/11/13
Capacity	

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

Putters Mini Golf Bar
35 church Street

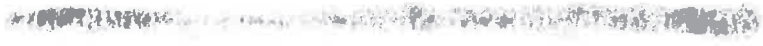
Post town	Trowbridge	Post code	BA14 8DW
Telephone number (if any)	07720 841719		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish

White Rooms Milford Street Proposed Conditions

1. Persons under 16 years old will not be permitted on the premise after 20.00 hours.
2. Staff will not be permitted to sell alcohol until they have completed training to prevent under age sales and prevent the sale of alcohol to a drunk, management will ensure that this training is regularly refreshed. A record of training will be maintained and kept at the premise and will be produced to a Wiltshire Council Officer or Police Officer on request.
3. The premise will operate a 'Think 25' policy.
4. Polycarbonate, shatter-to-safe, plastic, paper or other inherently safer types of drinking vessel container will be used after 22:00hrs.
5. All glass bottled drinks will be decanted into polycarbonate, shatter-to-safe, plastic, paper or other inherently safer types of drinking vessel.
6. All door supervisors will wear high visibility clothing when on duty outside the premise.
7. A written record will be maintained of the door supervisors deployed on the premise. The record will include names of the door supervisors, dates and times of deployment and the registration number of each door supervisor.
8. An incident book will be maintained on the premise, all incidents will be recorded. The record will state the date, time, brief details and the names of staff who dealt with the matter. The book will be kept on the premises and will be produced to a Wiltshire Council Officer or Police Officer on request.
9. CCTV equipment will be installed and fully maintained to cover all trading areas, smoking areas, entrances and exits when the premise is open to the public. The CCTV will be of sufficient quality so as to produce images which enable identification; images will be securely stored for a minimum of 28 days. CCTV images will be produced to a Wiltshire Council Officer or Police Officer on request.
10. Door supervisors will be deployed on a Thursday, Friday and Saturday from 21.00 hours. The number of door supervisors will be determined by a risk assessment which will be available to a Wiltshire Council Officer and or Police Officer.
11. The Designated Premises Supervisor (or nominee) will belong to the Pub watch scheme and any alternative area network designed to promote the licensing objectives.
12. The premise will produce and adopt a drugs policy in consultation with Wiltshire Police.



Licensing Act 2003
Premises Licence

ISSUING LOCAL AUTHORITY



PART 1 – PREMISES & LICENCE HOLDER DETAILS

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Putters Bar, 35 Church Street, Trowbridge, Wiltshire, BA14 8DN

NAME, (REGISTERED) ADDRESS AND CONTACT DETAILS OF HOLDER OF PREMISES LICENCE

Mr Scott Clist
6 Castle Street, Trowbridge, Wiltshire, BA14 8AN

Mr Jason Harvey
78 Langford Road, Trowbridge, Wiltshire, BA14 8NU

Tel : 07712 161706 Email: scott@revolution-mma-gym-com

Tel: 07814 392876 Email: jason33harvey@hotmail.com

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER

Not Applicable

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Mr Clist
6 Castle Street, Trowbridge, Wiltshire, BA14 8AN

ISSUING AUTHORITY AND PERSONAL LICENCE NUMBER HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Wiltshire Council 1000157LAPER

WHERE THE LICENCE IS TIME LIMITED - THE DATES AND TIMES

Not Applicable

THE OPENING HOURS OF THE PREMISES

Monday to Saturday 10:00 - 23:00 Sunday 10:00 - 22:00

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

On sales

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Yes – The provisions of Section 145 of the Licensing Act 2003 apply

PART 2 – LICENSABLE ACTIVITIES & TIMINGS

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE						
Licensable activities	Location	Day	Time From	Time To	Time From	Time To
Indoor Sports Event	Indoors	Sunday	10:00	22:00		
		Monday	10:00	23:00		
		Tuesday	10:00	23:00		
		Wednesday	10:00	23:00		
		Thursday	10:00	23:00		
		Friday	10:00	23:00		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						
Recorded Music	Indoors	Sunday	10:00	23:00		
		Monday	10:00	23:00		
		Tuesday	10:00	23:00		
		Wednesday	10:00	23:00		
		Thursday	10:00	23:00		
		Friday	10:00	23:00		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						
Similar to any Music or Dance	Indoors	Sunday	10:00	22:00		
		Monday	10:00	23:00		
		Tuesday	10:00	23:00		
		Wednesday	10:00	23:00		
		Thursday	10:00	23:00		
		Friday	10:00	23:00		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						

Late Night Refresh	Indoors	Sunday	10:00	22:00		
		Monday	10:00	23:00		
		Tuesday	10:00	23:00		
		Wednesday	10:00	23:00		
		Thursday	10:00	23:00		
		Friday	10:00	23:00		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						
Alcohol Sales	On Sales	Sunday	12:00	22:00		
		Monday	11:00	23:00		
		Tuesday	11:00	23:00		
		Wednesday	11:00	23:00		
		Thursday	11:00	23:00		
		Friday	11:00	23:00		
		Saturday	11:00	23:00		
Non Standard Timings & Seasonal Variations						
Hrs premises open to public	Indoors	Sunday	10:00	22:00		
		Monday	10:00	23:00		
		Tuesday	10:00	23:00		
		Wednesday	10:00	23:00		
		Thursday	10:00	23:00		
		Friday	10:00	23:00		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						

Licence Commencement Date

9th July 2013

_____ Licensing Officer

ANNEX 1 - MANDATORY CONDITIONS

Door Supervision

1. Individuals who are present to guard against a, b or c must be licensed by the Security Industry Authority:
 - a. Unauthorised access or occupation (eg through door supervision)
 - b. Outbreaks of disorder
 - c. Damage

Supply of Alcohol

2. Where this Licence authorises the supply of alcohol:

No supply of alcohol may be made under this licence:

- a. At a time when there is no Designated Premises Supervisor in respect of it
- b. At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended"

Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a Personal Licence.

Exhibition of Films

3. Where this Licence authorises the exhibition of films:

The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made:

- a. By the British Board of Film Classification (BBFC,) where the film has been classified by that Board
- b. By the Licensing Authority where no classification certificate has been granted by the BBFC or, where the
- c. Licensing Authority has notified the licence holder that section 20 (3) (b) (74 (3) (b) for clubs) of the Licensing Act 2003 applies to the film.

Irresponsible Promotions

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.

Dispensing Alcohol Directly into the Mouth

- 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).

Free Tap Water

- 6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

Age Verification Policy

- 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.

Drink Volume Measures

- 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.

ANNEX 2A – CONVERTED CONDITIONS

None

ANNEX 2B – OPERATING SCHEDULE

None

PREVENTION OF PUBLIC NUISANCE

- Notices are to be prominently displayed at all exits from the premises requesting that patrons respect the needs of people living in the area and to leave the area quietly.

PUBLIC SAFETY

- None

PROTECTION OF CHILDREN FROM HARM

- A Challenge 25 policy will be adopted by the premises, all staff to receive regular training to prevent under age sales. A refusals record and training record to maintain by the premise and will be made available for inspection to an officer of a responsible authority.

PREVENTION OF CRIME AND DISORDER

- CCTV installed to cover the licensed are including smoking areas, and all entrances and exits, the system will be sufficient quality so as to enable identification. Images will be securely retained for not less than 30 days and will be produced to a Police Officer or Wiltshire Council Licensing Officer on request. There must be at least one person on the premises able to produce CCTV images when the premises is open to the public.
- The Premises shall register as a member of the Pubwatch Scheme in the locality and a representative of the Management Team shall attend all meeting.

ANNEX 3 – CONDITIONS ATTACHED AFTER HEARING

ANNEX 4 – PLANS

Attached Separately

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Agenda Item 5c

From: Grant, Lisa
Sent: 20 December 2013 09:13
To: Hulbert, Jo
Subject: FW: PUTTERS BAR EXTENDED OPENING [NOT PROTECTIVELY MARKED/UNCLASSIFIED]

Hi Jo

Please see attached conditions that have been confirmed by the applicant in conjunction with the Police.

Regards

Lisa Grant
Public Protection Officer (Licensing)
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN
Email: lisa.grant@wiltshire.gov.uk
Direct Dial: 01380 826332

Web: www.wiltshire.gov.uk

Follow Wiltshire Council



From: jason harvey [REDACTED]
Sent: 12 December 2013 12:50
To: Jacqueline Gallimore; Grant, Lisa
Subject: Fwd: PUTTERS BAR EXTENDED OPENING [NOT PROTECTIVELY MARKED/UNCLASSIFIED]

Yes I confirm with all conditions

Sent from my iPhone

Begin forwarded message:

From: "Gallimore, Jacqueline" <Jacqueline.Gallimore@wiltshire.pnn.police.uk>
Date: 12 December 2013 11:21:02 GMT
To: "'jason harvey'" [REDACTED]
Cc: "'Grant, Lisa'" <Lisa.Grant@wiltshire.gov.uk>, "'Holland, Linda'" <Linda.Holland@wiltshire.gov.uk>
Subject: PUTTERS BAR EXTENDED OPENING [NOT PROTECTIVELY MARKED/UNCLASSIFIED]

NOT PROTECTIVELY MARKED/UNCLASSIFIED

Jason

Many thanks for meeting this morning and showing me round the venue, I do not have an email contact for Jason Norris, are you able to provide one? Below please find attached the set of conditions which subject to your approval be attached to the premises licence, as discussed this morning you plan to operate the venue whilst under the authority of a TENS with the same operating schedule below.

I have advised Response and NPT officers of your new opening and closing times and officers will I am sure visit this week end, if you have any further queries please do not hesitate to contact me.

Regards

Jacqui Gallimore

1. Persons under 16 years old will not be permitted on the premise after 20.00 hours.
2. Staff will not be permitted to sell alcohol until they have completed training to prevent under age sales and prevent the sale of alcohol to a drunk, management will ensure that this training is regularly refreshed. A record of training will be maintained and kept at the premise and will be produced to a Wiltshire Council Officer or Police Officer on request.
3. The premise will operate a 'Think 25' policy.
4. Polycarbonate, shatter-to-safe, plastic, paper or other inherently safer types of drinking vessel container will be used after 22:00hrs.
5. All glass bottled drinks will be decanted into polycarbonate, shatter-to-safe, plastic, paper or other inherently safer types of drinking vessel.
6. All door supervisors will wear high visibility clothing when on duty outside the premise.
7. A written record will be maintained of the door supervisors deployed on the premise. The record will include names of the door supervisors, dates and times of deployment and the registration number of each door supervisor.
8. An incident book will be maintained on the premise, all incidents will be recorded. The record will state the date, time, brief details and the names of staff who dealt with the matter. The book will be kept on the premises and will be produced to a Wiltshire Council Officer or Police Officer on request.
9. CCTV equipment will be installed and fully maintained to cover all trading areas, smoking areas, entrances and exits when the premise is open to the public. The CCTV will be of sufficient quality so as to produce images which enable identification; images will be securely stored for a minimum of 28 days. CCTV images will be produced to a Wiltshire

Council Officer or Police Officer on request.

10. Door supervisors will be deployed on a Thursday, Friday and Saturday from 21.00 hours. The number of door supervisors will be determined by a risk assessment which will be available to a Wiltshire Council Officer and or Police Officer. (Jason will be deploying four door supervisors on the above dates)

11. The Designated Premises Supervisor (or nominee) will belong to the Pub watch scheme and any alternative area network designed to promote the licensing objectives.

12. The premise will produce and adopt a drugs policy in consultation with Wiltshire Police.

13. No more than ten customers at any one time will be permitted to leave the building to smoke.

14. Numbers for the dates above will be restricted to 200 persons including staff.

Jacqui Gallimore
Licensing Officer
Wiltshire Police

Direct dial - 01225 794628

NOT PROTECTIVELY MARKED/UNCLASSIFIED

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Agenda Item 5d

From: David Skinner [REDACTED]
Sent: 23 December 2013 16:00
To: Grant, Lisa
Subject: Re: Putters Bar - Variation Application

Mr David Skinner and Miss Melanie Carter 37 Church St. Trowbridge BA14 8DN
[REDACTED]

I wish to complain about the temporary events license awarded to Putters Bar 35 Church St. Trowbridge BA14 8DN and submit an official representation against the variation / change of use of premises to that of a nightclub currently being applied for.

Although to my knowledge no application was made to Wiltshire Council planning dept. Building work was carried out in the week leading up to Fri 13th Dec. This continued till around 1am each day with drilling and banging. We didn't know which adjoining property this construction noise was coming from and we were not informed of any disruption or building work planned.

(We only discovered they were converting the premises to a nightclub when one of the builders stopped and asked me where it was when i was leaving my flat) So I had a look on their door and after searching amongst all the posters and flyers they were displaying i did manage to spot a licence application in the very bottom corner.

When the 'new' nightclub 'Harveys' opened on Fri 13th Dec I rang to inform the Police how loud the music and vibrations were inside our flat at 37 Church st. Trowbridge BA14 8DN I shared my concerns with them regarding whether they had a license for this use of premises due to the fact that public representations / objections were open till 24th Dec.

Trowbridge Police went to the club to investigate and view the relevant paperwork.

I was informed by the Police that they had been granted a temporary license for some one off events leading up to the new year. (even though no application was made to planning for the conversion to a nightclub).

The reasons why we are objecting are as follows.

We live in a property within the same building as the venue. The music and vibrations (especially low end frequencies) are transmitted into our flat. We can hear the songs being played well enough to be able to tell which tracks are being played, and feel the vibrations in the structure of our property, especially in our bedroom which directly backs on to the wall of the nightclub.

There is constant noise from people stood in the street outside the club and in the lane leading to our flat entrance. This includes shouting, screaming, arguing, fighting (sat 21st 1.50am and 3am), people constantly coming up the lane to urinate on / outside our flat, people using the carpark and lane as an access to the club from the other side of town by climbing over the gate at the rear of HSBC Bank. This antisocial behavior and noise continues until for example 5am on Sat 14th Dec.

I have made audio recordings (using a minidisc and microphone) of the noise outside and the music coming from the club's sound system from within the bathroom and bedroom of our flat on Sun 14th Dec between 3 and 4 am. (The DJ calling for last orders at the bar on one recording taken in our bathroom and Church bells chiming in another recording taken from within our bedroom confirm the time of day in these recordings) I finished recording when the disc was full at 4am, and the music is still on long after the 3.30am temporary licence permitted.

Richard and Susie from Wiltshire Council applications dept visited our property on Sat / Sun between midnight and 2am to witness / hear all of the above noise pollution and antisocial behavior in person, and will be able to confirm that this statement is a true representation of what we are having to suffer.

I would be willing to bring these recordings to the hearing if required as evidence and look forward to hearing from you as to when and where this meeting will be taking place.

Many thanks

David Skinner.

From: Francis, Richard
Sent: 23 December 2013 13:15
To: Holland, Linda; Environmental Health; Grant, Lisa; Bahadoor, Roy
Cc: Vowles, Susie
Subject: Representation to Harveys Nightclub and Sports Bar premises licence applicaiton (formally putters bar)

Dear Sir/Madam

**Consultation on a Premises Licence Application
Licensing Act 2003
35 Church Street Trowbridge**

I refer to the above premise licence application. Following consultation with the applicant I find that the application as applied does not adequately promote the licensing objective of Public Nuisance.

I have listed my concerns briefly and will expand on these in a report to be presented to the licensing committee. My concerns are:

Suitability of the building

I am concerned about the adequacy of the building structure and windows and their suitability to prevent music noise escaping and being transmitted through the building and causing a public nuisance to adjoining and neighbouring properties.

The Environmental Protection team as a responsible authority wish to make a representation to this licence application .

A detailed report will follow prior to the licensing hearing.

Yours Faithfully

Susie Vowles
Public Protection Officer
County Hall
Trowbridge

Richard Francis
Senior Environmental Health Officer
Environmental Control and Protection (North and West)
Monkton Park
Chippenham
Wiltshire
SN15 1ER



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35 Church Street, Trowbridge - January 2014



Page 53

Agenda Item 5

1:500

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