

Licensing Act 2003  
Premises Licence Summary

LN/000018080

ISSUING LOCAL AUTHORITY

**Wiltshire Council**



**PART 1 – PREMISES LICENCE SUMMARY & LICENCE HOLDER DETAILS**

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

Broadtown Brewery, 29 Broad Town Road, Broad Town, Swindon, Wiltshire, SN4 7RB

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

Broadtown Brewery Limited

Suite 22, 2nd Floor , Whitefriars Avenue, Harrow, HA3 5RN

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

11479960

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Jason Lee Bayliffe

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

Wiltshire Council LN/16870

WHERE THE LICENCE IS TIME LIMITED - THE DATES AND TIMES

Not Applicable

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

ON and OFF Sales

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

Where applicable 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
Alcohol Sales	ON and OFF Sales	Sunday	11:00	22:30		
		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	.	Sunday	09:00	23:00		
		Monday	09:00	23:30		
		Tuesday	09:00	23:30		
		Wednesday	09:00	23:30		
		Thursday	09:00	23:30		
		Friday	09:00	23:30		
		Saturday	09:00	23:30		
Non-Standard Timings & Seasonal Variations						

**Licence Commencement Date**  
21st July 2020



\_\_\_\_\_  
Licensing Officer

**Last Amendment Date**  
4th June 2021



\_\_\_\_\_  
Licensing Officer

**ANNEX 1 - MANDATORY CONDITIONS**

**Supply of Alcohol**

1. 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 the Premises Licence.
- (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**

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
3. Where:-
  - (a) The film classification body is not specified in the licence, or
  - (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question; admission of children must be restricted in accordance with any recommendation made by that licensing authority.
4. In this section “children” means any person aged under 18; and “film classification body” means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

**Irresponsible Promotions**

1. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
2. In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or,
    - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability)

### **Free Tap Water**

1. The responsible person must ensure that free potable tap water is provided on request to customers where it is reasonably available. (This means that responsible persons at all premises must ensure customers are provided with potable (drinking) water for free if they ask for it.)

### **Age Verification Policy**

- (a) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (b) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (c) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - i. a holographic mark, or.
  - ii. an ultraviolet feature.

### **Drink Volume Measures**

1. 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.
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

### **Permitted Price**

1.
  - (a) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
  - (b) For the purposes of the condition set out in paragraph 1—
    - A. “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
    - B. “permitted price” is the price found by applying the formula—
 
$$P = D + (D \times V)$$
 where—
      - i. P is the permitted price,

- ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

C. "relevant person" means, in relation to premises in respect of which there is in force a premises licence—

- i. the holder of the premises licence,
- ii. the designated premises supervisor (if any) in respect of such a licence, or
- iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;

D. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

E. "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

2. Where the permitted price given by Paragraph B of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

3.

(1) Sub-paragraph (2) applies where the permitted price given by Paragraph B of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### **Door Supervision (except theatres, cinemas, bingo halls and casinos)**

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:

- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of the Act.

2. But nothing in subsection (1) requires such a condition to be imposed:

- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
- (b) in respect of premises in relation to:
  - i. any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
  - ii. any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

3. For the purposes of this section:

- (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and
- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

## **ANNEX 2A – CONVERTED CONDITIONS**

Not Applicable

## **ANNEX 2B – OPERATING SCHEDULE**

### **PREVENTION OF PUBLIC NUISANCE**

- A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours in the surrounding vicinity.
- Clear and legible notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and to leave the vicinity as quickly and quietly as possible.
- No deliveries (in relation to licensable activities) to the premises shall take place between 18:00 hours and 07:00 hours. No collections of waste or recycling materials (including bottles) from the premises shall take place between 18:00 hours and 07:00 hours on the following day.
- All waste shall be properly presented and placed out for collection. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 22:00 hours and 07:00 hours on the following day.
- A sufficient number of suitable receptacles will be located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter by customers. All staff will monitor external areas to keep the area litter free.
- A telephone number shall be made available for neighbours and local residents to contact in the case of noise-nuisance or anti-social behaviour by persons or activities associated with the premises. The telephone number will be a direct number to David Ernest Sprigg. A record will be kept by management of all calls received, including the time, date and information of the caller, including action taken following the call. Records will be made available for inspection and copying by an authorised officer of a responsible authority throughout the trading hours of the premises.
- Taxi operator's telephone numbers will be advertised to customers. The operators will be advised that drivers should arrive and depart as quietly as possible, should not sound vehicle horns as a signal of their arrival or leave engines idling unnecessarily.
- No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated. Ventilation equipment will be regularly cleaned and maintained to control the levels of odour generated by the premises.
- We will ensure all staff leave the premises quietly at the end of their shifts and so as to avoid causing disturbance or nuisance to local residents.
- In the absence of adequate daylight, artificial lighting in any area accessible to the public shall be fully operational whilst the public are present. All exits/entrances will be kept clear at all times.
- The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build-up of empties in and around the premises.
- All internal and external doors, fixtures and fittings, lighting and emergency lighting will be kept in good working order and regular checks made.

### **PUBLIC SAFETY**

- All bar staff, supervisors and managers will be trained in the legality and procedure of alcohol sales to Level 1 Responsible Alcohol Retailing Training or similar. All training shall be signed and documented. Training records will be kept on the premises and be made available for inspection.
- The documentation relating to training will extend back to a period of three years and will specify the time, date and details of the persons both providing the training and receiving the training.

- All staff engaged in licensable activity at the premises will receive training and information in relation to the following:
  1. The Challenge 25 Policy including the forms of identification that are acceptable;
  2. The hours and activities and conditions permitted in the premises licence,
  3. How to complete and maintain the refusal register in operation at the premises,
  4. Recognising the signs of drunkenness,
  5. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or
  6. appears to be making a proxy purchase,
  7. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.
- Training shall be recorded in documentary form and shall be regularly refreshed every year. Training records shall be made available for inspection.
- We will adhere to the Portman Group Code of Practice for the promotion of alcoholic drinks and follow the Home Office guidance on selling alcohol responsibly. A drink, its packaging and any promotional material or activity will not in any direct or indirect way appeal to under 18s or incorporate images of people who are or look as if they are under 25 years of age where there is any suggestion that they are drinking alcohol.
- There shall be a responsible trained person on duty at the premises at all times when the premises are open and selling alcohol.

#### **PROTECTION OF CHILDREN FROM HARM**

- There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 policy. The poster will be on display. All staff working at the premises will ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:
  - A photo driving licence
  - A passport
  - An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol will be refused.

- The age verification policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18 (proxy sales).
- An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include the date and time and reason for refusal, details of the person refusing the sale and description of the customer. The refusals register will be made available for inspection.
- Children over 16 years of age will be allowed unaccompanied on the premises, under 16's will be accompanied by an adult over 18 years of age.
- No children under the age of 18 years of age will be allowed on the premises after 21:00 hours.

#### **PREVENTION OF CRIME AND DISORDER**

- An incident log shall be kept and maintained at the premises which will include the time and date of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. The logs shall be kept for at least 12 months following the date of entry and be made available for inspection.
- Premises checks will occur at regular intervals throughout opening hours.
- Open containers of alcohol shall not be removed from the premises.

- All alcohol on display will be in such a position so as not to be obscured from the constant view of staff.
- A written drugs policy shall be in place and operated at the premises. It will detail the actions taken to minimise the opportunity to use or supply illegal substances within the premises. The policy will be made available for inspection. We will all read the Drugs and Pubs publication produced by the BBPA and the Governments' Drug Strategy 2010. A copy of both are on site and available to view.
- The CCTV system is monitored and operated by Jason Bayliffe. We have two cameras, one will be situated at the point of sale and the second camera will be located at the entrance/exit. The system has a 31-day recording facility. The system is registered with the ICO and we have a CCTV GDPR policy. This policy will be made available for inspection. The CCTV system is fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document. Clear signage stating that CCTV is in place will be displayed.

### **ANNEX 3 – CONDITIONS ATTACHED AFTER HEARING**

- None

### **ANNEX 4 – PLANS**

Attached Separately

Dated: January 2020



General Notes:

1. This drawing is for design purposes only, reading from this drawing should not be used for construction purposes as further drawings may be required refer to [www.benwilliams.co.uk/help-and-advice](http://www.benwilliams.co.uk/help-and-advice)
2. All dimensions should be checked on site.
3. Ben Williams shall be notified in writing of any discrepancies.
4. This drawing is to be read in conjunction with all other drawings, specifications and schedule of works.

Rev	Date	Reason for Issue	Checked



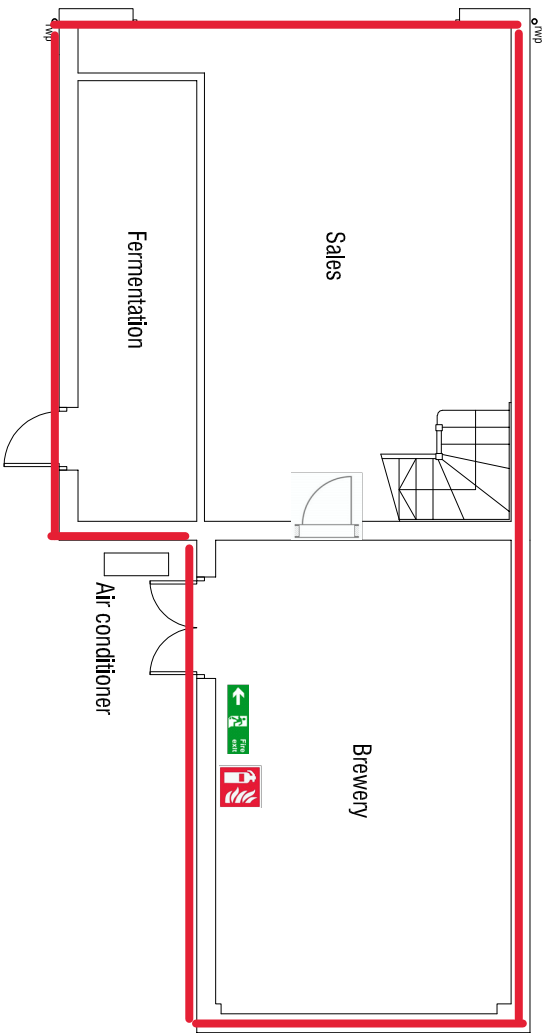
Fire Exit



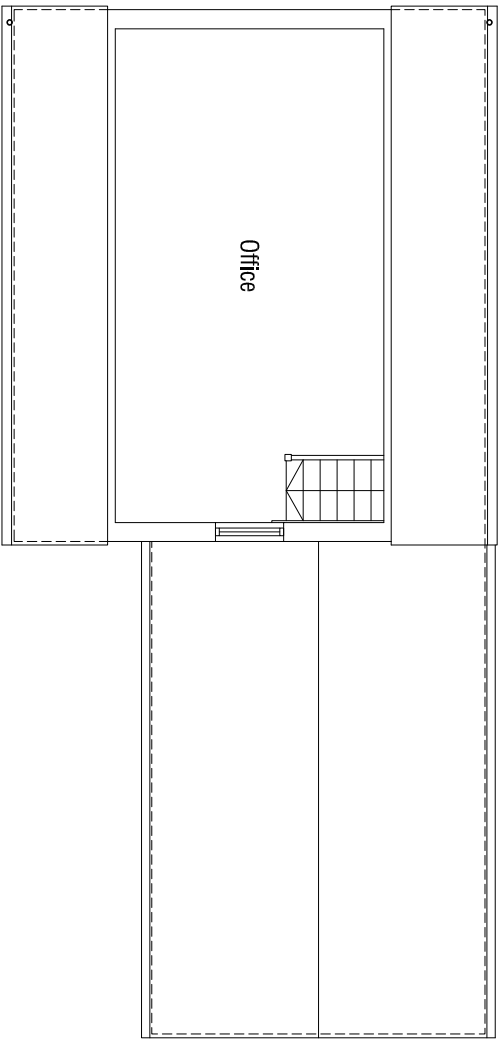
Fire extinguisher



Sale of alcohol by retail



**GROUND FLOOR PLAN**



**FIRST FLOOR PLAN**

**BEN WILLIAMS**

HOME DESIGN AND ARCHITECTURAL SERVICES

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Client:

**Mr Bayliffe**

Project:

**Thorncroft House  
 Broad Town Road  
 Broad Town**

Title:

**Proposed  
 Floor Plans**

Scale @ A3:	Date:	Drawn/Checked:
1:100	Jan '20	BW

Drawing No:	Rev:
550/100	-

