

**DECISION-MAKER** LICENSING (LICENSING & GAMBLING) SUB COMMITTEE

**SUBJECT** HEARING TO CONSIDER AN APPLICATION FOR GRANT OF A PREMISES LICENCE – **Basement 35 - 36 Oxford Street Southampton SO14 3DS**

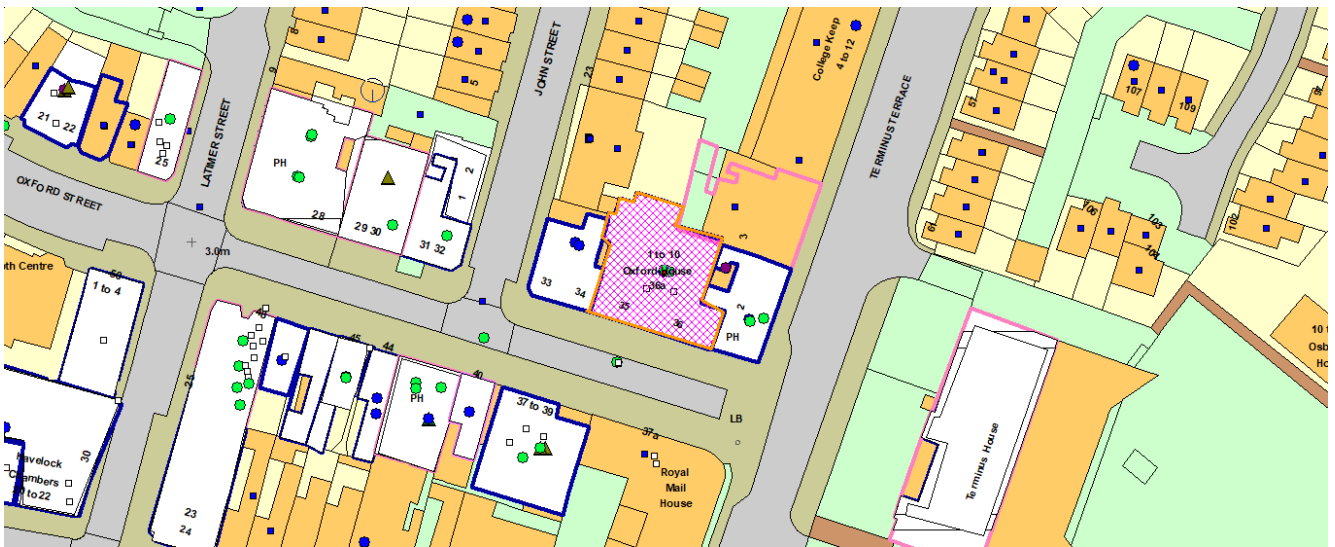
**DATE OF HEARING** Tuesday 5th March 2024 at 16.00hrs

**REPORT OF** SERVICE DIRECTOR – PLACE

**E-mail** licensing@southampton.gov.uk

Application Date : 16th January 2024      Application Received 16th January 2024

Application Valid : 16th January 2024      Reference : **2024/00304/01SPRN**



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### ***Representations from Responsible Authorities***

Responsible Authority	Satisfactory?
Safeguarding Children	Satisfactory
Fire Service	Agreed Condition
Environmental Health - Licensing	Agreed Conditions
Home Office	Satisfactory

Public Health Manager	Satisfactory	
Planning & Sustainability - Development Control - Licensing	Satisfactory	
Police - Licensing	Pre-Agreed Conditions	
Trading Standards	Satisfactory	
<b>Other Representations</b>		
<b>Name</b>	<b>Address</b>	<b>Contributor Type</b>
Mr Colin Beaven	5 Oxford Mews Latimer Street Southampton SO14 3EE	<b>Resident</b>

## ***Legal Implications***

The legislation specifically restricts the grounds on which the sub-committee may refuse an application for grant of a premises licence, or impose conditions. The legislation provides for a presumption of grant of an application for a premises licence, subject to the determination of the application with a view to promoting the licensing objectives in the overall interests of the local community. In doing so the sub-committee must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- its own statement of licensing policy
- the Statutory Guidance

An application may be refused in part and thereby only permit some of the licensable activities sought.

An applicant for grant of a premises licence whose application has been refused, or who is aggrieved by conditions imposed, may appeal against the decision to the Magistrates' Court. Any other person, who made a valid representation, may appeal to the Magistrates' Court against the decision to grant the application or against any conditions imposed.

In considering this application the sub-committee is obliged to consider the application in accordance, in particular, with both the Licensing Act 2003(Hearings) Regulations 2005 (as amended) and the rules of natural justice

The practical effect of this is that the sub-committee must make its decision based on evidence submitted in accordance with the legislation and give adequate reasons for reaching its decision.

Only persons that made relevant representations or their representative, within the time limits, will be allowed to present evidence and this will be restricted to the points raised in their written representation. Any evidence used to expand upon specific points already raised in a written representation should be served upon all parties in good time before the hearing date in order to allow proper consideration. A failure to properly serve any such additional evidence in advance is likely to mean it cannot be produced or relied upon at the hearing.

The sub-committee must also have regard to:

- *The Crime and Disorder Act 1998*  
Section 17 of the Crime and Disorder Act 1998 places the sub-committee under a duty to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.
- *The Human Rights Act 1998*  
The Act requires UK legislation to be interpreted in a manner consistent with the European Convention on Human Rights. It is unlawful for the sub-committee to act in a way that is incompatible (or fail to act in a way that is compatible) with the rights protected by the Act. Any action undertaken by the sub-committee that could have an effect upon another person's Human Rights must be taken having regard to the principle of proportionality - the need to balance the rights of the individual with the rights of the community as a whole. Any action taken by the sub-committee which affect another's rights must be no more onerous than is necessary in a democratic society. The matters set out in this report must be considered in light of the above obligations.

Copies of the application for grant of a premises licence and the representations to it are annexed to this report.

### **Equality Act 2010**

Section 149 of the Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act. It also requires the Council to advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. This means having due regard to the need to removing or minimising disadvantages suffered, taking steps to meet the needs of persons, encouraging persons to participate in public life, tackling prejudice and promoting understanding. The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

### **SUMMARY**

This application is for a new premises licence for a private members club which will be limited to 21 year olds and over.

<b>Applicant</b>	Mr Demetrakis Hajiantoni
<b>Designated Premises Supervisor</b>	None Specified

### **Licensable Activities.**

Films
Monday 12:00 - 02:00
Tuesday 12:00 - 02:00
Wednesday 12:00 - 02:00
Thursday 12:00 - 02:00
Friday 12:00 - 02:00
Saturday 12:00 - 02:00
Sunday 12:00 - 02:00

Live music

Monday	12:00 - 02:00
Tuesday	12:00 - 02:00
Wednesday	12:00 - 02:00
Thursday	12:00 - 02:00
Friday	12:00 - 02:00
Saturday	12:00 - 02:00
Sunday	12:00 - 02:00

Recorded music

Monday	12:00 - 02:00
Tuesday	12:00 - 02:00
Wednesday	12:00 - 02:00
Thursday	12:00 - 02:00
Friday	12:00 - 02:00
Saturday	12:00 - 02:00
Sunday	12:00 - 02:00

Anything similar to live music, recorded music or performances of dance

Monday	12:00 - 02:00
Tuesday	12:00 - 02:00
Wednesday	12:00 - 02:00
Thursday	12:00 - 02:00
Friday	12:00 - 02:00
Saturday	12:00 - 02:00
Sunday	12:00 - 02:00

Provision of late night refreshment

Monday	23:00 - 01:30
Tuesday	23:00 - 01:30
Wednesday	23:00 - 01:30
Thursday	23:00 - 01:30
Friday	23:00 - 01:30
Saturday	23:00 - 01:30
Sunday	23:00 - 01:30

Supply by retail of alcohol

Monday	12:00 - 01:30
Tuesday	12:00 - 01:30
Wednesday	12:00 - 01:30
Thursday	12:00 - 01:30
Friday	12:00 - 01:30
Saturday	12:00 - 01:30
Sunday	12:00 - 01:30

## Conditions consistent with the operating Schedule

### 1 TRAINING

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication. Records will be kept of such training which must be signed and dated by the member of staff who has received that training. All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training. In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol. The test will consist of a minimum of ten questions of which the pass rate is 80%. Anyone who fails to reach the prescribed pass rate will be retrained and retested. Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol until the pass rate is attained. There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session. All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible Authority upon request. Training records will be kept for a minimum period of two years. Training records will be kept on the licensed premises to which they relate to.

### 2 MEMBERSHIP

The premises will operate a membership system limited to 21 year olds and over. Access to the premises will be limited to members and their guests save for privately booked functions which can be booked by non-members and be attended by non-members. A person will be able to become a member by presenting either a valid passport or driving licence. Address details must be verified by the venue. This scheme will include a photograph of every member and admittance will only be granted to those who present a valid membership card or those who have been signed in by the member. For the avoidance of doubt a member will only be able to sign in four guests on any given occasion. The details of the guests will be recorded and kept by the club for a minimum period of six months and will be made available to police on request. Details that must be recorded of guests are to include a photograph, name, address and date of birth.

The time of entry of the guest must be recorded on the admittance form they have completed. All records of members will be made available on request of Hampshire Constabulary. A member will only be allowed to admit guests on six separate occasions in a calendar year.

### 3 CCTV

The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system will be able to cope with strobe lighting (where used) and all levels of illumination throughout the premises as well as outside areas. CCTV warning signs to be fitted in public places. The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation. The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days. Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained. The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected. There shall be sufficient members of trained staff at the premises during operating hours to be able to

provide viewable copies immediately to police on request when investigating allegations of offences or criminal activity. Any images recovered must be in a digital format and be uploaded to Police CCTV systems which the premise will become a user. In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Hampshire Western Police Licensing Unit within 24 hours.

#### 4 INCIDENT BOOK

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request. Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author. If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry. At the close of business on each day the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

#### 5 REFUSAL LOG

A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis by the store manager/manageress. The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority. The record of refusals will be retained for 12 months. Identification seizures should also be recorded.

#### 6 CHALLENGE 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older. Acceptable identification for the purposes of age verification will include a driving licence, passport, HM Forces ID card or photographic identification bearing the "PASS" logo and the persons date of birth. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person. 'Challenge 25' posters shall be displayed in prominent positions at the premises.

#### 7 SIA DOOR SUPERVISORS

All references in this licence to door supervisors shall mean door supervisors licensed pursuant to the Private Security Industry Act 2001 by the Security Industry Authority. The licensee shall ensure that all door supervisors engaging in licensable conduct (as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001) at the place licensed are licensed in accordance with the provisions of the Private Security Industry Act 2001. The Licensee(s) shall maintain a duty register giving details of every person at the place licensed engaging in licensable conduct, as defined in

section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001, and the Licensee(s) shall immediately provide, on request by any authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority, the following details: -

- (i) The licence number, name, date of birth and residential address of that person;
- (ii) The time at which that person commenced that period of duty, with the signed acknowledgement of that person;
- (iii) The time at which that person finished that duty that period of duty, with the signed acknowledgement of that person;
- (iv) any times during the period of duty when the person was not on duty;
- (v) If that person is not an employee of the Licensee(s), the name of the person by whom that person is employed or through whom the services of that person were engaged;
- (vi) The duty register shall be so kept that it can be readily inspected by an authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority.
- (vii) The duty register shall comprise of a bound book with pages consecutively numbered and the Licensee(s) shall ensure that it is kept in a secure environment in order to prevent unauthorised access or alteration to the same.

A minimum of two SIA registered door supervisors shall be on duty on a Thursday, Friday and Saturday evening, Christmas Eve, New Year's Eve, bank holidays and other days preceding a bank holiday from 21 00hrs until closing. On all other occasions when the premises are open for licensable activities, the provision of SIA door staff will be subject to a risk assessment. The risk assessment and rationale behind the decision made will be recorded and the records will be kept for 12 months and will be available for inspection immediately on request by Hampshire Constabulary and any responsible authority.

## 8 TOILET CHECKS

The public toilets within the premise shall be checked every 30 minutes when the premises are open for a licensable activity. A record shall be kept by the premise and presented on request by Hampshire constabulary. Toilet check records shall be kept for a minimum period of 3 months.

## 9 DISPERSAL POLICY

A dispersal procedure will be adopted during the last trading hour to ensure minimal disturbance to neighbours and to tackle the problem of anti-social behaviour and crime. This will include: -

DJ announcements will be used to encourage gradual dispersal and to remind customers to leave quietly. Door supervisors will remove all bottles and glasses from any customer who attempts to leave the venue carrying one. All areas of the premises will be checked at the end of each evening to ensure all customers have left safely and a signed record of these checks to kept on the premises at all times and to be made available to the Police upon request. Door staff wearing High Visibility fluorescent Upper Clothing will patrol the outside perimeter of the front of the premises at the end of each evening (for at least an additional 15 minutes or until persons are dispersed from the immediate area) to ensure the safe and quiet dispersal of customers. Any customers congregating or loitering outside after leaving the premises will be asked to depart quickly and quietly. Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quickly and quietly.

## 10 PUBWATCH SCHEME

The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular pub watch meetings or meetings of any similar scheme, so long as such a scheme is in existence and welcomes participation of the venue representative.

This application was submitted before the new CIP area was approved. Hampshire Constabulary had pre-agreed conditions before submission of the application (shown above in the operating schedule) and Environmental Health and the Fire Service have agreed conditions with the applicant.

### **Included In Report**

Application  
Plan x 2  
Police Confirmation of Pre-agreed Conditions  
Environmental Health Agreed Conditions  
Fire Agreed Condition  
1 x Public Representation  
Hearing Procedure



**From:** Licensing <Licensing@southampton.gov.uk>

**Sent:** 16 Jan 2024 02:39:06

**To:** IdoxDMSLicensing@southampton.gov.uk

**Cc:**

**Subject:** FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

**Attachments:** Scan 16 Jan 2024-2.pdf, IMG\_2608-3.jpg

**From:** Southampton City Council <noreply@southampton.gov.uk>

**Sent:** Tuesday, January 16, 2024 1:48 PM

**To:** Licensing <Licensing@southampton.gov.uk>; licensing@hampshire.police.uk; Environmental Health <Environmental.Health@southampton.gov.uk>; Food Safety <Food.Safety@southampton.gov.uk>; CsProtection Admin <csprotection.admin@hantsfire.gov.uk>; Trading Standards <Trading.Standards@southampton.gov.uk>; Planning <planning@southampton.gov.uk>; Safeguarding Children Licensing <SafeguardingChildren.Licensing@southampton.gov.uk>; Public Health <Publichealth@southampton.gov.uk>; alcohol@homeoffice.gov.uk

**Subject:** Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

**Southampton and Eastleigh Licensing Partnership**

**Licensing authority:** Southampton

- Copy to
- Hampshire Constabulary
- Hampshire and Isle of Wight Fire and Rescue Service
- Environmental Health
- Trading Standards
- Planning
- Safeguarding Children
- Environmental Health
- Public Health
- Home Office

**Case reference number:** 76W6F4X3

**Payment reference:** 430333691

**Payment amount:** £190.00

**Premises address:** 35-36 Basement Oxford Street, Southampton, SO14 3DS

**This email has been automatically generated so please do not reply to this message.**

**Application for a premises licence to be granted under the Licensing Act 2003**

<b>Application reference:</b>	76W6F4X3
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**Before you begin**

<b>I confirm that I have read and understood</b>	True
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## About the premises

<b>Premises address or location</b>	35-36 Basement Oxford Street, Southampton, SO14 3DS
<b>UPRN</b>	
<b>Local Authority:</b>	Southampton
<b>Which band/rateable value best describes your premises?</b>	Band B: £4301 - £33000
<b>Non-domestic rateable value of premises (£)</b>	14750

## Applicant type

<b>Applying as</b>	An individual(s)
<b>Additional option</b>	I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

## Details of individual 1

<b>Name</b>	Mr Demetrakis Hajiantoni
<b>Date of birth</b>	██████████
<b>Age</b>	
<b>Address</b>	ABBEY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB
<b>Email address</b>	████████████████████
<b>Phone number</b>	██████████
<b>Work entitlement proof</b>	Upload document
<b>Files uploaded</b>	0
<b>Is this a joint application?</b>	No

## Operating schedule

<b>When do you want the licence to start?</b>	01/03/2024
<b>Details of the premises</b>	Section M: Membership Conditions The premises will operate a membership system limited to 21 year olds and over. Access to the premises will be limited to members and their guests save for

privately booked functions which can be booked by non-members and be attended by non-members.

A person will be able to become a member by presenting either a valid passport or driving licence.

Address details must be verified by the venue.

This scheme will include a photograph of every member and admittance will only be granted to those who present a valid membership card or those who have been signed in by the member.

For the avoidance of doubt a member will only be able to sign in four guests on any given occasion.

The details of the guests will be recorded and kept by the club for a minimum period of six months and will be made available to police on request.

Details that must be recorded of guests are to include a photograph, name, address and date of birth.

The time of entry of the guest must be recorded on the admittance form they have completed.

All records of members will be made available on request of Hampshire Constabulary.

A member will only be allowed to admit guests on six separate occasions in a calendar year.

## 1. CCTV

The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system will be able to cope with strobe lighting (where used) and all levels of illumination throughout the premises as well as outside areas.

CCTV warning signs to be fitted in public places.

The CCTV system must be operating at all times whilst the premises are open for licensable activity.

All equipment shall have a constant and accurate time and date generation.

The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.

Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police on request when investigating allegations of offences or criminal activity.

Any images recovered must be in a digital format and be uploaded to Police CCTV systems which the premise will become a user.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Hampshire Western Police Licensing Unit within 24 hours.

## 2. Training

(i)

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication.

Records will be kept of such training which must be signed and dated by the member of staff who has received that training.

(ii)

All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training.

(iii)

In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol. The test will consist of a minimum of ten questions of which the pass rate is 80%.

Anyone who fails to reach the prescribed pass rate will be retrained and retested.

Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol until the pass rate is attained.

There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session.

(iv)

All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible Authority upon request.

Training records will be kept for a minimum period of two years.

Training records will be kept on the licensed premises to which they relate to.

### 3. Incident book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.

Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.

If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry.

At the close of business on each day the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

### 4. Refusals book

A written log shall be kept of all refusals including refusals to sell alcohol.

The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis by the store manager/manageress.

The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority.

The record of refusals will be retained for 12 months. Identification seizures should also be recorded.

### 5. Challenge 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol

at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.

Acceptable identification for the purposes of age verification will include a driving licence, passport, HM Forces ID card or photographic identification bearing the "PASS" logo and the persons date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

'Challenge 25' posters shall be displayed in prominent positions at the premises.

#### 6. SIA Door Supervisors

All references in this licence to door supervisors shall mean door supervisors licensed pursuant to the Private Security Industry Act 2001 by the Security Industry Authority.

The licensee shall ensure that all door supervisors engaging in licensable conduct (as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001) at the place licensed are licensed in accordance with the provisions of the Private Security Industry Act 2001. The Licensee(s) shall maintain a duty register giving details of every person at the place licensed engaging in licensable conduct, as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001, and the Licensee(s) shall immediately provide, on request by any authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority, the following details: -

(i)

The licence number, name, date of birth and residential address of that person;

(ii)

The time at which that person commenced that period of duty, with the signed acknowledgement of that person;

(iii)

The time at which that person finished that duty that period of duty, with the signed acknowledgement of that person;

(iv)

any times during the period of duty when the person was not on duty;

(v)

If that person is not an employee of the Licensee(s), the name of the person by whom that person is employed or through whom the services of that person were engaged;

(vi)

The duty register shall be so kept that it can be readily inspected by an authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority

(vii)

The duty register shall comprise of a bound book with pages consecutively numbered and the Licensee(s) shall ensure that it is kept in a secure environment in order to prevent unauthorised access or alteration to the same.

A minimum of two SIA registered door supervisors shall be on duty on a Thursday, Friday and Saturday evening, Christmas Eve, New Year's Eve, bank holidays and other days preceding a bank holiday from 21 00hrs until closing.

On all other occasions when the premises are open for licensable activities, the provision of SIA door staff will be subject to a risk assessment.

The risk assessment and rationale behind the decision made will be recorded and the records will be kept for 12 months and will be available for inspection immediately on request by Hampshire Constabulary and any responsible authority.

#### 7. Toilet Checks

The public toilets within the premise shall be checked every 30 minutes when the premises are open for a licensable activity. A record shall be kept by the premise and presented on request by Hampshire constabulary. Toilet check records shall be kept for a minimum period of 3 months.

#### 8. Dispersal Policy.

A dispersal procedure will be adopted during the last trading hour to ensure minimal disturbance to neighbours and to tackle the problem of anti-social

	<p>behaviour and crime. This will include:</p> <ul style="list-style-type: none"> <li>- DJ announcements will be used to encourage gradual dispersal and to remind customers to leave quietly.</li> <li>- door supervisors will remove all bottles and glasses from any customer who attempts to leave the venue carrying one.</li> </ul> <p>All areas of the premises will be checked at the end of each evening to ensure all customers have left safely and a signed record of these checks to be kept on the premises at all times and to be made available to the Police upon request.</p> <p>Door staff wearing High Visibility fluorescent Upper Clothing will patrol the outside perimeter of the front of the premises at the end of each evening (for at least an additional 15 minutes or until persons are dispersed from the immediate area) to ensure the safe and quiet dispersal of customers. Any customers congregating or loitering outside after leaving the premises will be asked to depart quickly and quietly.</p> <p>Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quickly and quietly.</p> <p>9. Pubwatch scheme</p> <p>The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular pub watch meetings or meetings of any similar scheme, so long as such a scheme is in existence and welcomes participation of the venue representative.</p>
<b>Are 5,000 or more people expected to attend the premises at any one time</b>	No
<b>What licensable activities do you intend to carry out from the premises?</b>	Films, Live music, Recorded music, Anything of a similar description to that falling within live music, recorded music, or performance of dance, Provision of late night refreshment, Supply of alcohol
<b>Please provide more information</b>	Might hire occasional performers for various entertainment.
<b><u>Licensable activities</u></b>	
<b>Licensable activity: Live music</b>	
<b>Activity</b>	Live music
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59
<b>Friday</b>	00:00-02:00 and 12:00-23:59 <sup>4</sup>

<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Music will be amplified.
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations
<b>Licensable activity: Recorded music</b>	
<b>Activity</b>	Recorded music
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59
<b>Friday</b>	00:00-02:00 and 12:00-23:59
<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Music will be amplified
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state</b>	No variations.

<b>when intend to use the premises outside of the times listed above</b>	
<b>Licensable activity: Supply of alcohol</b>	
<b>Activity</b>	Supply of alcohol
<b>Will the supply of alcohol be for consumption on or off the premises?</b>	On the premises
<b>There is no DPS at this time</b>	true
<b>Monday</b>	00:00-01:30 and 12:00-23:59
<b>Tuesday</b>	00:00-01:30 and 12:00-23:59
<b>Wednesday</b>	00:00-01:30 and 12:00-23:59
<b>Thursday</b>	00:00-01:30 and 12:00-23:59
<b>Friday</b>	00:00-01:30 and 12:00-23:59
<b>Saturday</b>	00:00-01:30 and 12:00-23:59
<b>Sunday</b>	00:00-01:30 and 12:00-23:59
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.
<b>Licensable activity: Provision of late night refreshment</b>	
<b>Activity</b>	Provision of late night refreshment
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-01:30 and 12:00-23:59
<b>Tuesday</b>	00:00-01:30 and 12:00-23:59
<b>Wednesday</b>	00:00-01:30 and 12:00-23:59 <sup>016</sup>



<b>Thursday</b>	00:00-01:30 and 12:00-23:59
<b>Friday</b>	00:00-01:30 and 12:00-23:59
<b>Saturday</b>	00:00-01:30 and 12:00-23:59
<b>Sunday</b>	00:00-01:30 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Music will be amplified.
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.
<b>Licensable activity: Films</b>	
<b>Activity</b>	Films
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	12:00-23:00
<b>Tuesday</b>	12:00-23:00
<b>Wednesday</b>	12:00-23:00
<b>Thursday</b>	12:00-23:00
<b>Friday</b>	12:00-23:00
<b>Saturday</b>	12:00-23:00
<b>Sunday</b>	12:00-23:00
<b>Please provide any additional information about this activity</b>	Music will be amplified.
<b>Please state any seasonal variations, where the activity will occur on additional days</b>	No variations.

during certain months	
Please state when intend to use the premises outside of the times listed above	No variations.
<b>Licensable activity: Anything of a similar description to that falling within live music, recorded music, or performance of dance</b>	
<b>Activity</b>	Anything of a similar description to that falling within live music, recorded music, or performance of dance
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59
<b>Friday</b>	00:00-02:00 and 12:00-23:59
<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Might hire occasional performers for various entertainment.
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.
<b><u>Adult entertainment</u></b>	
<b>Any adult entertainment or services, activities, other</b>	N/A

<b>entertainment or matters additional to the use of the premises that may give rise to concern in respect to children</b>	
<b><u>Public opening hours</u></b>	
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59
<b>Friday</b>	00:00-02:00 and 12:00-23:59
<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Seasonal variations</b>	No variations.
<b>Where you intend the premises to be open to the public at different times to those listed above, please list these</b>	No variations.
<b><u>Licensing objectives</u></b>	
<b>1. The prevention of crime and disorder</b>	To install CCTV at the entrance of the premises, along with all areas covering the basement.
<b>2. Public safety</b>	To contact the fire authority to inspect the premises so as to comply with all the regulations. A fire safety risk assessment has been compiled.
<b>3. The prevention of public nuisance</b>	As it's to be a members bar / club, access will only be allowed by proof of membership. The entrance will be monitored by staff. The music and entertainment is below street level and acoustic panels may be installed as per planning requirements to minimise noise emissions.
<b>4. The protection of children from harm</b>	All of the outside area leading to the premises, will at all times be kept clean. After every evening, staff will ensure that the front of the premises are free from any undesirable mess.
<b>General steps taken to achieve all four objectives</b>	With it being a members bar / club, the emphasis will be on a strict code of conduct. Any person found not to comply will have their membership revoked. A list of house rules will be issued to applicants to sign before their membership is considered.
<b><u>Supporting documents</u></b>	

<b>Total file uploads</b>	
<b><u>Checklist</u></b>	
<b>Please check which of the following you have completed</b>	Uploaded plan of the premises, Understood that a copy of this application will be sent to the relevant authorities, Understood I must advertise my application, Understood that if I do not comply with the above requirements my application will be rejected
<b><u>Contact details</u></b>	
<b>Contact name</b>	Demetrakis Hajiantoni
<b>Address</b>	ABBAY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB
<b>Contact email</b>	██████████
<b>Contact phone number</b>	██████████
<b><u>Fee exemption</u></b>	
<b>Believes exempt to fees under legislation</b>	No
<b><u>Declaration</u></b>	
<b>I hereby agree to abide by the statements set out above</b>	True
<b>The designated premises supervisor (DPS) named in this application is entitled to work in the UK (and is not subject to condition preventing them from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work checking service which confirmed their</b>	

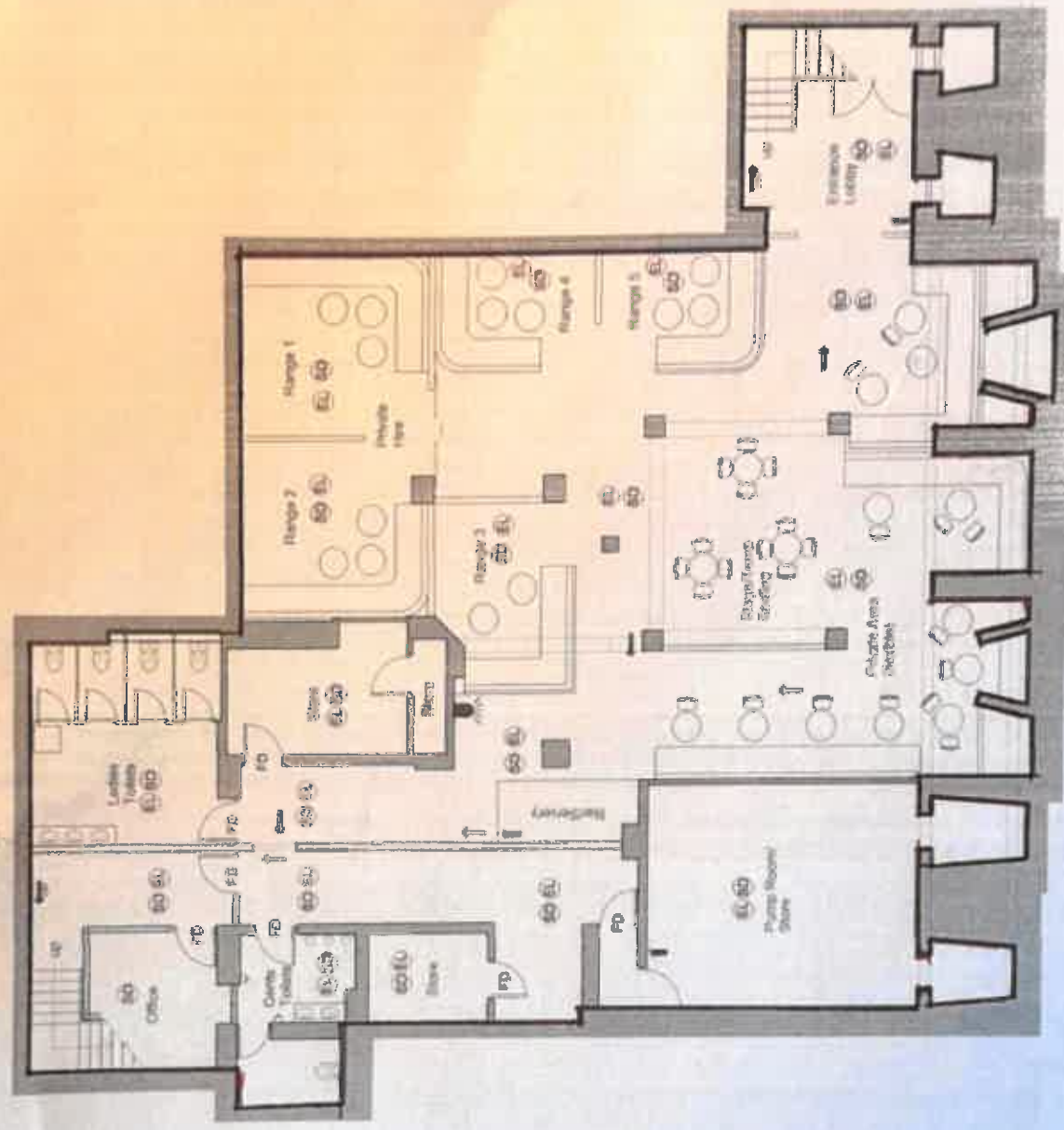
<b>right to work</b>	
<b>Are you signing on behalf of the applicant(s)</b>	No
<b>Name of person signing/notifier</b>	Demetrakis Hajiantoni

LEGEND	
SD	Smoke Detector
EL	Emergency Lighting
EM	Emergency Exit
FD	Fire Doors
EL	Fire Extinguisher
ER	Exit Route
FS	Fire Sounder



Scale Bar 1:100 @ A3

Drawings to show Proposed Layout of Basement of 3526 Colford Street	
Project Name	Basement Layout Clearing Drawing
Client	Messrs D Hubbard & Wright
Scale	1:100
Address	3526 Colford Street, Southampton, SO14 3QS
Drawn	03/01/2024
A	



Basement Plan 1:100



Block Plan. 1.500 scale



Scale Bar 1:500 @ A3

**From:** [Young, Tricia](#) on behalf of [Licensing](#)  
**To:** [Idox DMS Licensing](#)  
**Subject:** FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3 - 2024/00304/01SPRN  
**Date:** 18 January 2024 12:52:01  
**Attachments:** [Scan 16 Jan 2024-2.pdf](#)

---

**From:** Hawley, Mark (25491) [REDACTED] >  
**Sent:** Thursday, January 18, 2024 10:53 AM  
**To:** Jimmy Hajiantoni [REDACTED]; Licensing <[Licensing@southampton.gov.uk](mailto:Licensing@southampton.gov.uk)>  
**Subject:** FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

**This Message Is From an External Sender**

[Report Suspicious](#)

This message came from outside your organisation.

Dear Licensing,

The offered conditions attached to the application have been agreed with me pre application as suggested within the 182 guidance. As such, if you are minded to grant the licence be copy them verbatim.

Kind regards

Mark

PC 25491 Mark HAWLEY

Police Alcohol Licensing Officer  
Licensing & Alcohol Harm Reduction Team  
Southampton Central Police Station  
Southampton  
SO15 1AN

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** Scott, Lee (25597) <[REDACTED]>  
**Sent:** 17 January 2024 17:56  
**To:** Hawley, Mark (25491) [REDACTED]  
**Cc:** Terry, Rachael (6741) <[REDACTED]>  
**Subject:** FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3



Mark,

You happy to do this one as you met with the chap

Lee

---

**From:** Terry, Rachael (6741) [REDACTED] >  
**Sent:** 17 January 2024 10:11  
**To:** Scott, Lee (25597) [REDACTED] >  
**Subject:** FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

Hello Lee

May I please pass this to you? Many thanks

Rachael 😊

---

**From:** Southampton City Council <[noreply@southampton.gov.uk](mailto:noreply@southampton.gov.uk)>  
**Sent:** 16 January 2024 13:48  
**To:** [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk); Licensing & Alcohol Harm Reduction Team Mailbox

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

**Subject:** Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

### Southampton and Eastleigh Licensing Partnership

**Licensing authority:** Southampton

Copy to  
Hampshire Constabulary  
Hampshire and Isle of Wight Fire and Rescue Service  
Environmental Health  
Trading Standards  
Planning  
Safeguarding Children  
Environmental Health  
Public Health  
Home Office

**Case reference number:** 76W6F4X3

**Payment reference:** 430333691

**Payment amount:** £190.00

**Premises address:** 35-36 Basement Oxford Street, Southampton, SO14 3DS

**This email has been automatically generated so please do not reply to this message.**

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**Application for a premises licence to be granted under the Licensing Act**

**2003**

**Application reference:** 76W6F4X3

**Before you begin**

**I confirm that I have read and understood** True

**About the premises**

**Premises address or location** 35-36 Basement Oxford Street, Southampton, SO14 3DS

**UPRN**

**Local Authority:** Southampton

**Which band/rateable value best describes your premises?** Band B: £4301 - £33000

**Non-domestic rateable value of premises (£)** 14750

**Applicant type**

**Applying as** An individual(s)

**Additional option** I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

**Details of individual 1**

**Name** Mr Demetrakis Hajiantoni

**Date of birth** 31/10/1956

**Age** 67

**Address** ABBEY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB

**Email address** [REDACTED]

**Phone number** [REDACTED]

**Work entitlement proof** Upload document

**Files uploaded** 0

**Is this a joint application?** No

**Operating schedule**

**When do you want the licence to start?** 01/03/2024

**Details of the premises** Section M:  
Membership Conditions  
The premises will operate a membership system limited to 21 year olds and over.

Access to the premises will be limited to members and their guests save for privately booked functions which can be booked by non-members and be attended by non-members.

A person will be able to become a member by presenting either a valid passport or driving licence.

Address details must be verified by the venue.

This scheme will include a photograph of every member and admittance will only be granted to those who present a valid membership card or those who have been signed in by the member.

For the avoidance of doubt a member will only be able to sign in four guests on any given occasion.

The details of the guests will be recorded and kept by the club for a minimum period of six months and will be made available to police on request.

Details that must be recorded of guests are to include a photograph, name, address and date of birth.

The time of entry of the guest must be recorded on the admittance form they have completed.

All records of members will be made available on request of Hampshire Constabulary.

A member will only be allowed to admit guests on six separate occasions in a calendar year.

#### 1. CCTV

The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system will be able to cope with strobe lighting (where used) and all levels of illumination throughout the premises as well as outside areas.

CCTV warning signs to be fitted in public places.

The CCTV system must be operating at all times whilst the premises are open for licensable activity.

All equipment shall have a constant and accurate time and date generation.

The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.

Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police on request when investigating allegations of offences or criminal activity.

Any images recovered must be in a digital format and be uploaded to Police CCTV systems which the premise will become a user.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Hampshire Western Police

Licensing Unit within 24 hours.

## 2. Training

(i)

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication.

Records will be kept of such training which must be signed and dated by the member of staff who has received that training.

(ii)

All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training.

(iii)

In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol.

The

test will consist of a minimum of ten questions of which the pass rate is 80%.

Anyone who fails to reach the prescribed pass rate will be retrained and retested.

Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol until the pass rate is attained.

There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session.

(iv)

All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible Authority upon request.

Training records will be kept for a minimum period of two years.

Training records will be kept on the licensed premises to which they relate to.

## 3. Incident book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.

Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.

If the member of staff creating the entry has difficulties reading or writing then the entry may be

written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry. At the close of business on each day the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

#### 4. Refusals book

A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis by the store manager/manageress.

The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority.

The record of refusals will be retained for 12 months. Identification seizures should also be recorded.

#### 5. Challenge 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.

Acceptable identification for the purposes of age verification will include a driving licence, passport, HM Forces ID card or photographic identification bearing the "PASS" logo and the persons date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

'Challenge 25' posters shall be displayed in prominent positions at the premises.

#### 6. SIA Door Supervisors

All references in this licence to door supervisors shall mean door supervisors licensed pursuant to the Private Security Industry Act 2001 by the Security Industry Authority.

The licensee shall ensure that all door supervisors engaging in licensable conduct (as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001) at the place licensed are licensed in accordance with the provisions of the Private Security Industry Act 2001.

The Licensee(s) shall maintain a duty register giving details of every person at the place licensed engaging in licensable conduct, as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001, and the Licensee(s) shall

immediately provide, on request by any authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority, the following details: -

(i)

The licence number, name, date of birth and residential address of that person;

(ii)

The time at which that person commenced that period of duty, with the signed acknowledgement of that person;

(iii)

The time at which that person finished that duty that period of duty, with the signed acknowledgement of that person;

(iv)

any times during the period of duty when the person was not on duty;

(v)

If that person is not an employee of the Licensee(s), the name of the person by whom that person is employed or through whom the services of that person were engaged;

(vi)

The duty register shall be so kept that it can be readily inspected by an authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority

(vii)

The duty register shall comprise of a bound book with pages consecutively numbered and the Licensee(s) shall ensure that it is kept in a secure environment in order to prevent unauthorised access or alteration to the same.

A minimum of two SIA registered door supervisors shall be on duty on a Thursday, Friday and Saturday evening, Christmas Eve, New Year's Eve, bank holidays and other days preceding a bank holiday from 21 00hrs until closing.

On all other occasions when the premises are open for licensable activities, the provision of SIA door staff will be subject to a risk assessment.

The risk assessment and rationale behind the decision made will be recorded and the records will be kept for 12 months and will be available for inspection immediately on request by Hampshire Constabulary and any responsible authority.

#### 7. Toilet Checks

The public toilets within the premise shall be checked every 30 minutes when the premises are open for a licensable activity. A record shall be kept by the premise and presented on request by Hampshire constabulary. Toilet check records shall be kept for a minimum period of 3 months.

#### 8. Dispersal Policy.

A dispersal procedure will be adopted during the last

	<p>trading hour to ensure minimal disturbance to neighbours and to tackle the problem of anti-social behaviour and crime. This will include:</p> <ul style="list-style-type: none"> <li>- DJ announcements will be used to encourage gradual dispersal and to remind customers to leave quietly.</li> <li>- door supervisors will remove all bottles and glasses from any customer who attempts to leave the venue carrying one.</li> </ul> <p>All areas of the premises will be checked at the end of each evening to ensure all customers have left safely and a signed record of these checks to kept on the premises at all times and to be made available to the Police upon request.</p> <p>Door staff wearing High Visibility fluorescent Upper Clothing will patrol the outside perimeter of the front of the premises at the end of each evening (for at least an additional 15 minutes or until persons are dispersed from the immediate area) to ensure the safe and quiet dispersal of customers.</p> <p>Any customers congregating or loitering outside after leaving the premises will be asked to depart quickly and quietly.</p> <p>Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quickly and quietly.</p> <p>9. Pubwatch scheme</p> <p>The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular pub watch meetings or meetings of any similar scheme, so long as such a scheme is in existence and welcomes participation of the venue representative.</p>
<b>Are 5,000 or more people expected to attend the premises at any one time</b>	No
<b>What licensable activities do you intend to carry out from the premises?</b>	Films, Live music, Recorded music, Anything of a similar description to that falling within live music, recorded music, or performance of dance, Provision of late night refreshment, Supply of alcohol
<b>Please provide more information</b>	Might hire occasional performers for various entertainment.
<b><u>Licensable activities</u></b>	
<b>Licensable activity: Live music</b>	
<b>Activity</b>	Live music
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59

<b>Friday</b>	00:00-02:00 and 12:00-23:59
<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Music will be amplified.
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations
<b>Licensable activity: Recorded music</b>	
<b>Activity</b>	Recorded music
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59
<b>Friday</b>	00:00-02:00 and 12:00-23:59
<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Music will be amplified
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.
<b>Licensable activity: Supply of alcohol</b>	
<b>Activity</b>	Supply of alcohol
<b>Will the supply of alcohol be for consumption on or off the premises?</b>	On the premises
<b>There is no DPS at this time</b>	true
<b>Monday</b>	00:00-01:30 and 12:00-23:59
<b>Tuesday</b>	00:00-01:30 and 12:00-23:59
<b>Wednesday</b>	00:00-01:30 and 12:00-23:59
<b>Thursday</b>	00:00-01:30 and 12:00-23:59
<b>Friday</b>	00:00-01:30 and 12:00-23:59
<b>Saturday</b>	00:00-01:30 and 12:00-23:59
<b>Sunday</b>	00:00-01:30 and 12:00-23:59



<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.
<b>Licensable activity: Provision of late night refreshment</b>	
<b>Activity</b>	Provision of late night refreshment
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-01:30 and 12:00-23:59
<b>Tuesday</b>	00:00-01:30 and 12:00-23:59
<b>Wednesday</b>	00:00-01:30 and 12:00-23:59
<b>Thursday</b>	00:00-01:30 and 12:00-23:59
<b>Friday</b>	00:00-01:30 and 12:00-23:59
<b>Saturday</b>	00:00-01:30 and 12:00-23:59
<b>Sunday</b>	00:00-01:30 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Music will be amplified.
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.
<b>Licensable activity: Films</b>	
<b>Activity</b>	Films
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	12:00-23:00
<b>Tuesday</b>	12:00-23:00
<b>Wednesday</b>	12:00-23:00
<b>Thursday</b>	12:00-23:00
<b>Friday</b>	12:00-23:00
<b>Saturday</b>	12:00-23:00
<b>Sunday</b>	12:00-23:00
<b>Please provide any additional information about this activity</b>	Music will be amplified.
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.

<b>Licensable activity: Anything of a similar description to that falling within live music, recorded music, or performance of dance</b>	
<b>Activity</b>	Anything of a similar description to that falling within live music, recorded music, or performance of dance
<b>Will the activity take place indoors or outdoors?</b>	Indoors
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59
<b>Friday</b>	00:00-02:00 and 12:00-23:59
<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Please provide any additional information about this activity</b>	Might hire occasional performers for various entertainment.
<b>Please state any seasonal variations, where the activity will occur on additional days during certain months</b>	No variations.
<b>Please state when intend to use the premises outside of the times listed above</b>	No variations.
<b><u>Adult entertainment</u></b>	
<b>Any adult entertainment or services, activities, other entertainment or matters additional to the use of the premises that may give rise to concern in respect to children</b>	N/A
<b><u>Public opening hours</u></b>	
<b>Monday</b>	00:00-02:00 and 12:00-23:59
<b>Tuesday</b>	00:00-02:00 and 12:00-23:59
<b>Wednesday</b>	00:00-02:00 and 12:00-23:59
<b>Thursday</b>	00:00-02:00 and 12:00-23:59
<b>Friday</b>	00:00-02:00 and 12:00-23:59
<b>Saturday</b>	00:00-02:00 and 12:00-23:59
<b>Sunday</b>	00:00-02:00 and 12:00-23:59
<b>Seasonal variations</b>	No variations.
<b>Where you intend the premises to be open to the public at different times to those listed above, please list these</b>	No variations.
<b><u>Licensing objectives</u></b>	
<b>1. The prevention of crime and</b>	To install CCTV at the entrance of the premises,

<b>disorder</b>	along with all areas covering the basement.
<b>2. Public safety</b>	To contact the fire authority to inspect the premises so as to comply with all the regulations. A fire safety risk assessment has been compiled.
<b>3. The prevention of public nuisance</b>	As it's to be a members bar / club, access will only be allowed by proof of membership. The entrance will be monitored by staff. The music and entertainment is below street level and acoustic panels may be installed as per planning requirements to minimise noise emissions.
<b>4. The protection of children from harm</b>	All of the outside area leading to the premises, will at all times be kept clean. After every evening, staff will ensure that the front of the premises are free from any undesirable mess.
<b>General steps taken to achieve all four objectives</b>	With it being a members bar / club, the emphasis will be on a strict code of conduct. Any person found not to comply will have their membership revoked. A list of house rules will be issued to applicants to sign before their membership is considered.
<b><u>Supporting documents</u></b>	
<b>Total file uploads</b>	
<b><u>Checklist</u></b>	
<b>Please check which of the following you have completed</b>	Uploaded plan of the premises, Understood that a copy of this application will be sent to the relevant authorities, Understood I must advertise my application, Understood that if I do not comply with the above requirements my application will be rejected
<b><u>Contact details</u></b>	
<b>Contact name</b>	Demetrakis Hajiantoni
<b>Address</b>	ABBEY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB
<b>Contact email</b>	██████████
<b>Contact phone number</b>	██████████
<b><u>Fee exemption</u></b>	
<b>Believes exempt to fees under legislation</b>	No
<b><u>Declaration</u></b>	
<b>I hereby agree to abide by the statements set out above</b>	True
<b>The designated premises supervisor (DPS) named in this application is entitled to work in the UK (and is not subject to condition preventing them</b>	

<b>from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work checking service which confirmed their right to work</b>	
<b>Are you signing on behalf of the applicant(s)</b>	No
<b>Name of person signing/notifier</b>	Demetrakis Hajiantoni

\*\*\*\*\*

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\*\*\*\*\*

**From:** [Young, Tricia](#) on behalf of [Licensing](#)  
**To:** [Idox DMS Licensing](#)  
**Subject:** FW: Premises Licence Application EH Agreed Conditions - 2024/00304/01SPRN  
**Date:** 08 February 2024 11:05:52

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**From:** Taylor, Matthew [REDACTED] >  
**Sent:** Thursday, February 8, 2024 10:33 AM  
**To:** Licensing <[Licensing@southampton.gov.uk](mailto:Licensing@southampton.gov.uk)>  
**Subject:** FW: Premises Licence Application

Good Morning Licensing,

Please see the email trail below, the applicant has agreed to have the below conditions on their licence, therefore we make representation on the application, but based on the agreed amendments, a hearing is not necessary.

Please let me know if you require any further information.

Kind Regards  
Matthew Taylor  
**Principal Environmental Health Officer**  
Directorate for Place  
**Southampton City Council**

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**From:** Jimmy Hajiantoni [REDACTED] >  
**Sent:** Wednesday, February 7, 2024 8:46 AM  
**To:** Taylor, Matthew <[REDACTED]>  
**Subject:** Re: Premises Licence Application

You don't often get email from [REDACTED]

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You have not previously corresponded with this sender.

Hi Matthew

Many thanks for your comments and please add your recommendations to the application. Having been involved with the building for the past 24 years it is paramount to me that every effort should be taken into consideration when it comes to proper procedures being carried out involving the general public and the residents nearby.

Regards  
D.Hajiantoni

Sent from my iPad

On 6 Feb 2024, at 11:40, Taylor, Matthew [REDACTED] >  
wrote:

Dear Mr Demetrakis Hajiantoni

Environmental Health have been consulted on your application for 35-36  
Basement Oxford Street, Southampton, SO14 3DS

Your application is for a members bar/club operating daily until 2am.

I note residential properties in the area of your proposed business therefore  
I want to ensure that adequate controls are documented on the licence that  
will help with the Prevention of Public Nuisance.

I note that you have provided comments within your application form  
regarding signage and SIA operatives. Can I request the addition of the  
below conditions in order to formalise the conditions on your licence for the  
Prevention of Public Nuisance section?

*No noise generated on the premises or by its associated plant or equipment  
shall emanate from the premises nor vibration be transmitted through the  
structure of the premises which gives rise to a nuisance*

*A Dispersal Policy will at all times be in operation.*

*No waste or recyclable materials, including bottles, shall be moved,  
removed from or placed in outside areas between 22.00 hours and 08.00  
hours on the following day.*

*The Premises Licence Holder shall ensure that any patrons smoking  
outside the premises do so in an orderly manner and are supervised by  
staff so as to ensure that there is no public nuisance or obstruction of the  
public highway*

*Notices shall be prominently displayed at all exits requesting patrons to  
respect the needs of local residents and businesses and leave the area  
quietly*

If you are happy to accept the additional conditions noted above (in italics)  
please reply to me and I will ask our licensing team to add these to your  
licence should the decision be to grant your licence.

If you would like to discuss the wording to any of the above conditions  
please do not hesitate to contact me, I am normally happy to change the  
wording as long as it provides adequate protection to local residents.

Kind Regards  
Matthew Taylor  
**Principal Environmental Health Officer**

Directorate for Place  
**Southampton City Council**



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**For the attention of the Licensing Officer**  
Southampton and Eastleigh Licensing Partnership  
Civic Centre  
Southampton  
SO14 7LY

Date: 12 February 2024

Enquiries To: Kayleigh Munden

My Reference: F6/KM/00834632

Mobile Tel: 07918 888131

Your Reference: 76W6F4X3

Email: [REDACTED]

To Whom it May Concern

### **Licensing Act 2003**

**Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS**

I am in receipt of a copy of the application for the grant of a premises Licence dated **16 January 2024**.

Having examined the submitted plan proposals of the premises and information in our files I would notify you that Hampshire & IOW Fire and Rescue Service (The Fire and Rescue Authority) does not wish to make representations to the licensing Authority at this time.

However, we would ask that the below condition be given within this license:

***The license will not take effect until written permission has been given by Hampshire & IOW Fire and Rescue Service (The Fire and Rescue Authority) that the premises is able to be safely occupied to our satisfaction.***

It is not the policy of the Fire and Rescue Authority to carry out re-inspections of licensed premises except under specific circumstances. I am, therefore, unable to confirm that the existing standards are satisfactory.

Guidance documents covering the standards required in the various classes of premises are available for download or purchase from the communities and local government website at:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible>



Alternatively, you can refer to our business fire safety pages on our website at:

<http://www.hantsfire.gov.uk/forbusiness>

A copy of this letter has been forwarded to Mr Demetrakis Hajiantoni, Joint Landlord for information.

Any queries concerning these matters may be directed to the officer detailed above, but any correspondence should be addressed to me.

**Please quote our reference number on all correspondence.**

Yours faithfully

[Redacted signature]

Authorised Fire Safety Inspecting Officer  
On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

cc: [Redacted] Mr Demetrakis Hajiantoni

**From:** [Young, Tricia](#) on behalf of [Licensing](#)  
**To:** [Idox DMS Licensing](#)  
**Subject:** FW: Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS (00834632)  
**Date:** 13 February 2024 10:35:49

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**From:** Jimmy Hajiantoni [REDACTED] >  
**Sent:** Tuesday, February 13, 2024 10:21 AM  
**To:** Licensing <[Licensing@southampton.gov.uk](mailto:Licensing@southampton.gov.uk)>  
**Subject:** Re: Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS (00834632)

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This message came from outside your organisation.

Hi  
Having read the response from the fire authority I agree to the recommendations they have required  
D.Hajiantoni

Sent from my iPhone

On 12 Feb 2024, at 12:12, Licensing <[Licensing@southampton.gov.uk](mailto:Licensing@southampton.gov.uk)> wrote:

Jimmy

We have received this from the fire service. Can you reply to this e-mail today to say that you agree to this condition being added to the licence.

Tricia Young  
Licensing Officer

Please note I am only in the office on Monday, Tuesday and Thursday at the present time

**Southampton and Eastleigh Licensing Partnership**  
**Southampton City Council**

E-mail: [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk)

Web: [www.southampton.gov.uk/licensing](http://www.southampton.gov.uk/licensing) or [www.eastleigh.gov.uk/licensing](http://www.eastleigh.gov.uk/licensing)

Post: Licensing – Southampton City Council  
Civic Centre Southampton SO14 7LY

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**From:** CS Protection Admin [REDACTED] >  
**Sent:** Monday, February 12, 2024 11:37 AM  
**To:** Licensing <[Licensing@southampton.gov.uk](mailto:Licensing@southampton.gov.uk)>  
**Cc:** [REDACTED]  
**Subject:** Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS

To Whom it May Concern

Please find attached correspondence regarding Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS.

Please can the license response letter from us dated 20 January 2024 be withdrawn and the attached letter in its place.

Kind Regards

<image001.jpg>

**Emily  
Stenlake**

**Business Support Team Administrator  
Business Support**

**Working Days – Monday, Tuesday and  
Thursday**



[<image002.jpg>](#)

[<image003.jpg>](#)

[<image004.jpg>](#)

[<image005.jpg>](#)

**Headquarters**  
Leigh Road, Eastleigh  
Hampshire, SO50 9SJ

[<image006.jpg>](#)

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**From:** [Young, Tricia](#) on behalf of [Licensing](#)  
**To:** [Idox DMS Licensing](#)  
**Subject:** FW: Comments for Licensing Application 2024/00304/01SPRN  
**Date:** 14 February 2024 09:04:58

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**From:** publicaccess@southampton.gov.uk <publicaccess@southampton.gov.uk>  
**Sent:** Tuesday, February 13, 2024 5:29 PM  
**To:** Licensing <Licensing@southampton.gov.uk>  
**Subject:** Comments for Licensing Application 2024/00304/01SPRN

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

Comments were submitted at 5:28 PM on 13 Feb 2024 from Mr Colin Beaven.

### Application Summary

**Address:** 35 - 36 Oxford Street Southampton SO14 3DS  
**Proposal:** Premises Licence  
**Case Officer:** Tricia Young  
[Click for further information](#)

### Customer Details

**Name:** Mr Colin Beaven  
**Email:** [REDACTED]  
**Address:** 5 Oxford Mews, Latimer Street, Southampton SO14 3EE

### Comments Details

**Commenter Type:** Neighbour  
**Stance:** Customer objects to the Licensing Application

#### Reasons for comment:

**Comments:** 5:28 PM on 13 Feb 2024 Given that the City Council has designated Oxford Street a stress area, this licence should not be granted. Were the licence granted, all the activities listed in the application should cease at midnight (11 p.m. on Sundays).  
The rationale for this objection matches concerns that led to the creation of the stress area; they have been well-rehearsed in relation to other recent local proposals. Evidence from the police shows that Oxford Street sees high levels of crime and disorder, especially late at night, when a number of establishments seek to outdo each other in antisocial practices. The presence of late night police patrols every weekend indicates that the situation threatens to get out of control and demonstrates that public safety is at risk. This is not just from disruptive behaviour or excessive

alcohol consumption but also simply from volume and throughput, with an alarming quantity of establishments and patrons in such a concentrated area. Drivers park at random and obstruct access to garages, ignoring traffic restrictions and no entry signs, and taxis form long queues without the necessary space to do so, obstructing traffic in the process and dodging customers who spill onto roads from bars and pavements. It is all a fundamentally unsafe modus operandi, with overprovision that can border on the toxic. The council was right to make such proposals rebuttable through a stress area, and out of concerns about safety, public nuisance and the threat of crime and disorder the proposal should not go forward.

### **Procedure – Applications etc. under the Licensing Act 2003 or Gambling Act 2005**

1. A hearing will be held to decide applications, etc., under the Licensing Act 2003, where there have been relevant representations from one or more of the responsible authorities or other persons. The parties to the hearing will have the chance to be heard. They are also entitled to be helped or represented by another person if due written notice is given in advance.
2. Hearings will take place before a Sub-Committee comprising three members of the Licensing Committee. One of these members will be elected Chair of the Sub-Committee for that hearing.
3. Please note that for day time hearings the Sub-Committee will normally adjourn for lunch at 1:00 p.m. and that comfort breaks will be taken at the discretion of the Chair at appropriate points during the meeting.

#### **Preliminary matters**

4. The Chair will introduce those present.
5. The Chair will check whether any of the Sub-Committee members has a “disclosable pecuniary”, “personal” or “pecuniary” interest.
6. The Chair will check whether all the parties are present at the hearing, and if any are not, whether they have told the Council that they do not wish to attend or be represented. If any party who was expected to attend has not done so, the Sub-Committee will decide whether to hold the hearing in that party’s absence, or to adjourn it to another date. Hearings will be adjourned if the Sub-Committee considers this necessary in the public interest, if that is possible. If the Sub-Committee decides to hold the hearing in a party’s absence, they will still consider any written information received.
7. In the case of an application for variation or a new licence, the Sub-Committee’s legal advisor will ask the applicant or their advisor for confirmation that the required public notices have been displayed where they can conveniently be read from the exterior of the premises and that notice was given in a local newspaper within eleven working days of the day on which the application was received by the licensing authority.
8. Normally, hearings will be open to the public. However, the Sub-Committee may exclude the public from the hearing (or part of it) if they think the public interest in doing so outweighs the public interest in having the hearing in public. If the public are excluded, any of the parties to the hearing, and/or anyone helping or representing them, may also be excluded.
9. The Chair will propose a motion that the public and the press be excluded from the hearing while the Sub-Committee considers the matter. Ordinarily the legal advisor and democratic support officer will remain (see paragraph 30 (b) below).
10. The Openness of Local Government Bodies Regulations 2014 provide an entitlement for the public to film, photograph and audibly record (“record”) public meetings. However, by virtue of Schedule 6, paragraph 58 of the Licensing Act 2003 and section 101 (15) of the Local Government Act 1972, Licensing Act 2003 hearings are not covered by the entitlement to film as of right. The Council’s general approach is to encourage openness and transparency in all its dealings and the general presumption is that filming or recording of hearings shall generally be permitted where due notice has been provided in advance of the hearing. Nonetheless the following shall apply:

- i) Filming / recording / photographing hearings shall only be permitted with the express permission of the Chair. Such permission may include restrictions to protect children, vulnerable persons or others that object to being filmed / photographed / recorded.
  - ii) Requests to film / record / photograph should be made with sufficient notice in advance of the hearing. Late requests may not be granted if there shall be a delay to proceedings as a result.
  - iii) Every party to the hearing and any witnesses shall have the opportunity to object and those representations shall be considered by the Sub-Committee.
  - iv) No filming, photography or sound recording shall be permitted of any person under 18 years of age.
  - v) No person shall be put under any pressure to consent to such and no payment for such consent shall be given.
  - vi) The Chair shall have the final say as to whether any filming, photography or recording is allowed (including the extent to which permission is granted e.g. the parts of the meeting, the individuals concerned or the arrangement of the recording equipment).
  - vii) All directions given by the Chair shall be fully complied with and the Chair shall have the absolute discretion to withdraw permission to film, photograph or record in the event the same causes an obstruction or interferes with the general conduct of the hearing, including the impeding of the giving of proper evidence.
11. A party may have asked for someone else to appear at the hearing to make a point or points that may help the Sub-Committee reach a decision. It is up to the Sub-Committee to decide whether that person should be heard, although permission will not be refused unreasonably. Such a person is referred to as a “witness” in this procedure.
12. Where application has been made, in advance of the hearing, that it should be conducted in private (e.g. by the Police in review or summary review proceedings) reports shall be prepared and presented as confidential so that the Committee can make a meaningful determination in accordance with Regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005 to exclude the press and public. It is important to note that reports presenting Licensing Act 2003 matters are not required to be published in advance. However, certain limited information must be published in accordance with the Licensing Act 2003 (Licensing Authority’s Register) (Other Information) Regulations 2005 and section 8 of the Licensing Act 2003.
13. The Chair will then explain the procedure that will follow.

### **General information on the conduct of the hearing**

14. Each party is entitled to:
- (a) Give further information in response to any point that the Council told them before the hearing they would like clarified;
  - (b) With the permission of the Chair, seek clarification on any point by any other party;
  - (c) Address the Sub-Committee.
15. Members of the Sub-Committee may also seek clarification of any party or witness.
16. At the Chair’s discretion, the Sub-Committee’s legal advisor may ask any questions he or she thinks are relevant.

17. Unless the Council has requested in advance that a particular point be clarified, new documentary or other evidence may not be submitted for the first time at the hearing, unless all the other parties agree.
18. Members of the Sub-Committee will have read all the papers included in the agenda for the hearing before the hearing starts. The parties are requested not to spend unnecessary time repeating evidence which is already in the papers and which is not disputed.
19. Evidence that is not relevant to the case, or to the promotion of the four licensing objectives, will be disregarded.

### **Hearing Procedure**

20. If any party has asked permission for a witness or witnesses to appear, the Sub-Committee will decide whether they should be heard (see paragraph 10 above).
21. All parties will be allowed a similar (and maximum) amount of time to put their case, and ask questions of other parties, subject to the Chair's discretion to not hear repetitive matters or questions.

### **The applicant**

22. The applicant for the licence (or their representative) or the applicant in review proceedings, may present their case.
23. If the Sub-Committee permits, the applicant may call those witnesses whose names have been provided in advance to support their application.
24. Where a group of witnesses wish to speak in support of the application for similar reasons, one person should, where possible, act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.
25. The Chair will invite those making representations to seek clarification on any point made by the applicant. The Chair will decide in which order those making representations will be invited to put their questions.
26. Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may also seek clarification of the applicant or any of their witnesses.

### **The representations**

27. Where there is more than one person making a representation, the Chair will decide the order in which they may put their case. If there is a representation from one or more of the responsible authorities, their representatives will normally be invited to put their case first.
28. The following procedure will apply to each person making a representation in turn:-
  - (a) The person making a representation (or their representative) may present their case.
  - (b) If the Sub-Committee permits, the person making a representation may call those witnesses whose names have been provided in advance to support their objection.
  - (c) Where a group of witnesses wish to speak in support of the objection for similar reasons, where possible, one person should act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.



- (d) The Chair will invite the applicant to seek clarification on any points made by those making representations.
- (e) Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may seek clarification of those making representations or any witnesses.

### **Summing up**

29. The Chair will invite each person making a representation to make a final statement or sum up their case.

30. The Chair will invite the applicant to make a final statement or sum up their case.

### **Sub-Committee's decision**

31.

- (a) At the end of the hearing the Sub-Committee will move to private session whilst it considers the matter.
- (b) The Sub-Committee's legal advisor will remain to provide legal advice and the democratic services officer will remain to record the decision. Details of any legal advice will be recorded and referenced in the decision and reasons.
- (c) The parties will be invited to wait to be informed of the outcome.
- (d) As soon as the decision is reached, the public and press will be invited to return to the room in which the hearing took place, and the Chair will announce the decision and the reasons for it.
- (e) If a room is available, the Committee may retire to deliberate and make its decision
- (f) All parties will be formally notified in writing of the decision and reasons as soon as possible.

In most cases the Sub-Committee will announce the decision at the conclusion of the hearing. In certain cases where this is not possible due to time constraints (and the Hearings Regulations permit – Regulation 26 (1) sets out those hearings where delay is not possible) the decision shall be made within 5 working days beginning with the day of the hearing or the last day of the hearing.