

Licensing (Licensing and Gambling) Sub-Committee

Wednesday, 1st February, 2023
at 4.00 pm

PLEASE NOTE TIME OF MEETING

Virtual Meeting

This meeting is open to the public

Members

Three Members drawn from the Licensing Committee

Contacts

Democratic Support Officer
Ed Grimshaw
Email: ed.grimshaw@southampton.gov.uk

Executive Director of Place
Adam Wilkinson
Email: adam.wilkinson@southampton.gov.uk

PUBLIC INFORMATION

The Members of the Licensing Committee are Councillors, G Galton, B Harris, Laurent, Leggett, McEwing, Noon, J Payne, Spicer, Stead and Streets.

Terms of Reference

The Sub-Committee deals with licences for which the Council is responsible under the Licensing Act 2003 and Gambling Act 2005, including:-

- Determination of applications for review of premises licences and club premises certificates;
- Determination of representations to applications for premises licences and club premises certificates, variations and various permits;
- Determination of police objections to applications for:
 - Variation of designated premises supervisors
 - Transfer of premises licences
 - Personal licences for the sale of alcohol
- Determination of objections to temporary event notices.

Relevant Representations

Those who have made relevant representations may address the meeting about the matter in which they have an interest. New matters, not raised within a written representation, can not be relied upon at the hearing.

When dealing with Licensing Act matters the Sub-Committee must only take into account the following statutory Licensing Objectives:-

- prevention of crime and disorder
- public safety
- prevention of public nuisance
- protection of children from harm

Likewise, when dealing with Gambling Act matters the Sub Committee must only take into account the statutory Licensing Objectives below:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way, and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

Southampton: Corporate Plan 2020-2025 sets out the four key outcomes:

- Communities, culture & homes - Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.
- Green City - Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.
- Place shaping - Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city.
- Wellbeing - Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time

Fire Procedure:- In the event of a fire or other emergency a continuous alarm will sound, and you will be advised by Council officers what action to take.

Access:- Access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Smoking policy:- The Council operates a no-smoking policy in all civic buildings.

Mobile Telephones:- Please switch your mobile telephones to silent whilst in the meeting

Use of Social Media:- The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room, you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Dates of Potential Meetings Municipal Year 2021/22

Meetings are scheduled on a weekly basis usually at 4pm on a Wednesday evening.

CONDUCT OF MEETING

Terms of Reference

The terms of reference are contained in the Council's Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Rules of Procedure

The meeting is governed by the Licensing Act 2003 (Hearings) Regulations 2005 and the Council Procedure Rules as set out in Part 4 of the Constitution, so far as it is applicable.

Quorum 3

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
- b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision-making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)

To note any changes in the membership of the Sub-Committee made in accordance with the Licensing Act 2003.

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

3 STATEMENT FROM THE CHAIR

4 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING) (Pages 1 - 2)

To approve and sign as a correct record the Minutes of the meeting held on 30 November 2022 and to deal with any matters arising, attached.

5 EXCLUSION OF THE PRESS AND PUBLIC - LEGAL ADVICE

At a predetermined point during the consideration of all items the Sub-Committee may move into private session in order to receive legal advice when determining issues. will be invited to return immediately following that private session at which time the matter will be determined and the decision of the Sub-Committee will be announced.

6 NEW PREMISES APPLICATION - THE BUGLE, 1A BUGLE STREET **SOUTHAMPTON SO14 2AL** (Pages 3 - 54)

New Premises Application - The Bugle, 1A Bugle Street Southampton SO14 2AL

Tuesday, 24 January 2023

Executive Director Communities, Culture & Homes

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SOUTHAMPTON CITY COUNCIL
LICENSING (LICENSING AND GAMBLING) SUB-COMMITTEE
MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2022

Present: Councillors Bunday (Chair), Goodfellow and Noon

5. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED: that the minutes for the Sub- Committee meeting on 21 September 2022 be approved and signed as a correct record.

6. **EXCLUSION OF THE PRESS AND PUBLIC - LEGAL ADVICE**

RESOLVED: that at a predetermined point during the consideration of all items the Sub-Committee may move into private session in order to receive legal advice when determining issues. The parties to the hearing, press and the public, would be invited to return immediately following that private session at which time the matter will be determined and the decision of the Sub-Committee will be announced.

7. **APPLICATION FOR NEW PREMISES LICENCE - CHAPEL RIVERSIDE STORES, UNIT 1 TRINITY COURT, OLD MILL LANE SO14 5BW**

The Sub-Committee considered the report of the Service Director – Communities, Culture and Homes for an application for a premises licence in respect of a New Premises Licence - Chapel Riverside Stores, Unit 1 Trinity Court, Old Mill Lane SO14 5BW

Chris Mitchener (Applicants Agent), and Dr Afsana Bhuiyan and Mr A McBride were present and with the consent of the Chair, addressed the meeting.

The Sub-Committee considered the decision in confidential session in accordance with the Licensing Act (Hearings) Regulations 2005.

RESOLVED

The Sub-Committee has considered very carefully the application for a premises licence at Chapel Riverside Stores Unit 1 Trinity Court Old Mill Lane SO14 5BW. It has given due regard to the Licensing Act 2003, the Licensing Objectives, statutory guidance and the adopted statement of Licensing Policy.

The Sub-Committee heard from Mr Chris Mitchener in support of the application. Mr Mitchener withdrew the application for recorded music between 0600 and 0800 which has been duly noted by the Sub-committee. The Sub-Committee also heard from the objectors who were present.

The Sub-Committee considered the representations, both written and given orally today, by all parties. The Human Rights Act 1998, The Equality Act 2010 and The Crime and Disorder Act 1998 Section 17 have been considered whilst making the decision.

The Sub-Committee noted that the objections related to the licensing objectives of public nuisance, public safety and protection of children from harm. Mr Mitchener pointed out that there were no representations from any responsible authority and specifically, Environmental Health as regards nuisance or from the local nursery school. Additionally, there was no representation from Safeguarding Children.

Mr Mitchener also addressed the concerns around parking and deliveries stating that there are two designated parking bays and a delivery bay for a large lorry.

The Sub-Committee was also mindful that the legislation provides for a presumption of grant of a licence, unless the Licensing objectives cannot be met by conditions. The Sub-Committee was reminded that it must take into account actual evidence and cannot rely on speculation as to what might happen in the future.

In light of all the above the Sub-Committee has determined that the application should be granted, subject to the withdrawal of the application for recorded music.

Reasons

The Sub-Committee considered very carefully all the representations objecting to the application. It noted the strength of feeling and the concerns in respect of the licensing objectives that were raised. However, under the licensing regime as set out above, it is not possible to consider speculative issues.

The relevant responsible authorities had made no representations and the applicant through Mr Mitchener had answered the concerns raised as far as possible at this time.

Weighing up all of the above, the Sub-Committee does not consider it would be appropriate or proportionate to refuse the application at this time on the basis of the evidence presented. The Sub-Committee concluded that it would be appropriate and proportionate to grant the licence subject to withdrawal of the recorded music aspect.

For clarity the decision is to grant a licence for the sale of alcohol between the hours of 0600 and 2300 every day with the conditions as set out in the application.

Residents and local businesses can be reassured that where the grant of any application leads to an adverse impact upon the licensing objectives a review of the licence can be brought by them and appropriate steps taken at that time.

There is a right of appeal for all parties to the Magistrates' Court. Formal notification of the decision will set out that right in full.

DECISION-MAKER LICENSING (LICENSING & GAMBLING) SUB COMMITTEE

SUBJECT HEARING TO CONSIDER AN APPLICATION FOR GRANT OF A PREMISES LICENCE – **The Bugle 1A Bugle Street Southampton SO14 2AL**

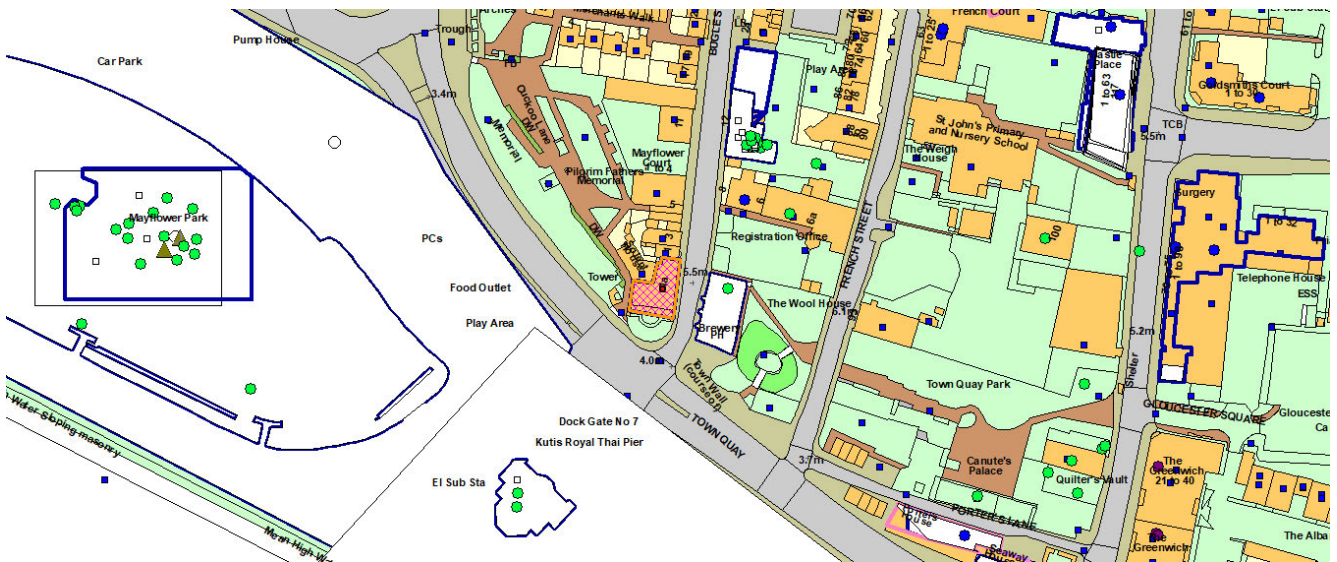
DATE OF HEARING 1st February 2023

REPORT OF SERVICE DIRECTOR – PLACE

E-mail licensing@southampton.gov.uk

Application Date : 12th December 2022 Application Received 12th December 2022

Application Valid : 12th December 2022 Reference : **2022/04456/01SPRN**



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Representations from Responsible Authorities

Responsible Authority	Satisfactory?
Safeguarding Children	No Response
Fire Service	Satisfactory
Environmental Health - Licensing	Satisfactory
Home Office	No Response

Public Health Manager	No Response	
Planning & Sustainability - Development Control - Licensing	No Response	
Police - Licensing	Agreed Conditions	
Trading Standards	No Response	
Other Representations		
Name	Address	Contributor Type
Marinos and Irene Elia	Flat 1 Solent House Cuckoo Lane Southampton SO14 2AN	Resident
Ms Sarah Bogle	Lower Ground Floor East Wing Civic Centre Municipal Block Civic Centre Road Southampton SO14 7LY	Ward Councillor
Mr John Wright	27 Bugle Street Southampton SO14 2AL	Resident
Mr. Ron Williamson	3 Bugle Street Southampton SO14 2AL	Resident
Ms. Ros Cassy	Old Town Community Forum 45 Bugle Street Southampton SO14 2AG	Resident
Mr Andrew Gravell	6 Merchants Walk Southampton SO14 2AS	Resident
Mr. Jennifer Hughes	17 Bugle Street Southampton SO14 2AL	Resident

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 affects 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 premises licence for an ‘Event Space’. This will include weddings, photoshoots, business conferences and weekend private hire. This venue also includes rooms for overnight guests if required. The operating schedule has specified that there will be a Venue Manager on site at all times together with a Bar Manager and a full time Security Staff Member. There are agreed conditions with Hampshire Constabulary which are shown below and new plans showing the licensable areas more clearly.

Applicant	Wonder House Bugle Ltd.
Designated Premises Supervisor	Robert Camping

Licensable Activities.

Live music	
Monday	11:00 - 23:00
Tuesday	11:00 - 23:00
Wednesday	11:00 - 23:00
Thursday	11:00 - 23:00
Friday	11:00 - 00:00
Saturday	11:00 - 00:00
Sunday	11:00 - 23:00
Recorded music	
Monday	11:00 - 23:00
Tuesday	11:00 - 23:00
Wednesday	11:00 - 23:00
Thursday	11:00 - 23:00
Friday	11:00 - 00:00
Saturday	11:00 - 00:00
Sunday	11:00 - 23:00
Supply by retail of alcohol	
Monday	11:00 - 23:00
Tuesday	11:00 - 23:00
Wednesday	11:00 - 23:00
Thursday	11:00 - 23:00
Friday	11:00 - 00:00
Saturday	11:00 - 00:00
Sunday	11:00 - 23:00

Conditions consistent with the operating Schedule

1 CCTV

A colour recording CCTV system that captures images from the main public areas must be fully operational whilst licensable activities are taking place. The system shall be able to cope with all levels of illumination. The recording equipment shall be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system. The system shall be serviced at twelve monthly intervals and maintained to a standard that is acceptable to the police licensing department responsible for the area. The system clock shall be checked regularly for accuracy taking account of GMT and BST. Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 4 frames per second). The images produced shall be date and time stamped. A notice shall be displayed at the entrance to the premises advising that CCTV is in operation. An additional recording CCTV camera shall be installed and fully operational whilst the venue is open to the public to cover the area immediately outside the front of the premises. It is important that the Police are able to access data from the systems quickly and easily and therefore provision shall be made that at all times a person is in attendance who is nominated by the data controller who has access to the secure area who is able to operate the equipment. Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff. Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the data protection Act. In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the police licensing department responsible for the area within 24 hours

2 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 venue 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.

3 STAFF TRAINING

Before commencing their duties all new staff must receive information and training concerning the sale of age-restricted products. This training must cover their legal responsibilities and action to be taken in the event of suspicions being aroused that someone is purchasing or attempting to purchase an item under the legal age. All employees will sign a letter to acknowledge that they have completed this training and have understood their responsibilities on this area. This training should be reviewed and updated at reasonable intervals but at least annually. All training records will be kept on the premises at all times and be available for viewing by Police and any Responsible Authorities.

4 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 photo card driving licence, passport 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.

5 SIA

There shall be a written risk assessment to the numbers of SIA registered security needed for each event. This is to be completed no less than 7 days before each event and kept on the premises for review by Police and any Responsible Authorities for 12 months after the event..

6 GLASSWARE

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.

The above application has received 6 Public Representations and 1 Representation from the Ward Councillor but no Responsible Authority Representations.

Included in the Report

Application

Plan

Hampshire Constabulary – Agreed Conditions

6 Public Representations

1 Ward Councillor Representation

Hearing Procedures.

SOUTHAMPTON AND EASTLEIGH LICENSING PARTNERSHIP
Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

You may wish to keep a copy of the completed form for your records.

I/We Wonder House Bugle Ltd

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description The Bugle 1A Bugle Street			
Post town	Southampton	Postcode	SO14 2AL

Telephone number at premises (if any)	██████████
Non-domestic rateable value of premises	£38750

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

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SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		<input type="checkbox"/> Please tick yes	
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name Wonder House Bugle Ltd
Address Dunford House Dunford Hollow Heyshott Midhurst West Sussex GU29 0AF
Registered number (where applicable) 14428419

Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	1	2 0 2 3

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
 The premises are a four storey prominent building on the corner of Bugle Street and Town Quay, opposite the Royal Pier. The premises have been refurbished to create an event space of approximately 7,000 square feet. The anticipated use of the premises is mainly weddings and wedding receptions with some photo-shoot work and some business conference use and weekend private hire use. The surrounding area is principally commercial in nature with some residential occupiers nearby. There is a pub located directly opposite the premises.

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- | | |
|--|---|
| Provision of regulated entertainment (please read guidance note 2)
a) plays (if ticking yes, fill in box A)
b) films (if ticking yes, fill in box B)
c) indoor sporting events (if ticking yes, fill in box C)
d) boxing or wrestling entertainment (if ticking yes, fill in box D)
e) live music (if ticking yes, fill in box E) | Please tick all that apply

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/> |
|--|---|

- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

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

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	11:00	23:00		<u>Please give further details here</u> (please read guidance note 4) Some weddings and events may include live music. As set out in the venue management plan submitted with planning ref: 22/00193/FUL no music should be audible outside the venue after 23:00.	
Tue	11:00	23:00			
Wed	11:00	23:00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) None		
Thur	11:00	23:00			
Fri	11:00	00:00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) 31 December/1 January only. Permission sought for music until 2:00am only.		
Sat	11:00	00:00			
Sun	11:00	23:00			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) All weddings are expected to include amplified music. As set out in the venue management plan submitted with planning ref: 22/00193/FUL no music should be audible outside the venue after 23:00.		
Mon	11:00	23:00			
Tue	11:00	23:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) None		
Wed	11:00	23:00			
Thur	11:00	23:00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) 31 December/1 January only. Permission sought for music until 2:00am only.		
Fri	11:00	00:00			
Sat	11:00	00:00			
Sun	11:00	23:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	11:00	23:00			
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	23:00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) 31 December/1 January only. Permission sought for supply of alcohol until 2:00am only		
Fri	11:00	00:00			
Sat	11:00	00:00			
Sun	11:00	23:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Robert Camping	
[Redacted]	
[Redacted]	
[Redacted]	[Redacted]
Personal licence number (if known) Being applied for	
Issuing licensing authority (if known) East Hants	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon	11:00	23:00	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>31 December/1 January only. Permission sought for venue to be open until 3:00am only</p>
Tue	11:00	23:00	
Wed	11:00	23:00	
Thur	11:00	23:00	
Fri	11:00	00:00	
Sat	11:00	00:00	
Sun	11:00	23:00	

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The overall venue strategy aims to have a local team in place to manage and oversee the licencing aims and to participate in the night time economy as responsibly as possible. The principal method that we anticipate achieving the licencing aim is through an appropriate blend of staffing and staff training and ensuring that our events are well managed and that those attending the venue fully understand the licencing conditions and hours of operation. These are set out in further detail in our venue management plan submissions in respect of planning application 22/00193/FUL and as below.

b) The prevention of crime and disorder

As set out in our plan, we anticipate having a full time venue manager on site at all times during functions together with a bar manager when the venue is selling alcohol. These two managers will both hold personal licences as well as being responsible for the premises licence. In addition, we intend to have a full time security member of staff on site at all times to assist with the prevention of crime and disorder. Between these three members of staff we anticipate managing the key issues of leaving the premises and other disorder and ensuring that guests understand the nature of the premises and neighbouring occupiers. These members of staff will also be responsible for ensuring that the premises are always secured when not in use. Careful consideration will also be given to the type of drinking vessels made available at the premises and the passing of glass bottles to customers. We plan to install a CCTV camera system to the external areas of the property so that behaviour in the immediate environs of the premises can be monitored and attended to where necessary.

c) Public safety

We will obviously comply with all relevant statutory safety requirements such as fire risk assessments and workplace health and safety standards. In addition, as set out in our planning application we intend to have a smaller overall capacity than would otherwise be the case

d) The prevention of public nuisance

We are committed to ensuring that the venue is as soundproof as possible. We are going to be installing internal glazing on the ground and first floor, east and west elevations which is professionally installed to dramatically improve and reduce noise impact. Our staff will manage music volume control.

All guests visiting the venue will be advised of local parking restrictions and where all of the local short stay and long stay car parks are located within the vicinity as directed by the council website

Regarding the loading and distribution of goods, all delivery and refuse vehicles will park in the same area that The Dancing Man's goods vehicles unload. (We understand that this is due to be upgraded). This will be on the opposite side of the road to The Bugle where the road is wider and there is a clearer view of the junction on the corner.

All refuse from food waste will be disposed of offsite and taken away by the outsourced catering companies when they leave in the evenings. Other rubbish will be stored inside the building and then disposed of off-site and taken away by the outsourced cleaning company in the mornings after events have taken place.

Even though Bugle Street and the surrounding streets house numerous pubs, offices and a busy registry office, we are very aware of the local residents in close proximity to the venue. We will provide a contact number for local residents to use if they become aware of any problems.

Smoking will be managed by the security person who will work to discourage smoking on public land outside the site to reduce noise from guest conversations.

e) The protection of children from harm

Given the nature of the events we anticipate holding (and the fact that we will not be open for general public admission) we anticipate that the risk of harm to children is generally modest. However, we intend to institute a safe-guarding policy that all members of staff will be required to read and sign to say that they understand it. The policy will contain actions should staff members believe there is a risk of underage consumption of alcohol, access or exposure to tobacco products or illegal drugs or exposure to disorder or violence. The policy will include the designated members of staff who will be the safeguarding lead for any particular event together with policies on asking for age identification for anyone who looks under 25 years of age.

Checklist:

Please tick to indicate agreement

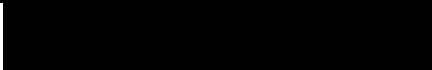
- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

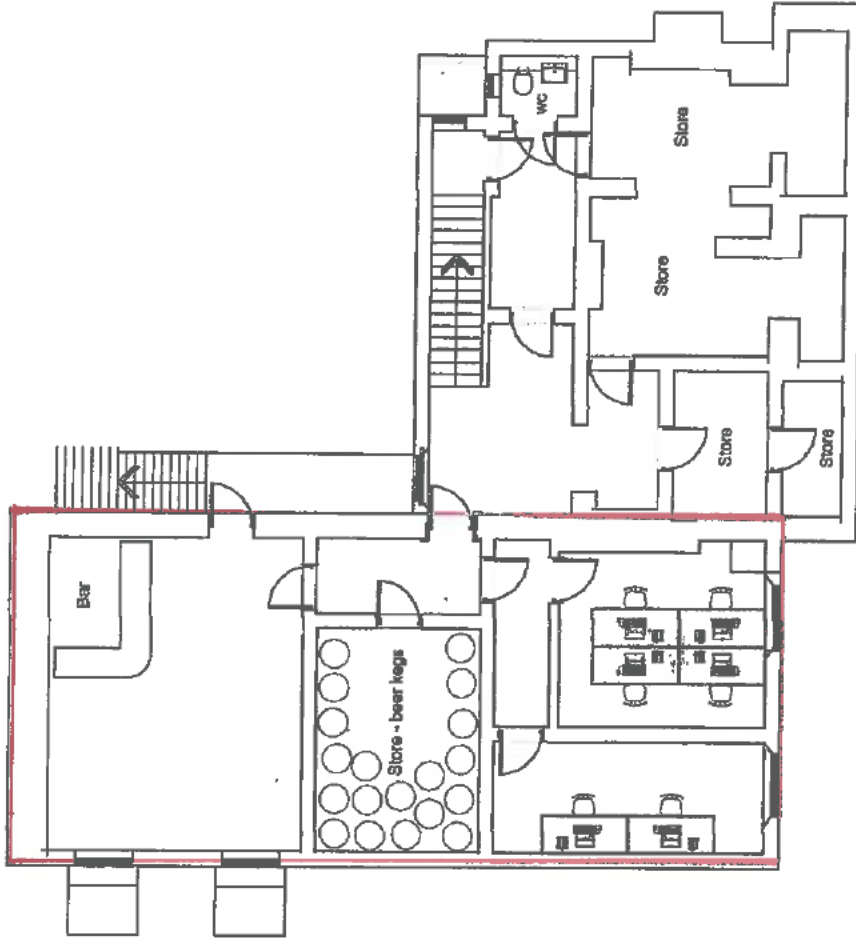
Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	7/12/2022
Capacity	Premises Lessee

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			



WE ARE THE BUGLE LTD

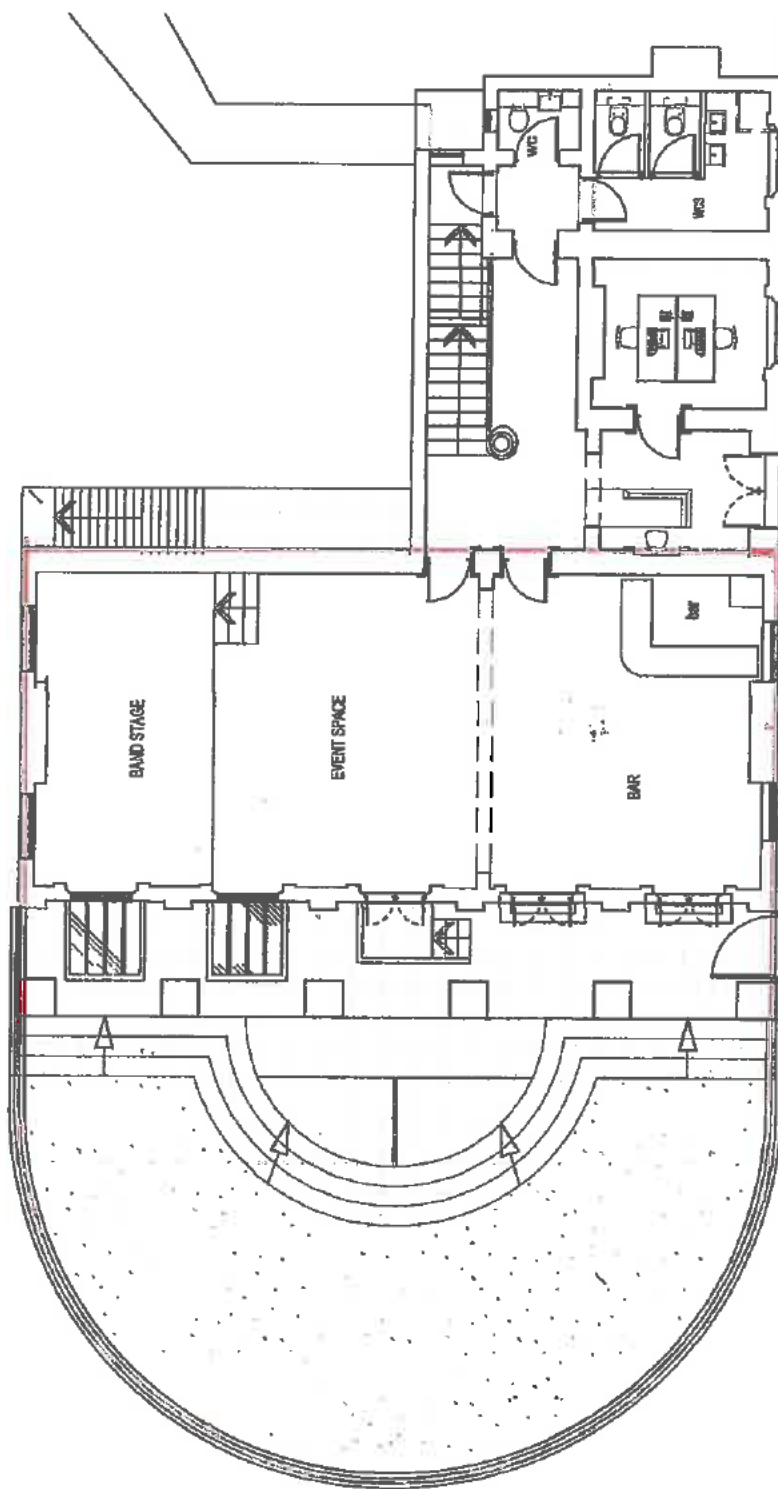
Project: 1A BUGLE STREET, SOUTHAMPTON

Title: EXISTING BASEMENT

Drawn: B D1 - 02

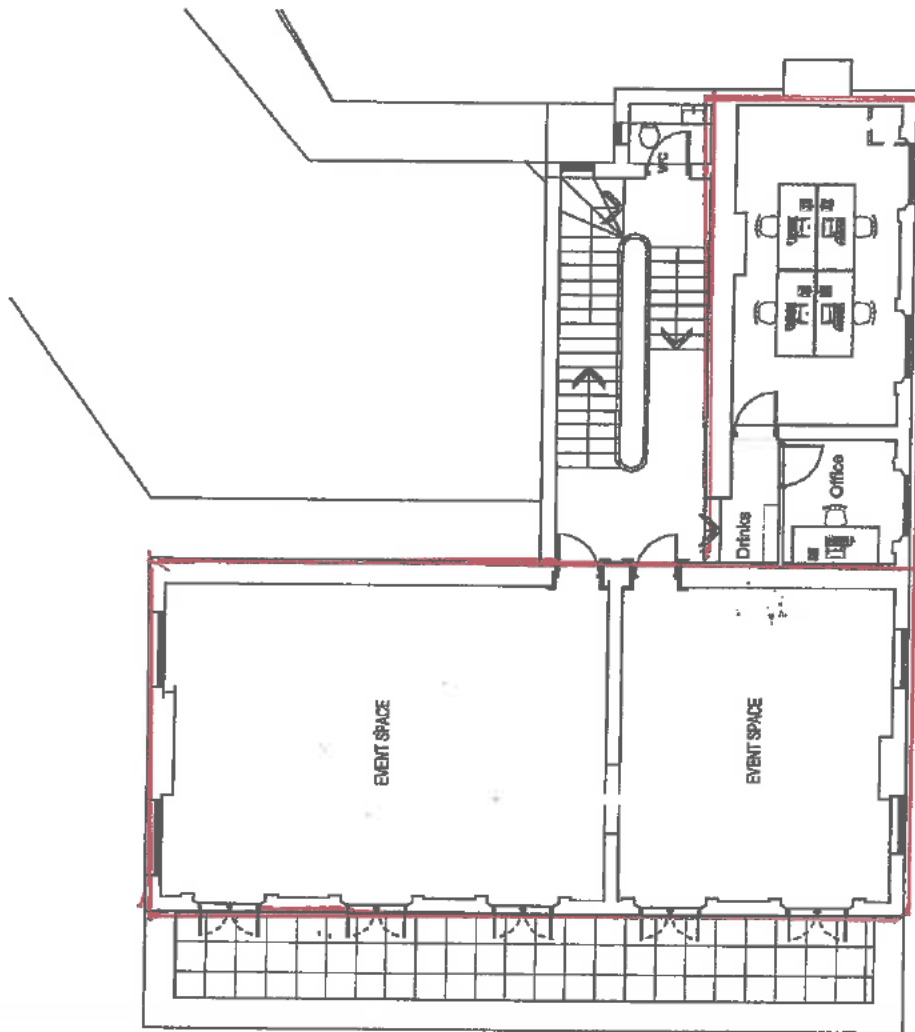
Scale: 1:100 @ A3






Project: 1A BUGLE STREET, SOUTHAMPTON
 Title: EXISTING GROUND FLOOR
 Drawing: B 01-00
 Scale: 1:100 @ A3





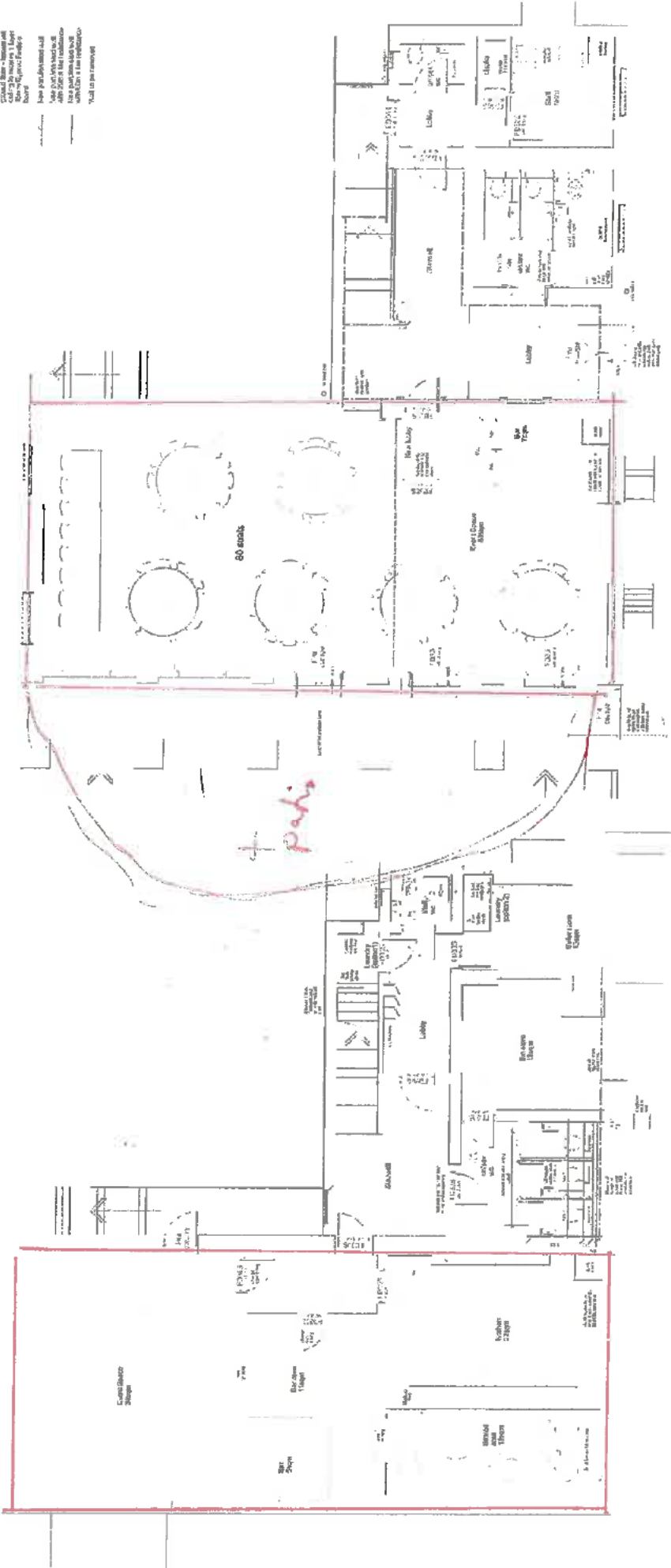

WE ARE THE BUGLE LTD

Project: 1A BUGLE STREET, SOUTHAMPTON
 Title: EXISTING FIRST FLOOR
 Drawing: B 01-04
 Scale: 1:100 @ A3



Changes for Developmental Programs only
 1. All drawings shall be submitted to the appropriate authority for review and approval.
 2. All drawings shall be submitted to the appropriate authority for review and approval.
 3. All drawings shall be submitted to the appropriate authority for review and approval.
 4. All drawings shall be submitted to the appropriate authority for review and approval.
 5. All drawings shall be submitted to the appropriate authority for review and approval.

NOT TO SCALE
 1. All drawings shall be submitted to the appropriate authority for review and approval.
 2. All drawings shall be submitted to the appropriate authority for review and approval.
 3. All drawings shall be submitted to the appropriate authority for review and approval.
 4. All drawings shall be submitted to the appropriate authority for review and approval.
 5. All drawings shall be submitted to the appropriate authority for review and approval.



Ground Floor layout
 All drawings are for construction purposes only.
 All drawings are for construction purposes only.

Basement Floor layout
 All drawings are for construction purposes only.
 All drawings are for construction purposes only.

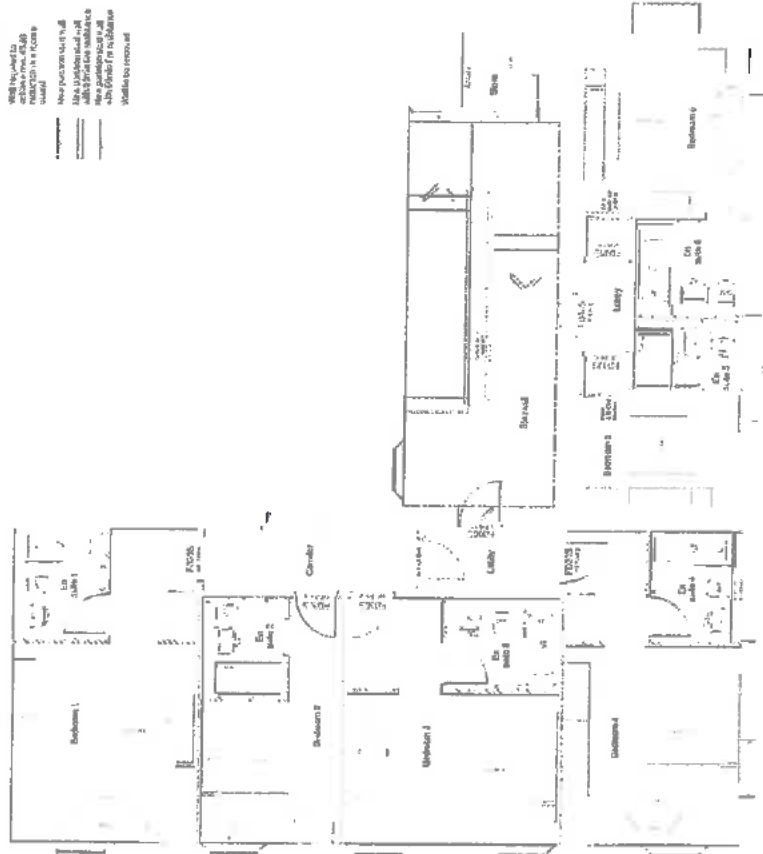
RE FOR MAT
 1. All drawings shall be submitted to the appropriate authority for review and approval.
 2. All drawings shall be submitted to the appropriate authority for review and approval.
 3. All drawings shall be submitted to the appropriate authority for review and approval.
 4. All drawings shall be submitted to the appropriate authority for review and approval.
 5. All drawings shall be submitted to the appropriate authority for review and approval.

Standard Construction Practices only

1. This drawing is based on information provided by the client. The contractor is responsible for verifying the accuracy of the information provided. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for coordinating with all other trades and subcontractors. The contractor shall be responsible for maintaining accurate records of all work performed and materials used. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications. The contractor shall be responsible for obtaining all necessary approvals and permits from the appropriate authorities. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications. The contractor shall be responsible for maintaining accurate records of all work performed and materials used. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.

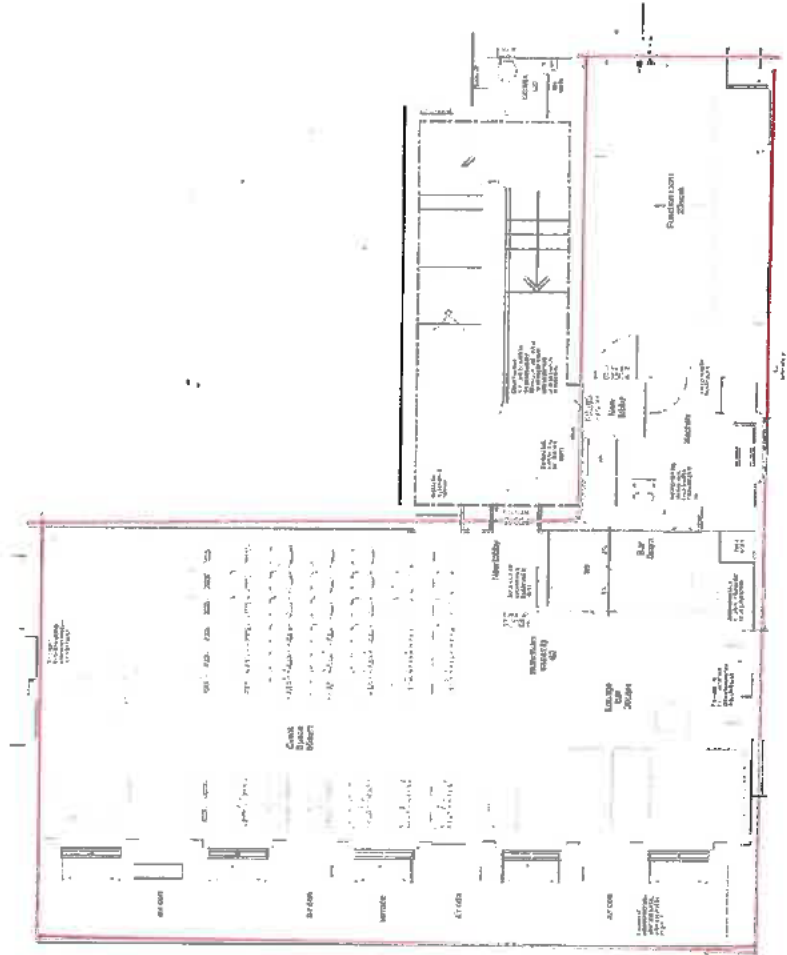
NOTES:

- 1. All work shall be in accordance with the approved plans and specifications.
- 2. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.
- 3. The contractor shall be responsible for coordinating with all other trades and subcontractors.
- 4. The contractor shall be responsible for maintaining accurate records of all work performed and materials used.
- 5. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 6. The contractor shall be responsible for obtaining all necessary approvals and permits from the appropriate authorities.
- 7. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 8. The contractor shall be responsible for maintaining accurate records of all work performed and materials used.
- 9. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 10. The contractor shall be responsible for obtaining all necessary approvals and permits from the appropriate authorities.
- 11. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 12. The contractor shall be responsible for maintaining accurate records of all work performed and materials used.
- 13. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 14. The contractor shall be responsible for obtaining all necessary approvals and permits from the appropriate authorities.
- 15. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 16. The contractor shall be responsible for maintaining accurate records of all work performed and materials used.
- 17. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 18. The contractor shall be responsible for obtaining all necessary approvals and permits from the appropriate authorities.
- 19. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
- 20. The contractor shall be responsible for maintaining accurate records of all work performed and materials used.



Second floor layout

1:50
 1/8" = 1'-0"
 APPROXIMATE DIMENSIONS ONLY



First floor layout

1:50
 1/8" = 1'-0"
 APPROXIMATE DIMENSIONS ONLY

1. This drawing is based on information provided by the client. The contractor is responsible for verifying the accuracy of the information provided. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for coordinating with all other trades and subcontractors. The contractor shall be responsible for maintaining accurate records of all work performed and materials used. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications. The contractor shall be responsible for obtaining all necessary approvals and permits from the appropriate authorities. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications. The contractor shall be responsible for maintaining accurate records of all work performed and materials used. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.

**RE-
FOR
MAT**

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: FW: FW: The Bugle - 1a Bugle Street, Southampton SO14 2AL - New Application - 2022/04456/01SPRN
Date: 29 December 2022 14:38:35

From: Hawley, Mark (25491) [REDACTED]
Sent: 29 December 2022 12:22
To: Licensing [REDACTED]; Cathy [REDACTED]
Cc: Scott, Lee (25597) [REDACTED] >
Subject: FW: FW: The Bugle - 1a Bugle Street, Southampton SO14 2AL - New Application - 2022/04456/01SPRN

This Message Is From an External Sender

[Report Suspicious](#)

This message came from outside your organisation.

Dear Licensing

Please find agreed amendments (Conditions in bold font) to the application for the above premises. We make representation on the application but based on the amendments a hearing is not necessary.

Kind regards

Mark

From: Cathy <[REDACTED]>
Sent: 29 December 2022 12:07
To: Hawley, Mark (25491) [REDACTED] >
Cc: Licensing <[REDACTED]>; Scott, Lee (25597) <[REDACTED]>
Subject: Re: FW: The Bugle - 1a Bugle Street, Southampton SO14 2AL - New Application - 2022/04456/01SPRN

Dear PC Hawley

Apologies for the delay in responding, most staff are off for the Christmas break.

The conditions you propose have been agreed.

I will forward the plan early next week.

Many thanks

Cathy

For Wonder House Bugle Ltd

On Wed, 28 Dec 2022 at 10:54, Hawley, Mark (25491)

<[REDACTED]> wrote:

Dear Sir,

Can I kindly request that you make a timely reply to my previous email.

Kindly respond by return email by replying on this email thread to ensure the clarity and continuity of the conversation .

Kind regards

Mark

PC 25491 Mark HAWLEY

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



From: Hawley, Mark (25491)
Sent: 21 December 2022 10:16
To: [REDACTED]
Subject: FW: The Bugle - 1a Bugle Street, Southampton SO14 2AL - New Application - 2022/04456/01SPRN

Dear Sirs,

I am receipt of an application for a new premises licence for The Bugle, 1a Bugle Street.

Firstly can you kindly confirm the licensable area on the plans submitted. This is not obvious from what you have provided. It should be a RED LINED area clearly marked on the application as the licensable area, where you wish for licensable activities to take place.

Secondly, I do not believe that departmentally we have been contacted with regards to this new applications as required in the 182 guidance.

Section "M" of the application where the applicant details how they will demonstrate the steps they will take to promote the 4 licensing objectives only covers the general basics, If you had contacted us prior to submitting the application we would have been able to assist.

You make mention to venue management plans but I have not seen any evidence of them, please ensure that all policies are written and made available to view prior to opening.

That being said...

In order to support the licensing objectives I would propose that formal

conditions are added to the premises licence (should the licensing authority be minded to grant it)

The conditions I propose are:

CCTV

A colour recording CCTV system that captures images from the main public areas must be fully operational whilst licensable activities are taking place.

The system shall be able to cope with all levels of illumination.

The recording equipment shall be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system.

The system shall be serviced at twelve monthly intervals and maintained to a standard that is acceptable to the police licensing department responsible for the area.

The system clock shall be checked regularly for accuracy taking account of GMT and BST.

Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 4 frames per second).

The images produced shall be date and time stamped.

A notice shall be displayed at the entrance to the premises advising that CCTV is in operation.

An additional recording CCTV camera shall be installed and fully operational whilst the venue is open to the public to cover the area immediately outside the front of the premises.

It is important that the Police are able to access data from the systems quickly and easily and therefore provision shall be made that at all times a person is in attendance who is nominated by the data controller who has access to the secure area who is able to operate the equipment

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the data protection Act.

In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the police licensing department responsible for the area within 24 hours.

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 venue 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.

STAFF TRAINING

Before commencing their duties all new staff must receive information and training concerning the sale of age-restricted products. This training must cover their legal responsibilities and action to be taken in the event of suspicions being aroused that someone is purchasing or attempting to purchase an item under the legal age. All employees will sign a letter to acknowledge that they have completed this training and have understood their responsibilities on this area. This training should be reviewed and updated at reasonable intervals but at least annually. All training records will be kept on the premises at all times and be available for viewing by Police and any Responsible Authorities.

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 photo card driving licence, passport 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.

SIA

There shall be a written risk assessment to the numbers of SIA registered security needed for each event. This is to be completed no less than 7 days before each event and kept on the premises for review by Police and any Responsible Authorities for 12 months after the event..

GLASSWARE

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.

Kindly respond by return email by replying on this email thread to ensure the clarity and continuity of the conversation .

Regards

From: [REDACTED]
Sent: 12 December 2022 14:55
To: Hawley, Mark (25491) [REDACTED]
Subject: FW: The Bugle - 1a Bugle Street, Southampton SO14 2AL - New Application - 2022/04456/01SPRN

Hello Mark

Hope all ok with you ☺ One for you please. Thanks

From: Young, Tricia <[REDACTED]> **On Behalf Of** Licensing

Sent: 12 December 2022 13:52

To: Licensing & Alcohol Harm Reduction Team Mailbox

<[REDACTED]>
>; Food Safety
<[REDACTED]>; Planning <[REDACTED]>
Safeguarding Children Licensing
<[REDACTED]>; Young, Tricia
<[REDACTED]>; Public Health
<[REDACTED]>; alcohol ([REDACTED])
<[REDACTED]>

Subject: The Bugle - 1a Bugle Street, Southampton SO14 2AL - New Application - 2022/04456/01SPRN

Please find attached the above application

The last date for representation is **09 January 2022**

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**

[REDACTED]

E-mail: licensing@southampton.gov.uk

Web: www.southampton.gov.uk/licensing or www.eastleigh.gov.uk/licensing

Post: Licensing – Southampton City Council

Civic Centre Southampton SO14 7LY

From: Cathy <[REDACTED]>

Sent: 12 December 2022 09:25

To: Licensing [REDACTED]

Subject: The Bugle - 1a Bugle Street, Southampton SO14 2AL - New Application - 2022/04456/01SPRN

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Dear Sirs,
Please find attached application form and associated documents for a premises licence for the above property.
Please advise what Responsible Authorities, if any, we need to notify about this application as the link in your guidance does not seem to work.
Many thanks,
Kind regards
Cathy
for Wonder House Bugle Ltd

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From: publicaccess@southampton.gov.uk
To: [Licensing](#)
Subject: Comments for Licensing Application 2022/04456/01SPRN
Date: 29 December 2022 10:38:51

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

Comments were submitted at 10:38 AM on 29 Dec 2022 from Mr Andrew Gravell.

Application Summary

Address: 1A Bugle Street Southampton SO14 2AL

Proposal: Premises Licence

Case Officer: Tricia Young

[Click for further information](#)

Customer Details

Name: Mr Andrew Gravell

Email: [REDACTED]

Address: 6 Merchants Walk, Southampton SO14 2AS

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 10:38 AM on 29 Dec 2022 My concerns relate to
a) The prevention of crime and disorder: how will the license holder manage customers and their guests to ensure they do not cause nuisance when they leave the premises late at night; how will the license holder ensure no uninvited people are admitted who might otherwise lead to disruptive disputes?
b) Public safety: is the property fire safe and how do occupants evacuate from the basement and hotel bedrooms?
c) The prevention of public nuisance: where is amplified music permitted, when will this be switched off, and how will the license holder enforce these house rules?

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: Comment on Licensing application for 1A Bugle Street - 2022/04456/01SPRN
Date: 10 January 2023 07:42:19

From: Jennifer Hughes [REDACTED]
Sent: 09 January 2023 17:01
To: Licensing [REDACTED] >
Cc: [REDACTED]
Subject: Comment on Licensing application for 1A Bugle Street

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Dear Licensing committee members

I am writing with the intention of commenting on the application for a license to sell alcoholic drinks in the above premises.

I understand that the license for change of use has not yet been granted and we therefore do not know what safeguards will be in place if it is granted.

Under these circumstances, I would object on grounds of possible public nuisance, to the issuing of a license (alcohol sales) for these premises.

If the situation changes so that the agreed restraints are enforced, I would not object to such a license but would request that the hours would be limited to 11am -11pm 7days per week.

Yours sincerely

Jennifer Hughes

Resident
17, Bugle St, SO14 2AL

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: Comments for Licensing Application 2022/04456/01SPRN
Date: 10 January 2023 07:32:10

From: publicaccess@southampton.gov.uk [REDACTED] >
Sent: 09 January 2023 23:02
To: Licensing <Licensing@southampton.gov.uk>
Subject: Comments for Licensing Application 2022/04456/01SPRN

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

Comments were submitted at 11:02 PM on 09 Jan 2023 from Mr John Wright.

Application Summary

Address: 1A Bugle Street Southampton SO14 2AL
Proposal: Premises Licence
Case Officer: Tricia Young
[Click for further information](#)

Customer Details

Name: Mr John Wright
Email: [REDACTED]
Address: 27 Bugle Street, Southampton SO14 2AL

Comments Details

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

Reasons for comment:

Comments: 11:02 PM on 09 Jan 2023 It is not clear whether this application is made so that the building can be open to general passing trade in the same way as a pub.

Recently, a Planning application was approved for the building to be used as a wedding venue with bedrooms although its isn't clear as to how many, or even if any, employed staff would be on site during wedding functions.

The Company applying for this licence is not same as the company that was granted approval to use the building as a for wedding venue.

If the site is open to general public on a daily basis there could be a constant risk to traffic and pedestrians at the

junction of Bugle street with Town Quay because of taxi movements and and sevice vehicles such as Brewery drays/refuse collections/provisions supply.

If the bar were to close at 2300/2359, people spilling onto the narrow pavement could be a danger to themselves and to passing pedestrians/traffic. (One of the documents related to using the building as a wedding venue implies that the building could accommodate 150 + people.)

Its reasonable to expect that many people leaving the site late at night will be noilsy as they walk up Bugle Street to the city centre. Noise from either loud live or recorded music will be a nuisance to neighbours.

Fire exits aren't clear to me on drawing associate with this application.

I can understand that 'We are the Bugle Ltd' would need to be able to provide alcohol during wedding functions and to resident guests but I object to the general application from a New Company.

From: [Marinos Elia](#)
To: [Licensing](#)
Subject: 1a Bugle Street
Date: 01 January 2023 18:28:09

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Dear Sir/Madam,

We are concerned about the possibility of loud late-night music at 1a Bugle Street. We also fear the disruption of many people, possibly rather drunk, passing beneath our windows at 1 Solent House. They may make noise, fight, or vomit. Cuckoo Lane is ordinarily a very quiet place.

We also fear what would happen if there were an emergency situation (e.g. fire) without adequate escape facilities, competent staff, and security.

Sincerely,

Marinos and Irene Elia

1 Solent House

Cuckoo Lane

Southampton SO14 2AN

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: FW: Comment on Licensing Application for 1A Bugle Street Southampton Ref: 2022/04456/01SPRN
Date: 09 January 2023 08:30:58

From: RON WILLIAMSON [REDACTED] >
Sent: 08 January 2023 20:50
To: Licensing [REDACTED] >
Subject: Comment on Licensing Application for 1A Bugle Street Southampton Ref: 2022/04456/01SPRN

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Dear Sirs,

I have attempted to send this through the comments section contained in the application details, but came back 'problem with server'. I trust this email will suffice.

Name: R Williamson

Address: 3 Bugle St., Southampton SO14 2AL

Neighbour

Object

As a group of 10 households within 50 mtrs of the main entrance to the proposed premises we collectively have serious concerns about the potential for late night noise and disturbance emanating from this application, which contains little detail on alcohol control, crowd control, noise control, and many other issues relating to being in charge of licensed premises.

The application is made by *Wonder House Bugle Ltd* which, according to Companies House, was incorporated only 3 months ago on Oct 19 2022. The applicant for the Planning permission (approved but not yet granted) was made by *We are the Bugle Ltd*, which, according to Companies House, was dissolved 2 months ago on 3rd Nov 2022. Over the last 2 years of planning & works carried out a number of other names have been associated with the project then abandoned, including *The Love Bug Company* and *We are Bugle St Ltd*.

The business model of this company is to provide premises to enquirers, then outsource almost every other aspect to local caterers/security companies etc. This for what is suggested is the main purpose of the business..Weddings. This would imply that, in control of ensuring no public nuisance or disorder, would be delegated to whichever caterer is supplying each different event.

What has remained constant throughout all the changes however, on their various websites, in press releases etc, is their intention to also rent out the premises for private parties. Indeed they constantly refer to it as 'South Coasts Newest Party House, where quote: *We will simply hand you the keys & let you do what you will* unquote. They also refer to being available for *Adults only Parties, complete with 8 bedrooms sleeping up to 16 people*. No control on numbers, no control on alcohol consumption or age, no control of entertainment type or volumes, no hygiene control, no fire safety or crowd control.

There is no doubt that 1a Bugle Street will make an amazing venue for the right business, and will be a boon to Southampton. However we feel that, without the proper conditions and controls being laid out from the start and policed on, this particular venture is not conducive to a residential area.

If granted we ask that hours of opening be restricted to 11am-11pm 7 days per week. We ask that provision of music be ancillary to any event, not the reason for an event (eg presold tickets or door fees to see your favourite bands), The music should be governed to an acceptable volume so as not to be heard from the street, and all music cease at 10 pm Sun - Thurs, and 11pm Fri & Sat to coincide with closing time.

Perhaps a couple of years down the line, when this fledgling has proved a responsibly run establishment is within their capabilities, having installed the CCTV and all the other measures promised, the licensing hours could be revisited.

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: The Bugel 1a Bugle Street - objection - 2022/04456/01SPRN
Date: 09 January 2023 12:42:12

From: Ros Cassy [REDACTED] >
Sent: 09 January 2023 09:11
To: Licensing [REDACTED]
Subject: RE: License application for 1a Bugle Street - objection

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Hello Tricia
I live at 45 Bugle Street, Southampton SO14 2AG and am therefore I local resident.
Many thanks
Regards
Ros

Ros Cassy
Convener
Old Town Community Forum
[REDACTED]

From: Young, Tricia [REDACTED] > **On Behalf Of** Licensing
Sent: 09 January 2023 08:42
To: Ros Cassy [REDACTED]
Subject: RE: License application for 1a Bugle Street - objection
Importance: High

Ms Cassy

Can you please provide your full postal address and whether you are a local resident or business. Please send this information today. Once I have these details your representation will be valid.

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

Web: www.southampton.gov.uk/licensing or www.eastleigh.gov.uk/licensing

Post: Licensing – Southampton City Council

From: Ros Cassy <[REDACTED]>
Sent: 08 January 2023 11:44
To: Licensing <[REDACTED]>
Subject: License application for 1a Bugle Street - objection

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Dear Licensing Officer

I am attaching an objection to this application. I will also post this to the planning portal

Regards

Ros Cassy

Ros Cassy

Convener

Old Town Community Forum

[REDACTED]

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License application 1a Bugle Street

2022/04456/01SPRN

Members of the Old Town Community Forum having objected to this development, remain very concerned about the management of this premises.

We are relieved that the proposed hours are restricted to 11pm Sunday to Thursday and midnight Friday and Saturday but need reassurance that this will be strictly adhered to and monitored by the council

The music volume, whether live or recorded, must similarly be within reasonable limits and monitored by environmental health

We consider that given the history of frequent changes to the published modus operandi of this premises that there is a high risk of public nuisance from inconsistent management and that disorder may well ensue if there are guests who are given the keys and not controlled by on site staff.

We note that there is a condition that sales are limited to when there is a supervisor (suitably licensed) present. Will there be a guarantee that such a person will be present if the keys are "handed over" as the publicity suggests. This ongoing ambiguity needs to be resolved before any license is granted.

We, therefore, object to the approval of this license until there is complete clarity on how the building will be used and managed.

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: FW: Comments for Licensing Application 2022/04456/01SPRN
Date: 09 January 2023 14:06:17

From: publicaccess@southampton.gov.uk [REDACTED]
Sent: 09 January 2023 12:58
To: Licensing [REDACTED] >
Subject: Comments for Licensing Application 2022/04456/01SPRN

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

Comments were submitted at 12:57 PM on 09 Jan 2023 from Ms Sarah Bogle.

Application Summary

Address: 1A Bugle Street Southampton SO14 2AL
Proposal: Premises Licence
Case Officer: Tricia Young
[Click for further information](#)

Customer Details

Name: Ms Sarah Bogle
Email: [REDACTED]
Address: Lower Ground Floor East Wing, Civic Centre Municipal Block, Civic Centre Road, Southampton SO14 7LY

Comments Details

Commenter Type: Consultee

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 12:57 PM on 09 Jan 2023 I have had several concerns regarding this application from local residents. I object to the licence operating later than 11pm as need to gain some assurance as to the impact of this premises opening after such a long period standing vacant. This is directly adjoining and also very close to a quiet residential neighbourhood and managing the impact of noise from both guests, deliveries and waste management/extraction needs to be clarified. It is unclear how this business will manage any risks/issues arising from the award of a premises licence. I am not clear also who will be named personal licence holder for this premises. The aims of the Licencing Act that are at risk with this

application is relating to the objective to prevent public nuisance.

I have concerns re late night noise arising from events held at this venue and have found little detail to propose how to mitigate and manage this licenced premises. The company has no history of operating such a venue and the company name is different for the licence application and the planning application.

The planning permission has not been formally granted and would recommend no decision until that process has been concluded. Would also recommend the referral of this decision to the Licencing Committee.

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.