

# Appendix 6

## Licensing Act 2003 Schedule 12 Part A

Regulation 33,34

### Premises Licence

Premises Licence Number

15/010145/LAPRE

#### Part 1 – Premises Details

**Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code**

Circus  
Gade House  
46 The Parade  
High Street  
Watford  
WD17 1AY

**Telephone number**

**Where the licence is time limited the dates**

From -

**Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities**

|                                   |   |                                |
|-----------------------------------|---|--------------------------------|
| On and off-premises alcohol sales | Mon, Tues, Wed, Thurs, Fri, Sat<br>Sunday | 12:00 - 02:30<br>16:30 - 22:30 |
| Performance of Dance              | Mon, Tues, Wed, Thurs, Fri, Sat<br>Sunday | 12:00 - 03:00<br>16:30 - 22:30 |
| Exhibition of a Film              | Mon, Tues, Wed, Thurs, Fri, Sat<br>Sunday | 12:00 - 03:00<br>16:30 - 22:30 |
| Performance of Live Music         | Mon, Tues, Wed, Thurs, Fri, Sat<br>Sunday | 12:00 - 03:00<br>16:30 - 22:30 |
| Performance of Recorded Music     | Mon, Tues, Wed, Thurs, Fri, Sat<br>Sunday | 12:00 - 03:00<br>16:30 - 22:30 |
| Late Night Refreshment            | Mon, Tues, Wed, Thurs, Fri, Sat           | 12:00 - 03:00                  |

**The opening hours of the premises**

|                           |                                 |               |
|---------------------------|---------------------------------|---------------|
| Opening times of premises | Mon, Tues, Wed, Thurs, Fri, Sat | 12:00 - 03:30 |
|                           | Sunday                          | 16:30 -23:00  |

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies**

Alcohol is supplied for consumption both on and off the premises

**Part 2**

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

REL Watford Limited  
87 North Road  
Poole  
Dorset  
BH14 0LT

**Registered number of holder, for example company number, charity number (where applicable)**

09334461

**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

None specified

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

Personal Licence Number: None specified  
Licensing Authority: None specified

## Annex 1 – Mandatory conditions

1. No supply of alcohol may be made under the premises licence –
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
  
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.  
  
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - (a) a holographic mark, or
  - (b) an ultraviolet feature.

6. The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
  - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

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

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

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

10. Any individual employed on the premises to conduct a security activity (within the meaning of section paragraph 2(1)(a) of schedule 2 to the Private Security Industry Act 2001) must be licensed by the Security Industry Authority.

## Annex 2 – Conditions consistent with the Operating Schedule

1. The premises licence holder will contribute £4000 per annum to the Taxi Marshalling scheme and the designated premises supervisor will work closely with Hertfordshire Constabulary to positively address any crime and disorder issues.
2. A working Pubwatch radio must be in use at all times the venue is open to the public.
3. The premises must implement a “Challenge 25” policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or P.A.S.S approved identification before being allowed to enter the premises whilst licensable activities are taking place.
4. A bound and sequentially paginated incident/accident book shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book to be made available to inspection and copying by the Police and Licensing Authority officers upon immediate request. All such books to be retained at the premises for at least 2 years.
5. A sign shall be fixed near to entrance stating: MAXIMUM OCCUPANCY – 1257.
6. Notices will be displayed advising customers that random searches will be carried out.
7. Any person found with illegal drugs must be reported to the Police immediately
8. A bound book shall be kept and updated daily, containing the names, addresses, dates of birth, SIA registration number and hours worked of door supervisors employed on any particular day. This book shall be kept at the premises for at least 12 months and shall be made available for inspection and copying by the Police immediately upon request.
9. The designated premises supervisor, or person nominated by him in writing to be in charge that night shall ensure that an effective system exists for determining the number of persons on the premise at any one time. This system to be used at all times when the premises are open for licensable activities. Staff tasked with monitoring and controlling access to the premises and management staff, are to be aware of the occupancy figures for the entire premises and where appropriate specific areas within the premises. Staff tasked with monitoring and controlling access to the premises will be instructed as to how the occupancy figure is to be monitored and the action to be taken when the maximum occupancy figure is reached.
10. The premises shall install and maintain a comprehensive CCTV system to the satisfaction of Hertfordshire Constabulary. All entry and exit points must be covered enabling frontal identification of every person entering in any light condition.
11. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period. Recordings will be supplied to the relevant authorities in the form of digital download burned onto a DVD or CD disc.
12. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or an authorised member of the Council Licensing department recent data or footage with the minimum delay when so requested.
13. All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place until the fault is rectified.
14. The designated premises supervisor, or person nominated by him in writing to be in charge that night shall take all reasonable steps to ensure that patrons awaiting entry to the premises or leaving the

premises do not cause annoyance or nuisance to any other person in the vicinity of the premises. A door supervisor, who will ensure that members of the public can freely pass by and gain access to other premises as necessary, shall supervise persons awaiting entry on the pavement.

15. The toilets at the premises to be checked at least hourly for illegal drugs use and evidence of supply taking place.
16. Door supervisors shall be employed at the premises at all times that the premises are open to the public.
17. The designated premises supervisor shall ensure that any door staff employed at the premises wear and clearly display their SIA registration badges at all time whilst on duty.
18. At least 14 days before any "significant event" is held at the premises, the licence holder must serve on the Watford Police Licensing Unit a Hertfordshire Constabulary approved Risk Assessment Form. A "significant event" is an event that is:
  - Promoted / advertised to the public at any time before the event, and
  - predominantly features DJs or MCs performing to a recorded backing track, and
  - runs anytime between the hours of 10pm and 4am.

Conditions 2, 3, 4, 5, 9, 20 and 21 amended and conditions 12 – 16 added following review of premises licence on 6 October 2012.

**The following conditions are considered by officers to be consistent with the Operating Schedule submitted with this application, reference 15/01045/LAPRE:**

- 1 All significant fault/defects resulting in a CCTV camera being unable to record in any public or communal area, entrance or exit will be logged on site and reported to Hertfordshire Constabulary as soon as reasonably practicable, once the fault is discovered, via email.
- 2 After 9pm no glass drink vessels or containers may be provided to, or used by, customers on the premises, save as to cocktails, wine, champagne, or any bottles of 75cl or above.
- 3 Where any incident involving any injury to any person occurs as a result of glass then the licensing authority may direct in writing, in the advice of the police, that polycarbonate receptacles be used throughout the premises.
- 4 At anytime the doorstaff are employed, the smoking area is to be monitored by SIA registered supervisor during the time that the premises is open for licensable activities.
- 5 Any serious assaults resulting in physical injury to a customer or member of staff must be reported immediately to the police contact centre (999 or 101 telephone numbers).
- 6 The premises licence holder shall implement a scheme of random searches of customers, promoters, performers, artists and DJ's prior to entry of the premises. The random search must include (but is not limited to) the use of a metal search arch or use of a metal detecting wand, the searching of bags, and a full pat down search of each person with removal of jackets or coats.
- 7 A sound limiting device located in a separate and remote lockable cabinet from the volume control shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an Environmental Health Officer to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured to the satisfaction of an

Environmental Health Officer of Licensing Authority authorised officer. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only, and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Environmental Health Officer.

- 8 All windows and external doors shall be kept closed between 11pm and 8am, or at anytime when regulated entertainment takes place, except for the immediate access and egress of persons.
- 9 The Premises Licence Holder and /or Designated Premises Supervisor shall co-operate with reasonable requests made by authorised officers of responsible authorities under the Licensing Act 2003 to ensure the licensing objectives are not undermined, providing such requests do not involve additional expenditure.
- 10 Food must be available for customers until at least one hour before the end of any period for the sale of alcohol.
- 11 Any furniture placed in the external highway area will be brought inside after 11pm everyday.
- 12 *“The Premises may only be opened after 0200 on any day (except Sunday) when live entertainment has been provided (and capable of being viewed by a majority of the customers present) at the premises for at least 25% of the time after 2200 hours on the previous day”*

*(The above condition 12 is proposed by Licensing Authority)*

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

1. No children under the age of 16 allowed on the premises whilst alcohol is on sale.

Condition attached by the Licensing sub-Committee on 28 August 2007.

#### Management

1. The Designated Premises Supervisor must be employed on a full-time basis at the premises and be responsible for its day to day management. (When the DPS is away from the premises – for example on holiday - a nominated deputy who holds a personal licence and whose details have been provided in writing to the police in advance shall fulfil this role).
2. Owen Donaghy is not to be employed at the premises.

#### Security

3. The premises shall ensure there is a ratio of at least 1:75 SIA security officers to customers at all times licensable activities are taking place (unless a Hertfordshire Police Licensing Officer agrees otherwise in writing for a particular event).
4. All security personnel must wear a high-visibility vest.

#### Smoking Area

5. No more than 50 customers are permitted in the outside smoking area at any one time (unless a different number is agreed in writing in advance with the police licensing officer responsible for the Watford area).
6. The structure and control of the smoking area (including walls, fences, barriers, lighting and CCTV cameras) is to be of a type and design approved in writing by the architectural liaison officer of the Hertfordshire Constabulary and the Local Planning Authority.
7. No customer is permitted to take a drink into the smoking area.

#### Safety and fire-exits

8. No licensable activities are to take place at the premises unless all the fire exit doors are unlocked and available for use without obstruction.
9. On each day before the premises opens for licensable activities the premises licence holder must ensure an inspection of all fire-exit doors is carried out. The inspector must sign a log recording his/her inspection and certifying that the fire-exit doors are unlocked and available for use without obstruction. This log must be kept at the premises and made available for immediate inspection on the request of an officer of the police, local authority or fire service

#### Co-operation with police

10. The premises licence holder and DPS are to co-operate with pre-arranged police operations involving the searching of customers at entry for weapons and drugs.
11. Whilst licensable activities are taking place, the toilets at the premises must be checked at least hourly for illegal drug use or supply. A written log of all checks must be kept at the premises for at least 6 months and made available for immediate inspection on the request of a police or local authority officer.

Prevention of public nuisance

12. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 23.00 hours and 08.00 hours.

Condition attached by the Licensing sub-Committee on 6 October 2012.

**The following conditions have been proposed by in response to representations regarding this application (15/01045/LAPRE)**

**The inclusion of these conditions does not restrict the Sub-Committee's power to attach conditions from the licensing authority's pool of conditions (amended or otherwise) or to compose their own conditions if they consider that they are appropriate, proportionate, justifiable, and within the applicant's power to comply with.**

1. **The premises licence holder and or DPS must employ the Scannet electronic identification system or an alternative electronic identification scheme compatible with local Night Time Economy premises. Any scanning system will be used from 9pm onwards for all patrons wishing to enter the venue (whilst the venue is carrying out any licensable activity).**
2. **Scanned data will be made available on request of the Constabulary and kept for a minimum of 31 days.**
3. **Fake ID's will be seized and handed to police.**
4. **Every effort will be made to rectify CCTV as soon as possible and an audible trail available on request. In the total absence of CCTV personal body cam are to be worn and operated by all SIA staff during late trading hours (11pm – closing)**
5. **There will be at least one door supervisor per 25 customers within the smoking area from 11pm until closing.**
6. **Any assault resulting in physical injury to a customer or member of staff must be reported to the police (numbers provided)**
7. **Any person attempting to enter the venue with any weapon is to be reported to Hertfordshire Constabulary at the time of being detained.**
8. **Any person attempting to enter the venue with any amount of drugs is to be reported to Hertfordshire Constabulary at the time. Should the Constabulary not have available resources a record of the seizure and offender details are to be recorded and kept.**
9. **If any 'legal highs' are identified from searches the premises will be expected to refuse patrons and issue an appropriate ban on local venues.**
10. **At the request of a Hertfordshire Constabulary Police Inspector all patrons will be searched on entry if a request is made on any evening. A written record will be kept by both parties.**
11. **Management and staff to engage positively with police training to recognise vulnerability and safeguard patrons both on and off the premises.**
12. **A member of the management team or delegated team member is to engage positively with PUBWATCH and intelligence/information sharing.**

