



GUILDFORD
BOROUGH

Satish Mistry
Executive Head of Governance

www.guildford.gov.uk

Contact Officer:

Sophie Butcher, Committee Manager
Tel: 01483 444056

22 July 2015

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING SUB COMMITTEE** to be held in the Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR on **THURSDAY, 27 AUGUST 2015** at **9.30 am**.

Yours faithfully

Satish Mistry
Executive Head of Governance

MEMBERS OF THE LICENSING SUB COMMITTEE

Councillor Gordon Jackson (Chairman)
Councillor Nigel Kearse
Councillor Dennis Paul

QUORUM 3



INVESTOR IN PEOPLE



Guildford Borough Council

Millmead House, Millmead, Guildford, Surrey GU2 4BB

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and borough:

- with strong infrastructure
- world-class businesses with capacity to expand and deliver growth
- an evolving and vibrant economy which creates a progressive and sustainable environment
- for people today and future generations living in an ever improving society.

Five fundamental themes that support the achievement of our vision

- **Infrastructure** – working effectively with partners to drive development and business growth that will expand our economy
- **Economy** – to grow a sustainable economy that will support all aspects of life in our borough.
- **Development** – to ensure that there is appropriate infrastructure, commercial space and a range of homes, built sensitively, without damaging our heritage or countryside.
- **Sustainability** – to ensure the services we provide and the borough develops and grows, in the most sustainable way.
- **Society** – to evolve a self-reliant and sustaining community, while supporting our most vulnerable residents.

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

Developing our Council

To be a well led, collaborative organisation that has customer care and top quality at its heart. To have highly trained and proficient staff and councillors who challenge and learn.

AGENDA

ITEM NO.

1 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

In accordance with the revised local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and that they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, you must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

2 APPLICATION FOR A NEW SEX ESTABLISHMENT LICENCE UNDER SCHEDULE 3, LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 (Pages 1 - 104)

Please contact us to request this document in an alternative format

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LICENSING SUB-COMMITTEE

27 AUGUST 2015

Application Type:	Application for a new Sex Establishment Licence under Schedule 3, Local Government (Miscellaneous Provisions) Act 1982	
Ward:	Friary and St Nicholas	Ward Councillors: Cllr Chesterfield Cllr Goodwin Cllr Reeves
Applicant:	STAR OYSTER LTD	
Premises:	The Quadrant, Onslow Street, Guildford. GU1 4SG	
Proposal:	A licence to allow: <ul style="list-style-type: none"> The use of the premises as a Sexual Entertainment Venue 	

1. Site location and history

- 1.1 The premises is a proposed new building, to be constructed, on the site of the above address.
- 1.2 A site location map is attached at **Appendix 2**.

2. Application

- 2.1 The applicant states the application is for a Sexual Entertainment Venue. The application form, a copy of which is attached as **Appendix 1**, gives the following information in relation to the application. The sub-committee is asked to determine the application with reference to the Council's policy.
- 2.2 Licensable activities:
Provision of Sexual Entertainment.
- 2.3 Proposed hours:

The table below shows the licensable activities and requested hours: as shown in the application form

Activities	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Provision of Sexual Entertainment							
	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30
Times premises are open to public							
	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30	12:00 – 05:30

2.4 Consultation period and advertisement of the application

The application was accepted as valid on 15 May 2015, with the consultation period running from 16 May 2015 to 12 June 2015. The applicant advertised the application in a local paper, appearing in the Surrey Advertiser on the 22 May 2015

3. Objections

There were no objections received.

4. Sexual Entertainment Venue Policy

The sub-committee must consider the application in accordance with the Council's policy, including the suitability and appropriateness of the location.

The following sections of the Council's Sexual Entertainment Venue Policy are relevant:

Section 5.4: Discretionary ground for refusal

The sub-committee in considering their decision should refer to the list of discretionary grounds for refusal and in doing so, satisfying themselves that the proposed layout of the building, plans and the conditions are appropriate.

1. if the applicant is considered unsuitable;
2. if the business would be managed by or for the benefit of a third party who would be refused a licence in their own right;
3. that the number of sex establishments or of sex establishments of a particular kind in the locality equals or exceeds the number considered appropriate;

If the grant is inappropriate having regard to:

4. the character of the relevant locality;
5. the use of any premises in the vicinity;
6. the layout, character, or condition of the premises.

Section 5.5: Suitability of the applicant

The sub-committee must consider the suitability of the applicants, by considering the information contained within the submitted application forms and any declared previous history and by questioning the applicants. The applicants hold a number of premises licences issued under the Licensing Act 2003, which are currently not in use.

Section 5.7 - 5.11: Appropriate numbers and localities

Policy does not place a limit on the number of Sex Establishment licences issued by the authority, but requires the sub-committee to consider the location and its proximity to other types of premises. The proposed building will be situated within the town centre, which also houses family entertainment centres, retail outlets and places of worship.

Section 6.16 – 6.22: Hearings

All new, renewal and transfer applications will be determined by a sub-committee of three members of the Licensing Committee or officers with the appropriate delegation.

Section 6.23 – 6.25: Reasons for decision

No objections have been received but the sub-committee must consider the policy and in particular Section 5.5 and 5.11.

Section 6.26 – 6.30: Conditions

The council will normally impose standard conditions on all licences. However, if deemed necessary in any particular case, the council may change, alter or replace the standard conditions or any of them with conditions that are specific to the application before them.

5. Conditions

The Council has approved standard conditions, which will normally be attached to all licences granted, unless the Sub-Committee considers it appropriate to modify the conditions in any particular case.

Appendix 2: Standard conditions.

6. National Guidance

The sub-committee must consider national guidance and the following sections of the Guidance issued are relevant:

- Paragraphs 3.28 – 3.31 Refusal of a licence
- Paragraphs 3.32.- 3.38 Relevant locality
- Paragraphs 3.39 - 3.42 Conditions

7. Recommendation:

1. The Sub-Committee is asked to consider the application for the grant of a Sex Establishment licence on its merits.
2. The Sub-Committee must consider both the suitability of the applicant and the suitability of the location, taking into account the Council's policy and the national guidance.
3. Having regard to the application, policy and guidance, the Sub-Committee may.
 - Grant the licence subject to the Council's standard conditions modified as the Sub-Committee considers appropriate (this includes dispensing with them, adding to them or modifying the wording of them: or
 - Refuse the application.
4. The sub-committee must provide written reasons for the decision.

Originator:

Mark Adams, Licensing Officer

Tel: (01483) 444368

E-Mail: mark.adams@guildford.gov.uk

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Schedule 3, Local Government (Miscellaneous Provisions) Act 1982

**Application for Grant of a
Sexual Entertainment Venue Licence**

Notes to Applicant:
All questions must be answered unless otherwise stated.
If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

I/WE HEREBY APPLY to Guildford Borough Council for the grant of a licence to use a premises as a Sexual Entertainment Venue.

A. THE APPLICANT

Please tick all boxes as appropriate

Q1	Is the Applicant:			
	a.	An individual?	<input type="checkbox"/>	Answer question 2
	b.	A company or other corporate body?	<input checked="" type="checkbox"/>	Answer question 3 & 4
	c.	A partnership or other unincorporated body?	<input type="checkbox"/>	Answer question 5

Q2	Answer only where the applicant is an individual:	
	Full name of the Applicant:	
	Applicant's permanent private address:	
	Occupation (during preceding six months):	
	Telephone No:	
You need to complete Annex A. Now go to question 5		

Q3	Answer only if the Applicant is a company or other corporate body:	
	Full name of the Applicant:	Star Oyster Limited
	Applicant's trading address:	1 The Quadrant, Bridge Street, Guildford, Surrey, GU14SG
	Applicant's registered address (if different):	4 th Floor Friary Court, 13-21 High Street, Guildford, Surrey, GU13DL

Appendix 1

	What is the registered number of the Applicant:	02482102
	What are the full names of all the Directors and Company Secretary:	Mrs Nicole Collette Harper
	Are any persons responsible for the management of the Applicant other than the Directors and Company Secretary? If so, state their names:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Michel Wayne Harper
All individuals names above need to complete Annex A. Now go to question 5		

Q4	Answer only if the applicant is a partnership or other unincorporated body:	
	Full name of the Applicant:	
	Applicant's trading address:	
	What are the full names of the Applicant's Partners:	
	Are there persons responsible for the management of the Applicant other than the Partners? If so, state their full names:	
	Has the Applicant previously been known by any other name, and if so, what:	
All individuals named above need to complete Annex A. Now go to question 6		

Q5	Will the business for which a licence is sought be managed by or carried on for the benefit of a person other than those already mentioned in answer to Q2 to Q4 above. This includes third parties such as funders and suppliers where the arrangements are not on normal arms-length commercial terms or any persons who may share in the profits:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Has the Applicant previously been known by any other name, and if so, what?	
	If the answer is yes, state their name(s). If a body corporate body, state their place of registration and registered number, and the full name(s) of all Directors and the Company Secretary:	
All individuals named above need to complete Annex A. Now go to question 6		

Q6	Has any body corporate or unincorporated named in Q3 to Q5 above:		
	• Ever been convicted of a criminal offence, issued with a caution, or bound over to be of good behaviour?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	• Ever had a grant or renewal application for a sex shop, sex cinema or sexual entertainment venue licence refused or such licence revoked?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	• Ever been the subject of insolvency proceedings?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	• If Yes, please provide full details including dates (this can be done on a separate piece of paper):		

Note: Question 6 does not apply to individuals as they are required to answer similar questions in Annex A.

Q7	Does the Applicant have a trading name different from that given in answer 2, 3 or 4 above? If so, state the trading name:	NO
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Q8	Does the Applicant operate any other sex shop, sex cinema or sexual entertainment venue in the borough, whether licensed or not?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If so, state the name, address and type(s) of sex establishment (e.g. sex shop, sex cinema, sexual entertainment venue):		

Notes to Applicant:

Each of the individuals named in Questions 2, 3, 4 and 5 must complete a copy of the form attached at Annex A to this application.

These form part of the application and must be submitted with this application. If not, the application will not be regarded as complete and will not be processed. It will be rejected if not made complete within seven working days of receipt.

B. THE PREMISES, VEHICLE, VESSEL OR STALL

Q9	Is this application in respect of:	Premises <input checked="" type="checkbox"/>	Go to Question 11
		Vehicle <input type="checkbox"/>	
		Vessel <input type="checkbox"/>	
		Stall <input type="checkbox"/>	

Q10	Answer only where the application is for a vehicle, vessel or stall:	
	Give a description and state all locations where the vehicle/vessel/stall is proposed to be located during use as a sexual entertainment venue. If moving please describe the route to be taken and any places where it will be stationary:	
Now go to question 12		

Q11	Postal address of premises:		The Quadrant, Onslow Street	
	Post Town:	Guildford	Postcode:	GU1 4SG
	Telephone Number:	n/a	Email Address:	n/a

For Q12 to Q14 reference to premises should be taken to include vehicle, vessel or stall as appropriate.

Q12	Is the whole of the premises to be used as a sexual entertainment venue?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If not, state the use of the remainder of the premises:	Not yet identified, however development has permission for classes; A1, A2, A3, A3, A4, A5, D2. Please find attached Conservation area consent.	
	State the full names of those who are responsible for the management of the remainder of the premises:	Not yet identified	

Q13	State the nature of the Applicant's interest in the premises:	a. Owner <input checked="" type="checkbox"/>
		b. Lessee <input type="checkbox"/>
		c. Sub-lessee <input type="checkbox"/>
	If the Applicant is a lessee or sub-lessee, state:	n/a
	(i) The name and address of the landlord:	
	(ii) The name and address of the superior landlord (if any):	n/a

Q14	Is customer access to the premises:	
	Directly from the street or a public thoroughfare?	<input checked="" type="checkbox"/>
	From other premises?	<input type="checkbox"/>
	Please provide details:	There is direct access from the street, however please refer to plans.
Is each customer access from the street to be supervised at all times the premises are open to the public?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If the answer is No, give full details of proposed door controls and supervision:		

Q15	Are the premises being used as a sex shop, sex cinema or sexual entertainment venue at the date of this application?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If the answer is Yes, state the name and address of the body or person now operating the business:	Name:	
		Address:	

C. MANAGEMENT OF THE BUSINESS

Q16	State the identity of the person who will be primarily responsible for the day to day management of the business at the premises:	Name:	Michel Wayne Harper
	Will that person be based at the premises and will the management of the business there be his/her sole and exclusive occupation:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Which person(s) will be responsible for the day to day management of the business in the absence of the person named above:	Name:	Nicole Alicia Harper
	Confirm that the relief manager(s) or one of them will be based at the premises full time in the absence of the Manager:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
You should ensure that any person listed in this question is also included in Q2 to Q5 above as appropriate.			

Q17 State all times at which the premises will be used as a Sexual Entertainment Venue, in 24:00 clock			
Day	Start	Finish	Please give further details here:
Mon	12.00PM	5.30AM	
Tue	12.00PM	5.30AM	
Wed	12.00PM	5.30AM	State any seasonal variations:
			On the occasion of the commencement of British summertime, an extra hour be added to this time.
Thur	12.00PM	5.30AM	
			Non-standard timings. Where you intend to use the premises at different times from those listed in the column on the left:
Fri	12.00PM	5.30AM	
			From 11.00PM on New Years Eve to 5.30AM on 2 nd January.
Sat	12.00PM	5.30AM	
Sun	12.00PM	5.30AM	

Q18 State proposals in respect of: (A plan of the exterior must be submitted):

Exterior Signage: X	Nature:	
	Size:	
	Images:	
	Copy Supplied:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Advertising: X	Nature:	
	Size:	
	Images:	
	Copy Supplied:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Window Displays: X	Nature:	
	Size:	
	Images:	
	Copy Supplied:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Q19 State any proposals for solicitation or advertisement of business in public areas:

Fliers: X	Images:	
	Copy Supplied:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business Cards: X	Images:	
	Copy Supplied:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other: X	Images:	
	Copy Supplied:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Q20	<p>What means are to be taken to prevent the interior of the premises being visible to passers-by?</p> <p>Not applicable as four floors above ground, please refer to plans.</p>
Q21	<p>State what age restrictions are to be applied in respect of admissions, and how are these to be enforced:</p> <p>In answering, state what forms of identity will be accepted.</p> <p>Admission strictly 18+ Door supervisors will be responsible for age enforcement. Photographic official identification will be required, such as; Passport, driving licence and other recognised forms of identification.</p>
Q22	<p>State the arrangements for CCTV and for retention of recordings.</p> <p>In answering, state whether all public areas are to be covered by CCTV at all times the business is open and whether the feed from all cameras will be recorded.</p> <p>Please find attached document 'CCTV Condition'</p>

Q23	State whether the proposal is for full nudity (nudity is defined as Paragraph 2A(14) of Schedule 3: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Give full details of the nature of the entertainment:	
	Lap Dancing:	Yes
	Pole Dancing:	Yes
	Stage Strip-tease:	Yes
	Other:	Show Dancing
State whether arrangements are proposed for private booths or areas. If so, provide full details (highlighted on accompanying plans), including proposals for supervision of such areas.		There are no proposals for private booths.

Q24	This question need not be answered in the case of renewals.	
A	Set out the system for training all staff in the Code of Conduct for Dancers, and enforcing compliance. <i>(Note: the Code of Conduct must be attached to this form.)</i>	Training of staff will be given and provided by management. All SIA, security and compliance training will be provided by TRIFORCE.
B	Set out the system for notifying customers of the Code of Conduct for Customers, and for monitoring and enforcing compliance. <i>(Note: the Rules for Customers must be attached to this form.)</i>	Please refer to attached document 'Code of Conduct for Customers'

Q25	Set out any further information which you wish the authority to take into account:
	The applicant has successfully operated a venue at this location previously for over five years without intervention or comment from the licensing authority or police. Our systems and protocols will be enhanced for the new premises, as identified.
Q26	Is there any information on this form which you do not wish to be seen by members of the public? If so, state which information and the reasons why you do not wish it to be seen:
	No

Q27	Please use the checklist below to ensure you have completed all parts of the application. Tick to confirm you have enclosed all of the required information documents:	
	I have made or enclosed payment of the fee	<input type="checkbox"/>
	I have enclosed plans of the premises (scale 1:100) that detail all the relevant information including the designated performance areas, access and egress, etc	<input checked="" type="checkbox"/>
	I have enclosed a site plan detailing the location of the premises (scale 1:1250) in relation to the surrounding area	<input checked="" type="checkbox"/>
	I have enclosed drawings of the proposed front elevation as existing and as proposed (scale 1:50)	<input checked="" type="checkbox"/>
	I have enclosed a copy of any other licences for the premises	<input checked="" type="checkbox"/>
	I have enclosed the Code of Conduct for Dancers	<input checked="" type="checkbox"/>
	I have enclosed the Code of Conduct for Customers	<input checked="" type="checkbox"/>
	I have enclosed a completed Annex A for all individuals named in questions 2 to 5	<input checked="" type="checkbox"/>
	I understand and agree that I must send a copy of my complete application to the Chief Officer of Police no later than seven days after the date of the application	<input checked="" type="checkbox"/>
	I understand that I must now advertise my application on or near the Premises for 21 days starting with the date of the application	<input checked="" type="checkbox"/>
	I understand that I must advertise the application in a local newspaper within seven days after the date of the application and that a copy of the complete newspaper must be provided to the Licensing Authority in accordance with paragraph 10(8), Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982	<input checked="" type="checkbox"/>
	Should the information provided in relation to this application form cease to be correct, or if there are any changes in the information provided in the application form between the date the application is submitted and the date it is determined, the Applicant must advise the Licensing Authority immediately. Failure to do so may result in any licence issued being revoked.	
	I/we agree to notify the Licensing Authority should any of the information given in this application change.	<input checked="" type="checkbox"/>

Applicants are information that any person who, in connection with an application for the grant, renewal or transfer of a licence, makes a false statement which he knows to be false in any material respect or which he does not believe to be true, is guilty of an offence and liable, on summary conviction, to a fine not exceeding £20,000.

I/We certify to the best of my/our knowledge and belief that the information given in this application is complete and correct in every respect		<input checked="" type="checkbox"/>
Name:	Mrs Nicole Collette Harper	
Position in Organisation:	Director	
Date:	15/05/2015	

Signature:	[REDACTED]
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Q28	Contact name (where not previously given) and postal address for correspondence associated with this application:			
	Address:	1 The Quadrant, Bridge Street		
	Postal Town:	Guildford	Post Code:	GU1 4SG
	Telephone Number:	[REDACTED]		
	Mobile Number:	n/a		
	Email Address:	[REDACTED]		

Please return the fully completed form and all attachments to:
**Licensing
Health & Community Care
Guildford Borough Council
Millmead House
Millmead
Guildford
Surrey
GU2 4BB**

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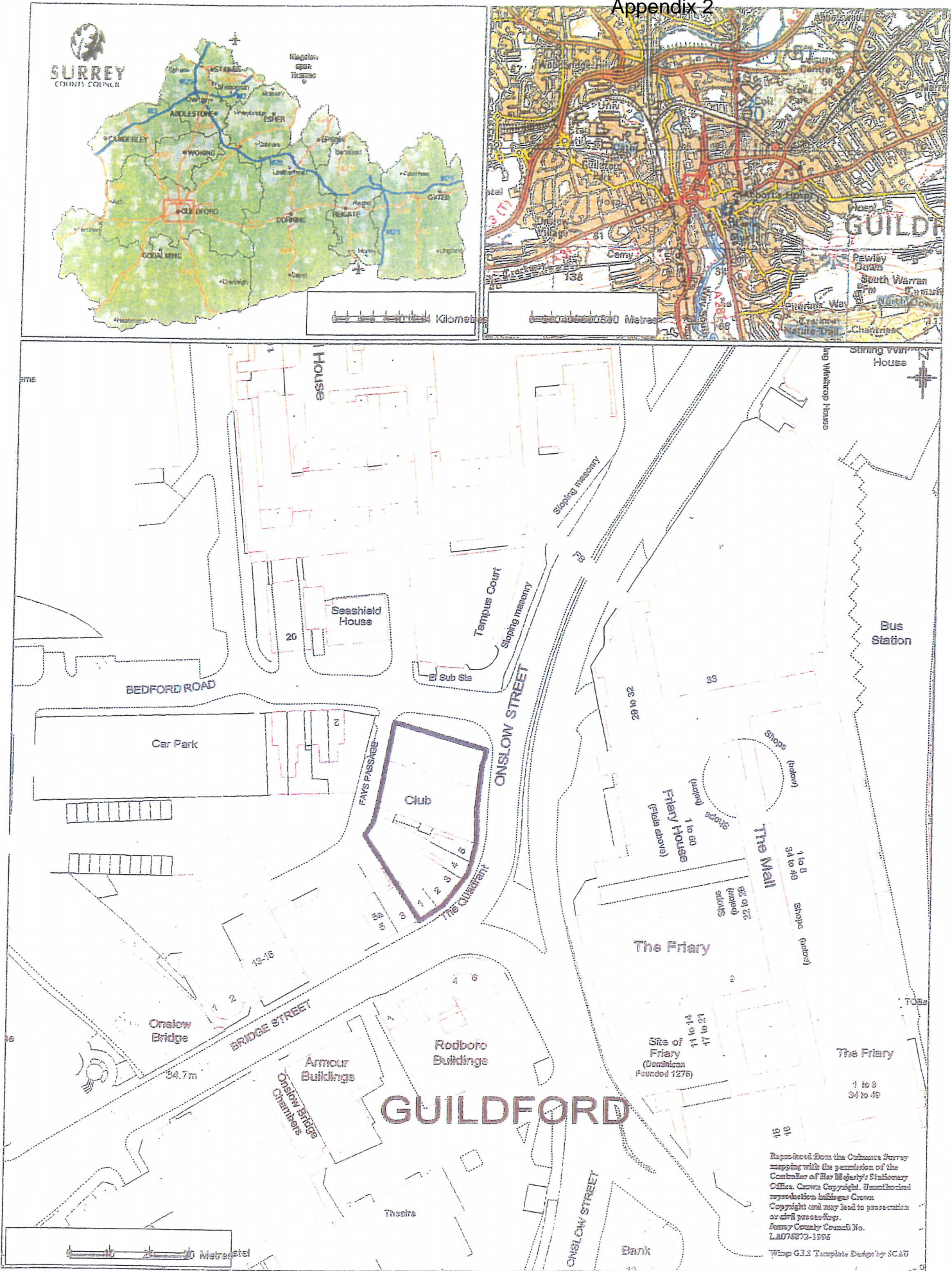


Fig 1 An extract from the Ordnance Survey showing the location of the site

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ANNEX A



Statutory declaration sheet for application for grant of Sexual Entertainment Venue licence

One of these forms must be completed by: (i) the applicant;
(ii) all directors of any company applying for a licence; and
(iii) any other person who will be responsible for the management of the licensed premises

Further copies of this form can be downloaded from our website at:
www.guildford.gov.uk/???

Q1	Full name:	Mr Michel Wayne Harper
	Former Name (if any):	n/a
	Position in relation to Applicant (e.g. Director, Partner, Manager):	Manager/Owner
	Date of Birth:	[REDACTED]
	Gender:	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
	Permanent Residential Address:	[REDACTED]
	If the resident at this address for less than 3 years, state previous address:	

Q2	Have you been a resident in the United Kingdom for more than six months prior to the date of the application?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If the answer is No, give the date your residency started:		

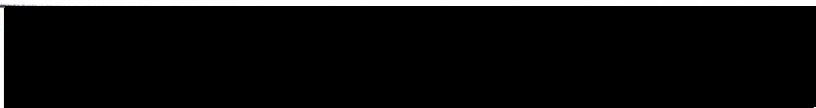
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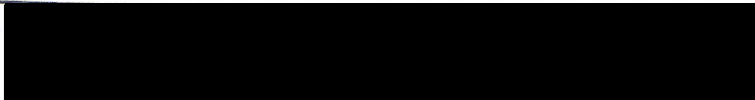
Q3	<p>Have you ever been disqualified from holding a sex establishment licence (sex shop, sex cinema or sexual entertainment venue) under Schedule 3, Paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982?</p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<p>If the answer is Yes, give full details:</p>		

Q4	<p>Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked?</p>			
	Sex establishment licence	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	Licence for the sale of alcohol	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	
	Licence for the provision of entertainment, whether sexual or otherwise	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	Personal licence under the Licensing Act 2003	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	<p>If the answer is Yes, to any of the above, give full details:</p>			

Q5	<p>Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?</p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	<p>If the answer is Yes, give full details:</p>			
	Details of previous convictions and/or cautions:			
	Date of Conviction	Court of Conviction	Nature of Offence	Sentence

Q6	To your knowledge are you currently the subject of any criminal investigation?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:			


Q7	Have you ever had a civil legal action taken against you?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If the answer is Yes, give full details:			

Q8	Have you ever been declared bankrupt or entered into an arrangement with creditors or an individual voluntary arrangement?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If the answer is Yes, give full details:			

Q9	Have you ever been disqualified from acting as a company director?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:			

Q10	Is there any other information which you believe the licensing authority would reasonably expect notice of or you would like the licensing authority to take into account when considering the information you have supplied?
	The licensing authority have more than 25 years of licensing history to rely upon in support of good conduct. I have operated without any cause for concern a similar premises for lap dancing at this location for a period of 5 years.

Q11	Is there any information on this Annex which you do not wish to be seen by members of the public? If so, state which information and the reasons why you do not wish it to be seen:
	NO

Q12	I declare that I believe the information given above is true and complete in every respect.	
	Name:	Michel Wayne Harper
	Position in Organisation:	Manager/Owner
	Date:	15/05/2015
Signature:		

Where the applicant is a body corporate or unincorporated body this application should be signed by a partner, the secretary or a director stating in which capacity it is signed.

ANNEX A



Statutory declaration sheet for application for grant of Sexual Entertainment Venue licence

One of these forms must be completed by: (i) the applicant;
(ii) all directors of any company applying for a licence; and
(iii) any other person who will be responsible for the management of the licensed premises

Further copies of this form can be downloaded from our website at:
www.guildford.gov.uk/???

Q1	Full name:	Miss Nicole Alicia Harper	
	Former Name (if any):	n/a	
	Position in relation to Applicant (e.g. Director, Partner, Manager):	Manager	
	Date of Birth:	[REDACTED]	
	Gender:	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>
	Permanent Residential Address:	[REDACTED]	
	If the resident at this address for less than 3 years, state previous address:		

Q2	Have you been a resident in the United Kingdom for more than six months prior to the date of the application?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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	If the answer is No, give the date your residency started:	
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Q3	Have you ever been disqualified from holding a sex establishment licence (sex shop, sex cinema or sexual entertainment venue) under Schedule 3, Paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:		

Q4	Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked?		
	Sex establishment licence	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Licence for the sale of alcohol	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Licence for the provision of entertainment, whether sexual or otherwise	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Personal licence under the Licensing Act 2003	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, to any of the above, give full details:		

Q5	Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				
	Details of previous convictions and/or cautions:				
	Date of Conviction	Court of Conviction	Nature of Offence	Sentence	

Q6	To your knowledge are you currently the subject of any criminal investigation?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				


Q7	Have you ever had a civil legal action taken against you?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				

Q8	Have you ever been declared bankrupt or entered into an arrangement with creditors or an individual voluntary arrangement?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				

Q9	Have you ever been disqualified from acting as a company director?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				

Q10	Is there any other information which you believe the licensing authority would reasonably expect notice of or you would like the licensing authority to take into account when considering the information you have supplied?
	NO

Q11	Is there any information on this Annex which you do not wish to be seen by members of the public? If so, state which information and the reasons why you do not wish it to be seen:
	NO

Q12	I declare that I believe the information given above is true and complete in every respect.	
	Name:	Nicole Alicia Harper
	Position in Organisation:	Manager
	Date:	15/05/2015.
	Signature:	
Where the applicant is a body corporate or unincorporated body this application should be signed by a partner, the secretary or a director stating in which capacity it is signed.		

ANNEX A



Statutory declaration sheet for application for grant of Sexual Entertainment Venue licence

One of these forms must be completed by: (i) the applicant;
(ii) all directors of any company applying for a licence; and
(iii) any other person who will be responsible for the management of the licensed premises

Further copies of this form can be downloaded from our website at:
www.guildford.gov.uk/???

Q1	Full name:	Mrs Nicole Collette Harper	
	Former Name (if any):	n/a MAIDEN NAME - LENOBLE	
	Position in relation to Applicant (e.g. Director, Partner, Manager):	Director	
	Date of Birth:	[REDACTED]	
	Gender:	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>
	Permanent Residential Address:	[REDACTED]	
	If the resident at this address for less than 3 years, state previous address:		

Q2	Have you been a resident in the United Kingdom for more than six months prior to the date of the application?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If the answer is No, give the date your residency started:		

--	--	--

Q3	Have you ever been disqualified from holding a sex establishment licence (sex shop, sex cinema or sexual entertainment venue) under Schedule 3, Paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:		

Q4	Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked?		
	Sex establishment licence	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Licence for the sale of alcohol	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Licence for the provision of entertainment, whether sexual or otherwise	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Personal licence under the Licensing Act 2003	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, to any of the above, give full details:		

Q5	Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:		
Details of previous convictions and/or cautions:			
	Date of Conviction	Court of Conviction	Nature of Offence
			Sentence

Q6	To your knowledge are you currently the subject of any criminal investigation?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				


Q7	Have you ever had a civil legal action taken against you?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				

Q8	Have you ever been declared bankrupt or entered into an arrangement with creditors or an individual voluntary arrangement?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				

Q9	Have you ever been disqualified from acting as a company director?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If the answer is Yes, give full details:				

Q10	Is there any other information which you believe the licensing authority would reasonably expect notice of or you would like the licensing authority to take into account when considering the information you have supplied?
	The licensing authority have more than 25 years of licensing history to rely upon in support of good conduct. I have been a director of a business carrying on similar activities, such as lap dancing as being applied for, for a number of years.

Q11	Is there any information on this Annex which you do not wish to be seen by members of the public? If so, state which information and the reasons why you do not wish it to be seen:
	NO

Q12	I declare that I believe the information given above is true and complete in every respect.	
	Name:	Mrs Nicole Collette Harper
	Position in Organisation:	Director
	Date:	15/05/2015
	Signature:	
Where the applicant is a body corporate or unincorporated body this application should be signed by a partner, the secretary or a director stating in which capacity it is signed.		

CCTV Condition

- CCTV shall be installed and all cameras shall continually record whilst the premises are open to the public and the video recording shall be kept available for a minimum of 31 days with time and date stamping. Videotapes shall be kept in a locked secure place and shall not be viewed except for proper management purposed. No copies of shall be made except for distribution to or under the direction of the licensing authority and/or Surrey Police. Videotapes shall be made available to the licensing authority and to Surrey Police together with facilities for viewing. If requested. Tape recordings shall be erased promptly after 31 days. In this condition, “video tapes” and “video recordings” shall include storages and retrieval on and from any digital medium or any other system. **(Condition F14 on Premises Licence GUPLA0518 Unit 2)**

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SUPPLY OF SERVICE RULES

All Entertainers must abide by these rules at all times

- No physical contact between you or the customer during a performance.
- You must never arrange to go home with a customer after you leave the premises. No entertainer is to meet a customer outside of the premises.
- Customers must remain seated for the entire dance and the Entertainer is required to ensure this occurs.
- No sitting on chairs during dances.
- Between dances you must have your dress on, you may not walk around in an indecent fashion.
- You may do consecutive dances for the same customer without redressing each time providing the customer is fully aware that he will be charged for each new dance.
- No glasses or smoking in the dressing room.
- No chewing gum.
- Entertainers are required to conduct themselves in a sober and proper manner.
- Always wear a garter on your thigh.
- No bags in left on the floor in public areas.

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Code of Conduct for Customers

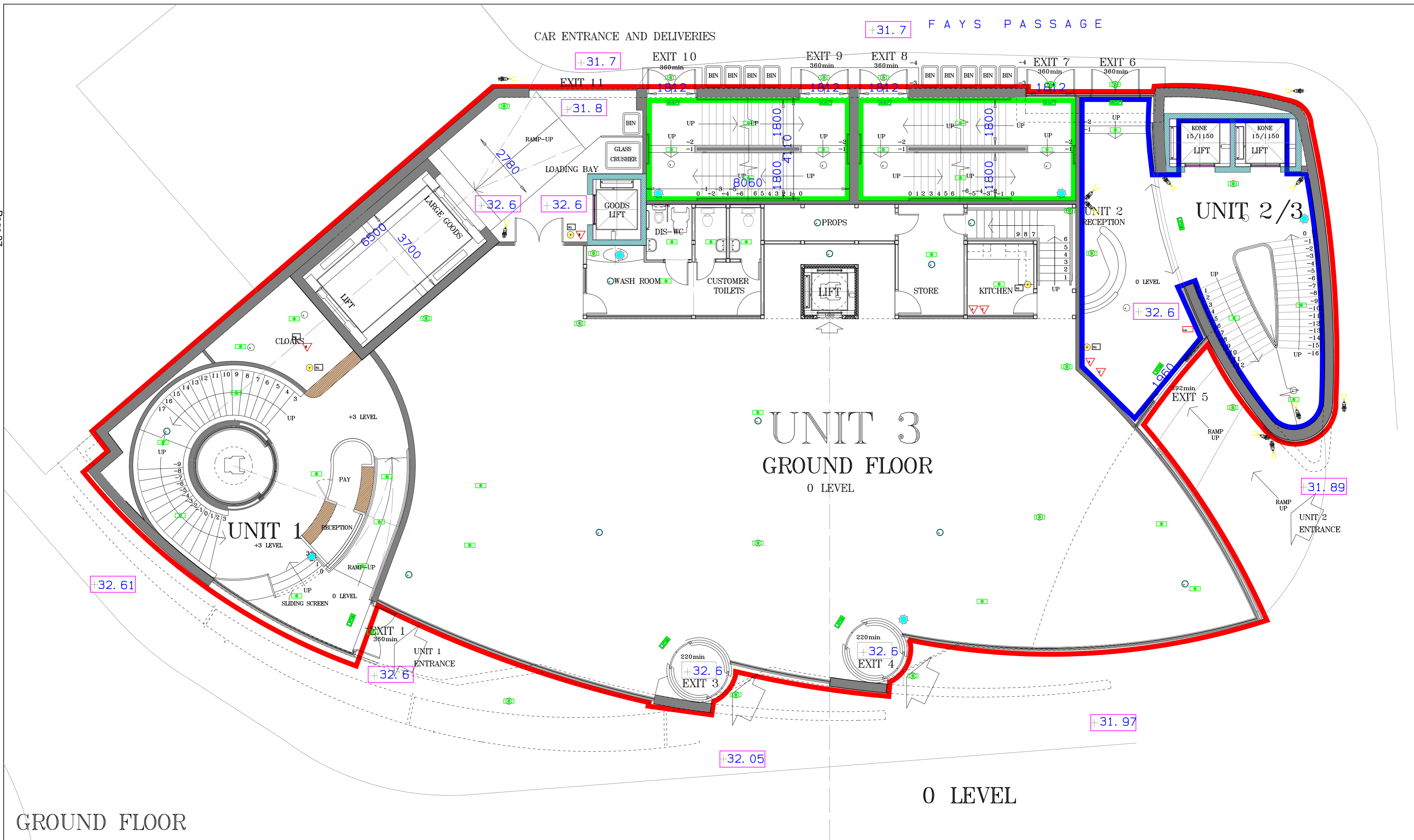
Terms and Conditions

- Patrons wishing to use our cashing facility can do so by purchasing our own currency known as Harpoons. This facility is available in Harpers at the cash desk in the lounge area. Please ask a member of staff.
- No unsecured account or credit facility are available, without exception.
- We accept most major credit and debit cards in exchange for Harpoons.
- Harpoons can be used for payment of dancers and hostess and the tipping of service staff. They cannot be used for the purchase of drinks, hospitality or any other monetary transaction.
- A 20% surcharge will be added to your credit card transaction for the use of these cashing facilities.
- The Harpoons are not refundable or transferable and are only valid within these premises for the above mentioned purposes. We reserve the right to withdraw the use of these at any time after the close of business that day without notification and the value attributed to them is for the day of purchase only.
- Please note all dancers must be paid in cash or with Harpoons. Credit cards are not accepted for dancing or tipping.
- A dance will last for the term of an individual song lasting approximately 3 minutes.
- An individual topless tableside dance costs £10.00 and a fully nude tableside dance is £20.00 per dance. Table dance fees are set by the venue and are considered a fee and not a tip or gratuity.
- Invitation to a hostess or a dancer to be seated at your table in your company will incur a charge of £200.00 per hour in the main club areas, chargeable in 30 minute tranches. Payment to the club not to the invitee.

The Rules

- Gentlemen must be seated before a dance can commence a dance and must remain seated at all times during the dance with their hands at their sides. There should be no contact between the dancer and customer.
- There must be no touching of the dancers at any time.
- The exchange of personal details or solicitation and/or rendezvous between patron and dancer is strictly forbidden and will result in the patron being asked to leave the venue and being barred. The dancer will be dismissed.
- Customers must not participate in a dance or any form of entertainment.
- The customer must remain fully clothed at all times.
- It is strictly forbidden for a Dancer to leave the club with a customer or rendezvous. Solicitation is forbidden by either party.
- Any breach of the above rules will result in the customer being excluded from the club.

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GROUND FLOOR

FIRE SAFETY
 FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICER'S APPROVAL.
 GLAZING AND VISION PANELS TO FIRE RATED PARTITIONS AND DOORS TO BE PYROBELL OR SIMILAR TO COMPLY WITH REQUIRED FIRE RATING.

FIRE EXTINGUISHERS
 FIRE EXTINGUISHERS AS FOLLOWS TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE OFFICERS APPROVAL AND MAINTAINED, INSPECTED AND TESTED IN ACCORDANCE WITH BRITISH STANDARDS CODE OF PRACTICE WATER EXTINGUISHERS (HYDROSPRAY)
 FOAM EXTINGUISHERS
 CARBON DIOXIDE EXTINGUISHERS
 FIRE BLANKET
 POWDER (DRY CHEMICAL) EXTINGUISHERS
 DOC GASGUARD
 GAS SHUT OFF

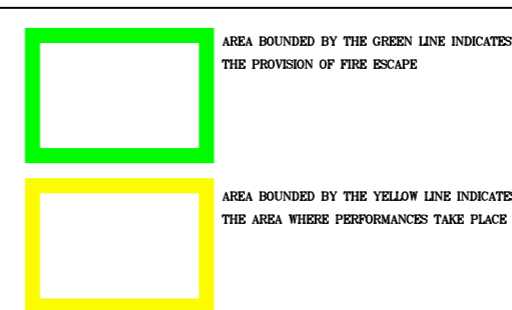
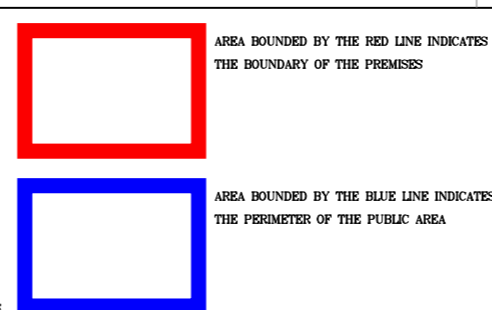
FIRE EQUIPMENT
 6kg MULTI-PURPOSE FOAM EXTINGUISHER
 FIRE BLANKET
 2kg CARBON DIOXIDE EXTINGUISHER
 AQUARIUS FOAM FILLED
 6 ltr MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES
 GENERAL BY EACH CALL POINT
 STAFF
 KITCHEN
 DUTY MANAGER

EMERGENCY LIGHTING
 EMERGENCY LIGHT 240V N/A3 BULBHEAD LIGHT BOH REF AC5000
 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING
 EMERGENCY SIGN 240V M3
 BOH REF AC5004 PUBLIC AREA AC5019
 EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM
 VOID DETECTOR
 SMOKE DETECTOR
 HEAT DETECTOR
 MANUAL CALL POINT
 FIRST STAGE SOUNDER
 FLASHING BEACON
 FIRE ALARM PANEL
 FIRE ALARM REPEATER PANEL
 DISABLE REFUGE INTERCOM POINT

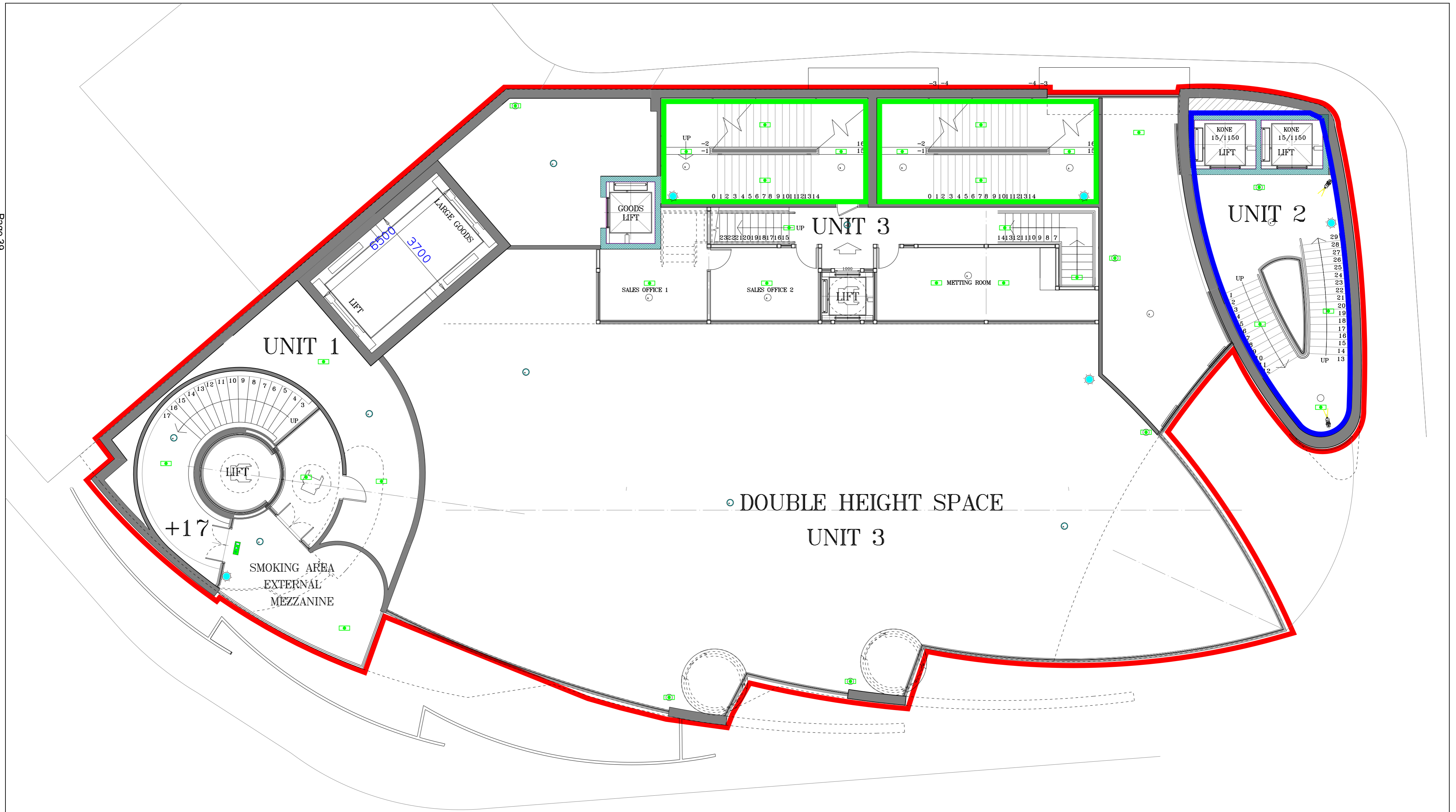
GENERAL KEY
 ATM BANK MACHINE
 MOBILE EXTERNAL HEATER
 CURTAIN
 TEMPORARY PARTITION
 FIXED SHELVING
 BAR COUNTERS AND BACKFITTINGS
 REMOVABLE SCREEN
 CCTV CAMERA LOCATION



Easy Design Solutions Studio
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 HG1 3EQ
 grt@easy-designs.co.uk
 mob: 07903730044

Client: **STAR OYSTER**
 Project: **THE QUADRANT RE-DEVELOPMENT**
 Title: **UNIT 2 LICENSING PLAN**
 Drawing no: **Q13-U2-510B**
 Date: **MAY-15**
 Scale: **1:100@A2**

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GROUND FLOOR MEZZANINE

FIRE SAFETY

FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICERS APPROVAL
GLAZING AND VISION PANELS TO FIRE RATED PARTITIONS AND DOORS TO BE PYROBELL OR SIMILAR TO COMPLY WITH REQUIRED FIRE RATING

FIRE EXTINGUISHERS

FIRE EXTINGUISHERS AS FOLLOWS TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE OFFICERS APPROVAL AND MAINTAINED, INSPECTED AND TESTED IN ACCORDANCE WITH BRITISH STANDARDS CODE OF PRACTICE
WATER EXTINGUISHERS (HYDROSPRAY)
FOAM EXTINGUISHERS
CARBON DIOXIDE EXTINGUISHERS
FIRE BLANKET
POWDER (DRY CHEMICAL) EXTINGUISHERS
BOC GASGUARD
GAS SHUT OFF

FIRE EQUIPMENT

- ▽ 6kg MULTI-PURPOSE FOAM EXTINGUISHER
- ▽ FIRE BLANKET
- ▽ 2kg CARBON DIOXIDE EXTINGUISHER
- ▽ AQUARIUS FOAM FILLED
- ▽ 6 ltr MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES

- GENERAL BY EACH CALL POINT
- STAFF
- KITCHEN
- DUTY MANAGER

EMERGENCY LIGHTING

- EMERGENCY LIGHT 240V N/A3 BULKHEAD LIGHT BOH REF AC5000 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING
- EMERGENCY SIGN 240V M3
- BOH REF AC5004 PUBLIC AREA AC5019
- EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM

- VOID DETECTOR
- SMOKE DETECTOR
- HEAT DETECTOR
- MANUAL CALL POINT
- FIRST STAGE SOUNDER
- FLASHING BEACON
- FIRE ALARM PANEL
- FIRE ALARM REPEATER PANEL
- DISABLE REFUGE INTERCOM POINT

GENERAL KEY

- ATM BANK MACHINE
- MOBILE EXTERNAL HEATER
- CURTAIN
- TEMPORARY PARTITION
- FIXED SHELVING
- BAR COUNTERS AND BACKFITTINGS
- REMOVABLE SCREEN
- CCTV CAMERA LOCATION



AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE PREMISES



AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PUBLIC AREA



AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE

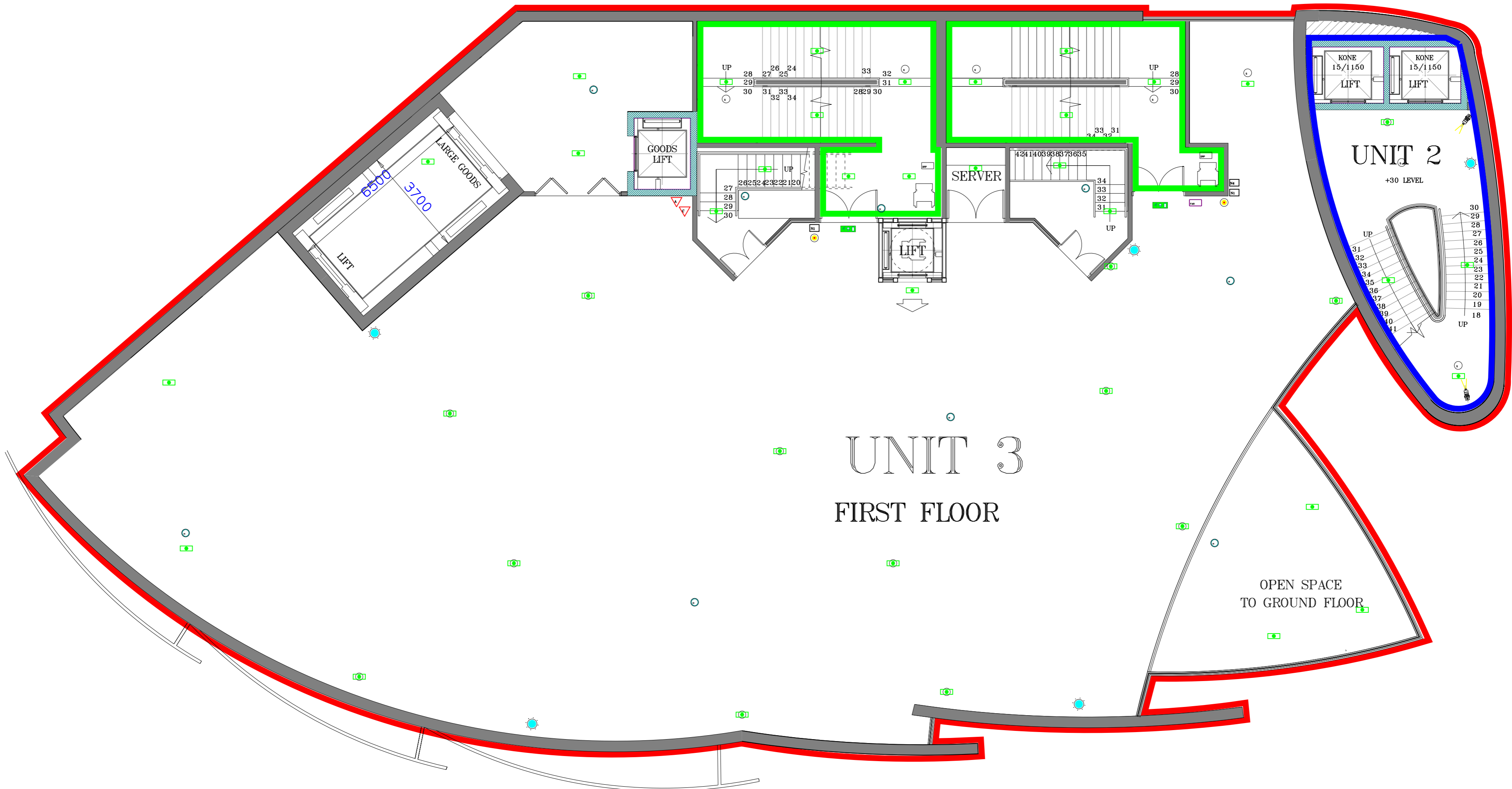


AREA BOUNDED BY THE YELLOW LINE INDICATES THE AREA WHERE PERFORMANCES TAKE PLACE

Easy Design Solutions Studio
EDS 48
 Bachelor Road
 Harrogate
 HG1 3EQ
 grt@easy-designs.co.uk
 mob: 07903730044

Client: STAR OYSTER
 Project: THE QUADRANT RE-DEVELOPMENT
 Title: UNIT 2 LICENSING PLAN
 GROUND FLOOR MEZZANINE
 Drawn by: GRT Checked by: GRT Date: MAY-15
 Drawing no: Scale: 1:100@A2
 Proj. No: ARKEY
 Ref: Q13-U2-511B

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1st FLOOR

FIRE SAFETY

FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICERS APPROVAL
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FOAM EXTINGUISHERS
CARBON DIOXIDE EXTINGUISHERS
FIRE BLANKET
POWDER (DRY CHEMICAL) EXTINGUISHERS
DOC GASGUARD
GAS SHUT OFF

FIRE EQUIPMENT

- ▽ 6kg MULTI-PURPOSE FOAM EXTINGUISHER
- ▽ FIRE BLANKET
- ▽ 2kg CARBON DIOXIDE EXTINGUISHER
- ▽ AQUAFIX FOAM FILLED
- ▽ 6 ltr MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES

- GENERAL BY EACH CALL POINT
- STAFF
- KITCHEN
- DUTY MANAGER

EMERGENCY LIGHTING

- EMERGENCY LIGHT 240V N/A3 BULKHEAD LIGHT BOH REF AC5000 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING
- EMERGENCY SIGN 240V M3
- BOH REF AC5004 PUBLIC AREA AC5019
- EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM

- VOID DETECTOR
- SMOKE DETECTOR
- HEAT DETECTOR
- MANUAL CALL POINT
- FIRST STAGE SOUNDER
- FLASHING BEACON
- FIRE ALARM PANEL
- FIRE ALARM REPEATER PANEL
- DISABLE REFUGE INTERCOM POINT

GENERAL KEY

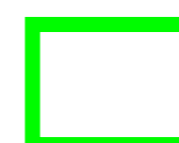
- ATM BANK MACHINE
- MOBILE EXTERNAL HEATER
- CURTAIN
- TEMPORARY PARTITION
- FIXED SHELVING
- BAR COUNTERS AND BACKFITTINGS
- REMOVABLE SCREEN
- CCTV CAMERA LOCATION



AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE PREMISES



AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PUBLIC AREA



AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE

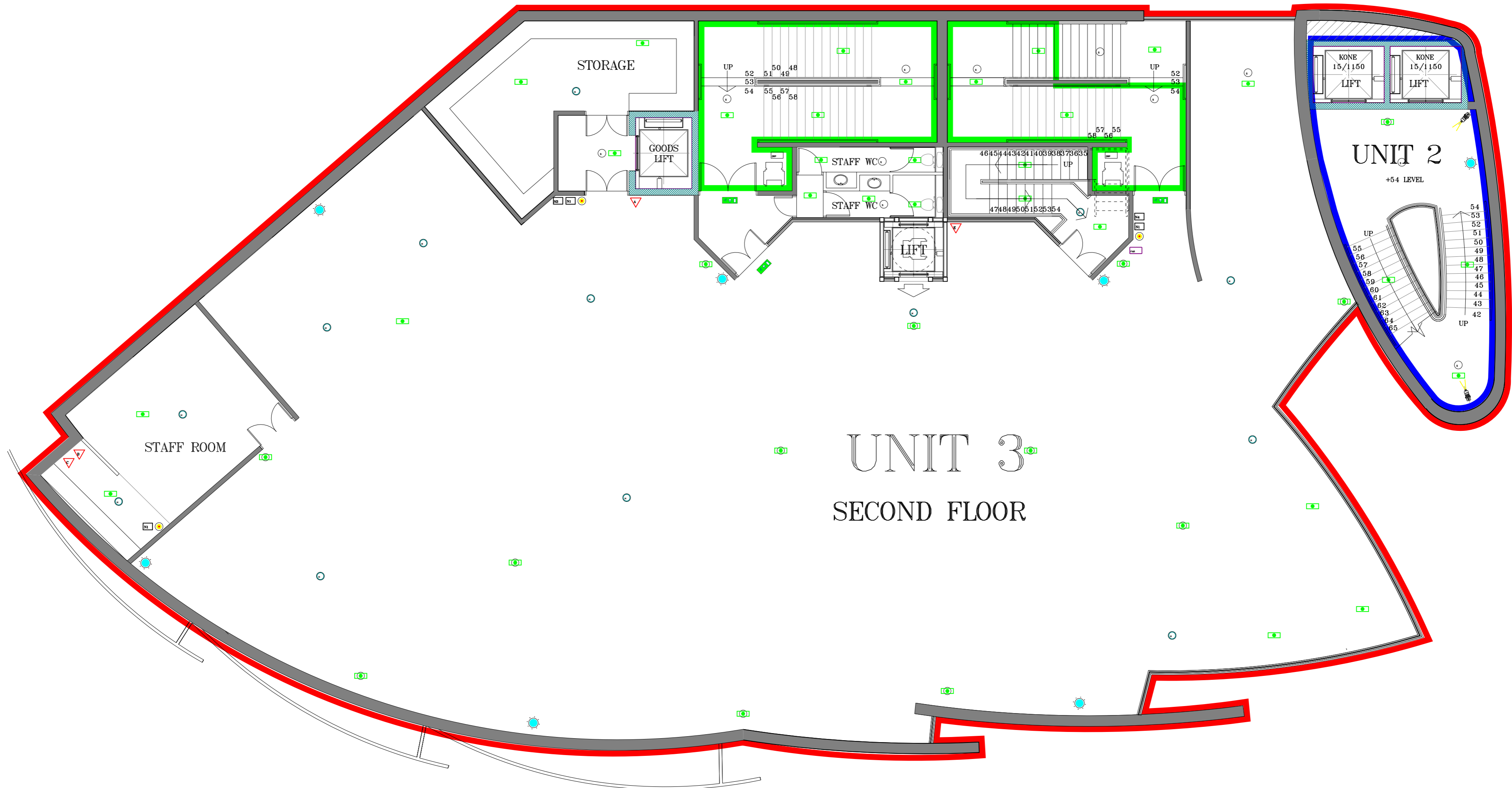


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 1st FLOOR
 Drawn by: GRT Checked by: GRT Date: MAY-15
 Drawing no: Scale: 1:100@A2
 Proj. No: ARKEY
 Inset: Q13-U2-512B

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2nd FLOOR

FIRE SAFETY

FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICERS APPROVAL. GLAZING AND VISION PANELS TO FIRE RATED PARTITIONS AND DOORS TO BE PYROBELL OR SIMILAR TO COMPLY WITH REQUIRED FIRE RATING.

FIRE EXTINGUISHERS

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 FIRE BLANKET
 POWDER (DRY CHEMICAL) EXTINGUISHERS
 DOC GASGUARD
 GAS SHUT OFF

FIRE EQUIPMENT

- 6kg MULTI-PURPOSE FOAM EXTINGUISHER
- FIRE BLANKET
- 2kg CARBON DIOXIDE EXTINGUISHER
- AQUARIUS FOAM FILLED
- 6 ltr MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES

- GENERAL BY EACH CALL POINT
- STAFF
- KITCHEN
- DUTY MANAGER

EMERGENCY LIGHTING

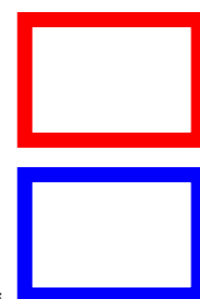
- EMERGENCY LIGHT 240V N/A3 BULKHEAD LIGHT BOH REF AC5000 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING
- EMERGENCY SIGN 240V M3
- BOH REF AC5004 PUBLIC AREA AC5019
- EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM

- VOID DETECTOR
- SMOKE DETECTOR
- HEAT DETECTOR
- MANUAL CALL POINT
- FIRST STAGE SOUNDER
- FLASHING BEACON
- FIRE ALARM PANEL
- FIRE ALARM REPEATER PANEL
- DISABLE REFUGE INTERCOM POINT

GENERAL KEY

- ATM BANK MACHINE
- MOBILE EXTERNAL HEATER
- CURTAIN
- TEMPORARY PARTITION
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- BAR COUNTERS AND BACKFITTINGS
- REMOVABLE SCREEN
- CCTV CAMERA LOCATION

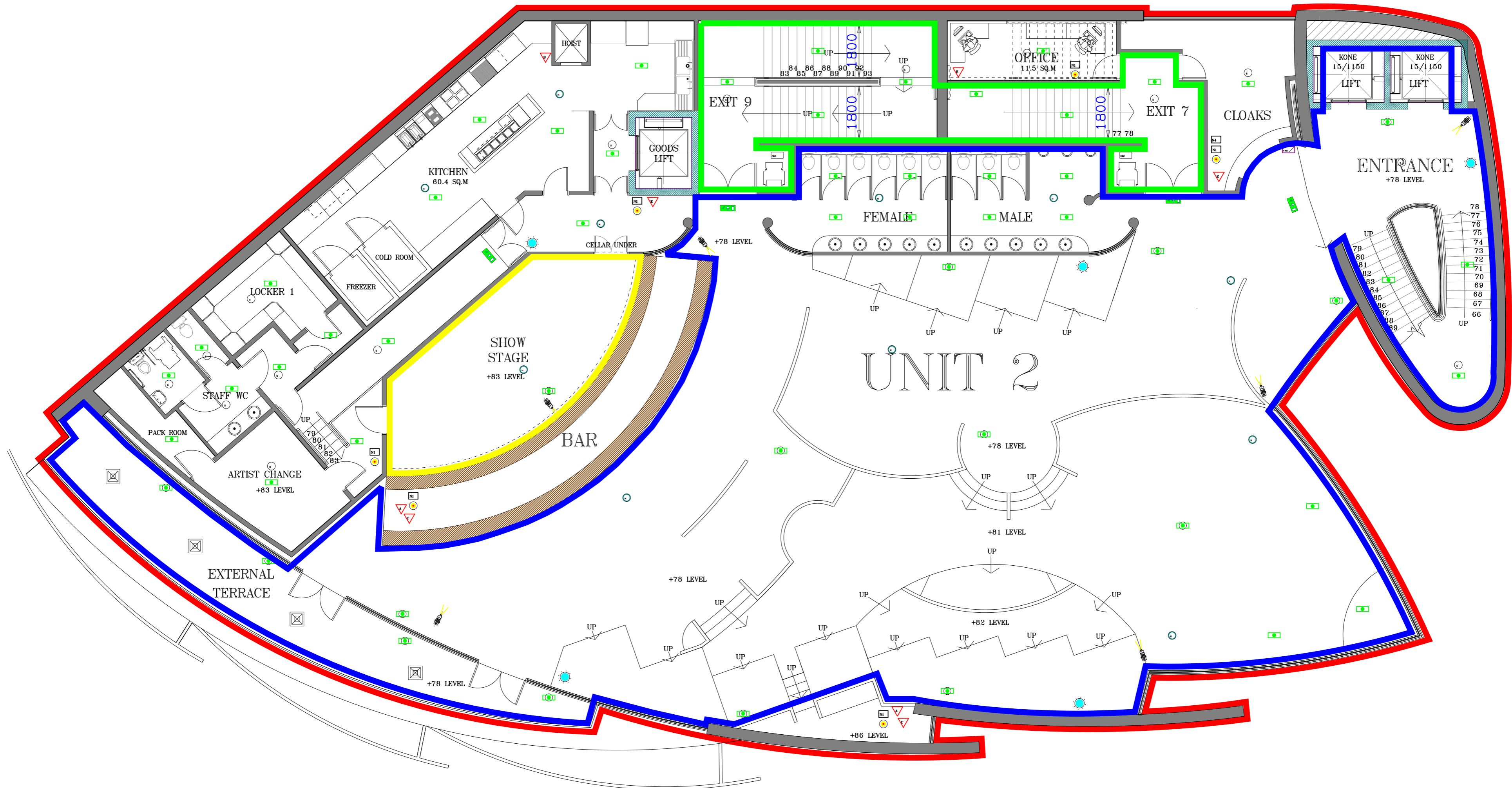


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 2nd FLOOR

Drawn by: GRT Checked by: GRT Date: MAY-15
 Drawing no: Scale: 1:100@A2
 Proj. No: ARKEY
 Inset: Q13-U2-513B

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3rd FLOOR

<p>FIRE SAFETY</p> <p>FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICERS APPROVAL</p> <p>GLAZING AND VISION PANELS TO FIRE RATED PARTITIONS AND DOORS TO BE PYROBELL OR SIMILAR TO COMPLY WITH REQUIRED FIRE RATING</p> <p>FIRE EXTINGUISHERS</p> <p>FIRE EXTINGUISHERS AS FOLLOWS TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE OFFICERS APPROVAL AND MAINTAINED, INSPECTED AND TESTED IN ACCORDANCE WITH BRITISH STANDARDS CODE OF PRACTICE</p> <p>WATER EXTINGUISHERS (HYDROSPRAY)</p> <p>FOAM EXTINGUISHERS</p> <p>CARBON DIOXIDE EXTINGUISHERS</p> <p>FIRE BLANKET</p> <p>POWDER (DRY CHEMICAL) EXTINGUISHERS</p> <p>BDC GASGUARD</p> <p>GAS SHUT OFF</p>	<p>FIRE EQUIPMENT</p> <p>6kg MULTI-PURPOSE FOAM EXTINGUISHER</p> <p>FIRE BLANKET</p> <p>2kg CARBON DIOXIDE EXTINGUISHER</p> <p>AQUARIUS FOAM FILLED</p> <p>6 litr MULTI-PURPOSE WATER EXTINGUISHER</p> <p>FIRE NOTICES</p> <p>GENERAL BY EACH CALL POINT</p> <p>STAFF</p> <p>KITCHEN</p> <p>DUTY MANAGER</p>	<p>EMERGENCY LIGHTING</p> <p>EMERGENCY LIGHT 240V N/A3 BULBHEAD LIGHT BOH REF AC5000 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING</p> <p>EMERGENCY SIGN 240V M3</p> <p>BOH REF AC5004 PUBLIC AREA AC5019</p> <p>EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007</p>	<p>FIRE ALARM</p> <p>VOID DETECTOR</p> <p>SMOKE DETECTOR</p> <p>HEAT DETECTOR</p> <p>MANUAL CALL POINT</p> <p>FIRST STAGE SOUNDER</p> <p>FLASHING BEACON</p> <p>FIRE ALARM PANEL</p> <p>FIRE ALARM REPEATER PANEL</p> <p>DISABLE REFUGE INTERCOM POINT</p>	<p>GENERAL KEY</p> <p>ATM BANK MACHINE</p> <p>MOBILE EXTERNAL HEATER</p> <p>CURTAIN</p> <p>TEMPORARY PARTITION</p> <p>FIXED SHIELDING</p> <p>BAR COUNTERS AND BACKFITTINGS</p> <p>REMOVABLE SCREEN</p> <p>CCTV CAMERA LOCATION</p>	<p>AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE PREMISES</p> <p>AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PUBLIC AREA</p>	<p>AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE</p> <p>AREA BOUNDED BY THE YELLOW LINE INDICATES THE AREA WHERE PERFORMANCES TAKE PLACE</p>
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Client: **STAR OYSTER**

Project: **THE QUADRANT RE-DEVELOPMENT**

Title: **UNIT 2 LICENSING PLAN**

3rd FLOOR

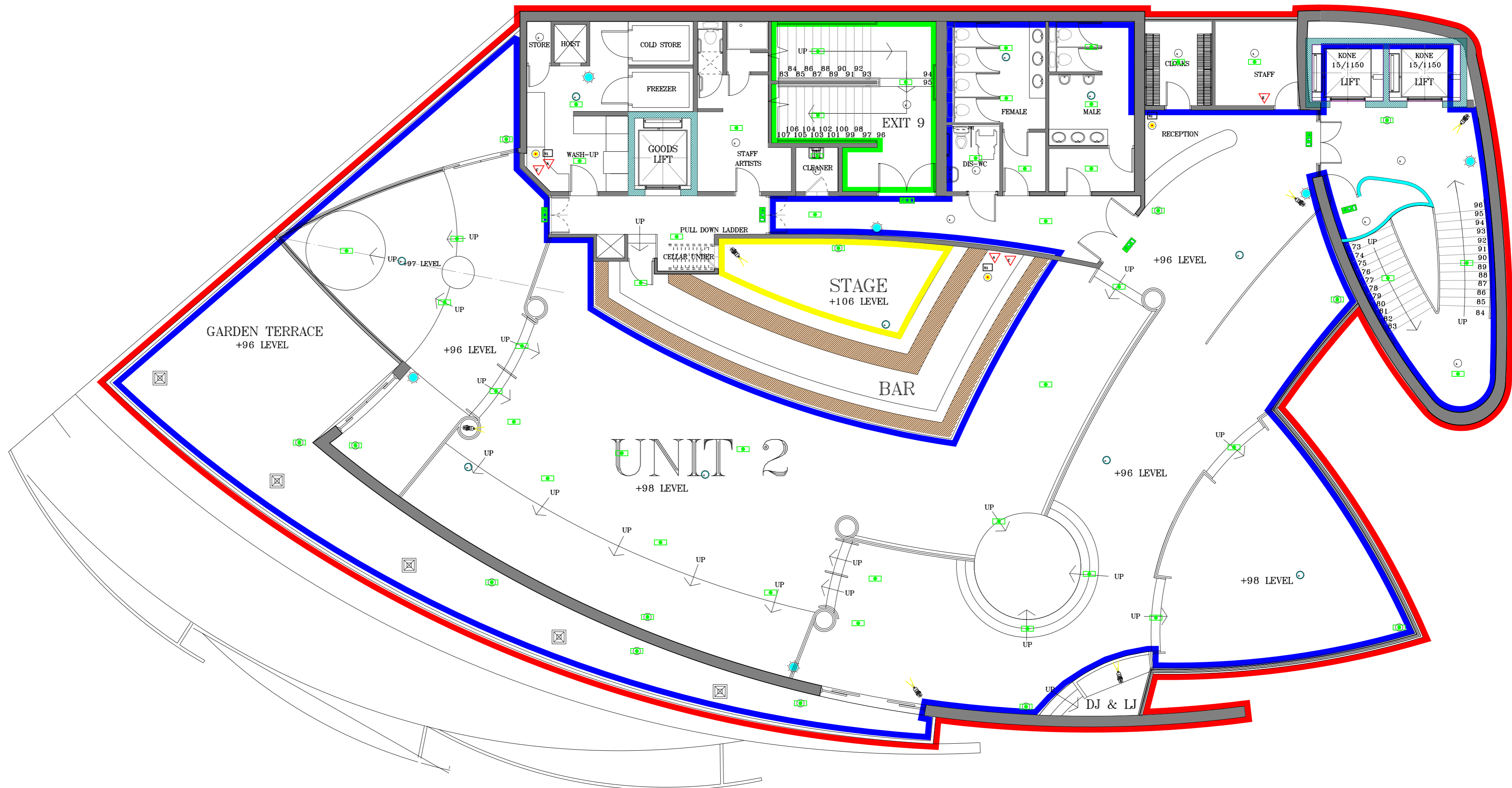
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Proj. Lib: ARKEY

Imprint: **Q13-U2-514B**

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4th FLOOR

FIRE SAFETY
 FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICERS APPROVAL
 GLAZING AND VISION PANELS TO FIRE RATED PARTITIONS AND DOORS TO BE PYROBELL OR SIMILAR TO COMPLY WITH REQUIRED FIRE RATING

FIRE EXTINGUISHERS
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 WATER EXTINGUISHERS (HYDROSPRAY)
 FOAM EXTINGUISHERS
 CARBON DIOXIDE EXTINGUISHERS
 FIRE BLANKET
 POWDER (DRY CHEMICAL) EXTINGUISHERS
 DOC GASGUARD
 GAS SHUT OFF

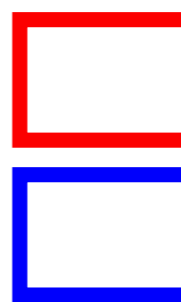
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 FIRE BLANKET
 2kg CARBON DIOXIDE EXTINGUISHER
 AQUARIUS FOAM FILLED
 6 ltr MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES
 GENERAL BY EACH CALL POINT
 STAFF
 KITCHEN
 DUTY MANAGER

EMERGENCY LIGHTING
 EMERGENCY LIGHT 240V N/A/3 BULKHEAD LIGHT BOH REF AC5000
 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING
 EMERGENCY SIGN 240V M3
 BOH REF AC5004 PUBLIC AREA AC5019
 EMERGENCY / CLEANERS LIGHT 240V N/A/3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

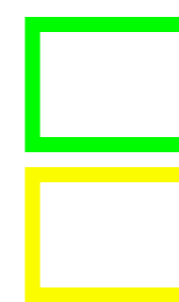
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 VOID DETECTOR
 SMOKE DETECTOR
 HEAT DETECTOR
 MANUAL CALL POINT
 FIRST STAGE SOUNDER
 FLASHING BEACON
 FIRE ALARM PANEL
 FIRE ALARM REPEATER PANEL
 DISABLE REFUGE INTERCOM POINT

GENERAL KEY
 ATM BANK MACHINE
 MOBILE EXTERNAL HEATER
 CURTAIN
 TEMPORARY PARTITION
 FIXED SHELVING
 BAR COUNTERS AND BACKFITTINGS
 REMOVABLE SCREEN
 CCTV CAMERA LOCATION



AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE PREMISES

AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PUBLIC AREA



AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE

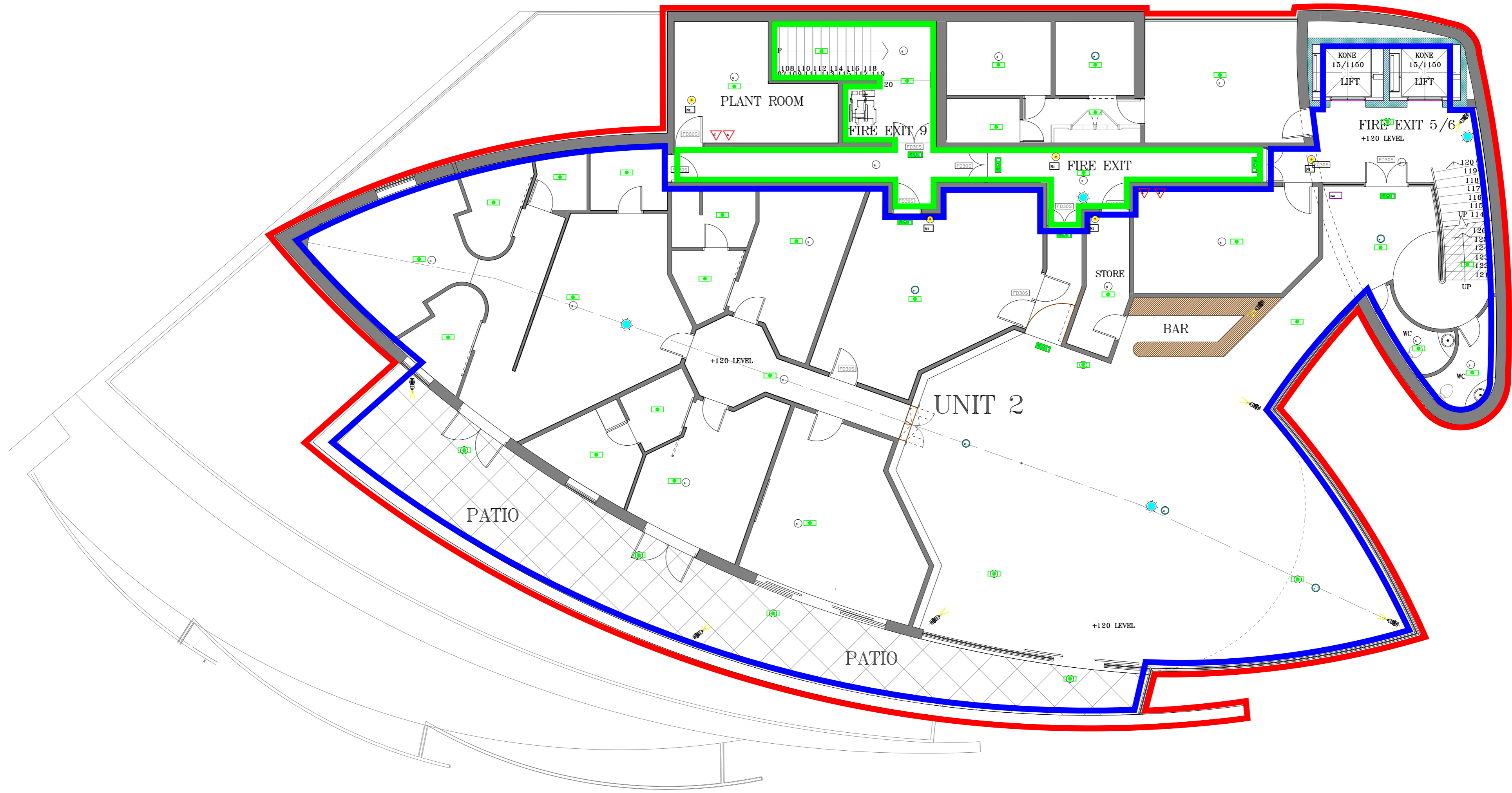
AREA BOUNDED BY THE YELLOW LINE INDICATES THE AREA WHERE PERFORMANCES TAKE PLACE

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 Register: Q13-U2-515B

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5th FLOOR

FIRE SAFETY
 FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICERS APPROVAL.
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 DOC GASGUARD
 GAS SHUT OFF

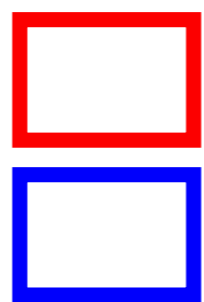
FIRE EQUIPMENT
 6kg MULTI-PURPOSE FOAM EXTINGUISHER
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 2kg CARBON DIOXIDE EXTINGUISHER
 AQUARIUS FOAM FILLED
 6 lit MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES
 GENERAL BY EACH CALL POINT
 STAFF
 KITCHEN
 DUTY MANAGER

EMERGENCY LIGHTING
 EMERGENCY LIGHT 240V N/A3 BULKHEAD LIGHT BOH REF AC5000
 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING
 EMERGENCY SIGN 240V M3
 BOH REF AC5004 PUBLIC AREA AC5019
 EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM
 VOID DETECTOR
 SMOKE DETECTOR
 HEAT DETECTOR
 MANUAL CALL POINT
 FIRST STAGE SOUNDER
 FLASHING BEACON
 FIRE ALARM PANEL
 FIRE ALARM REPEATER PANEL
 DISABLE REFUGE INTERCOM POINT

GENERAL KEY
 ATM BANK MACHINE
 MOBILE EXTERNAL HEATER
 CURTAIN
 TEMPORARY PARTITION
 FIXED SHELVING
 BAR COUNTERS AND BACKFITTINGS
 REMOVABLE SCREEN
 CCTV CAMERA LOCATION



AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE PREMISES

AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PUBLIC AREA

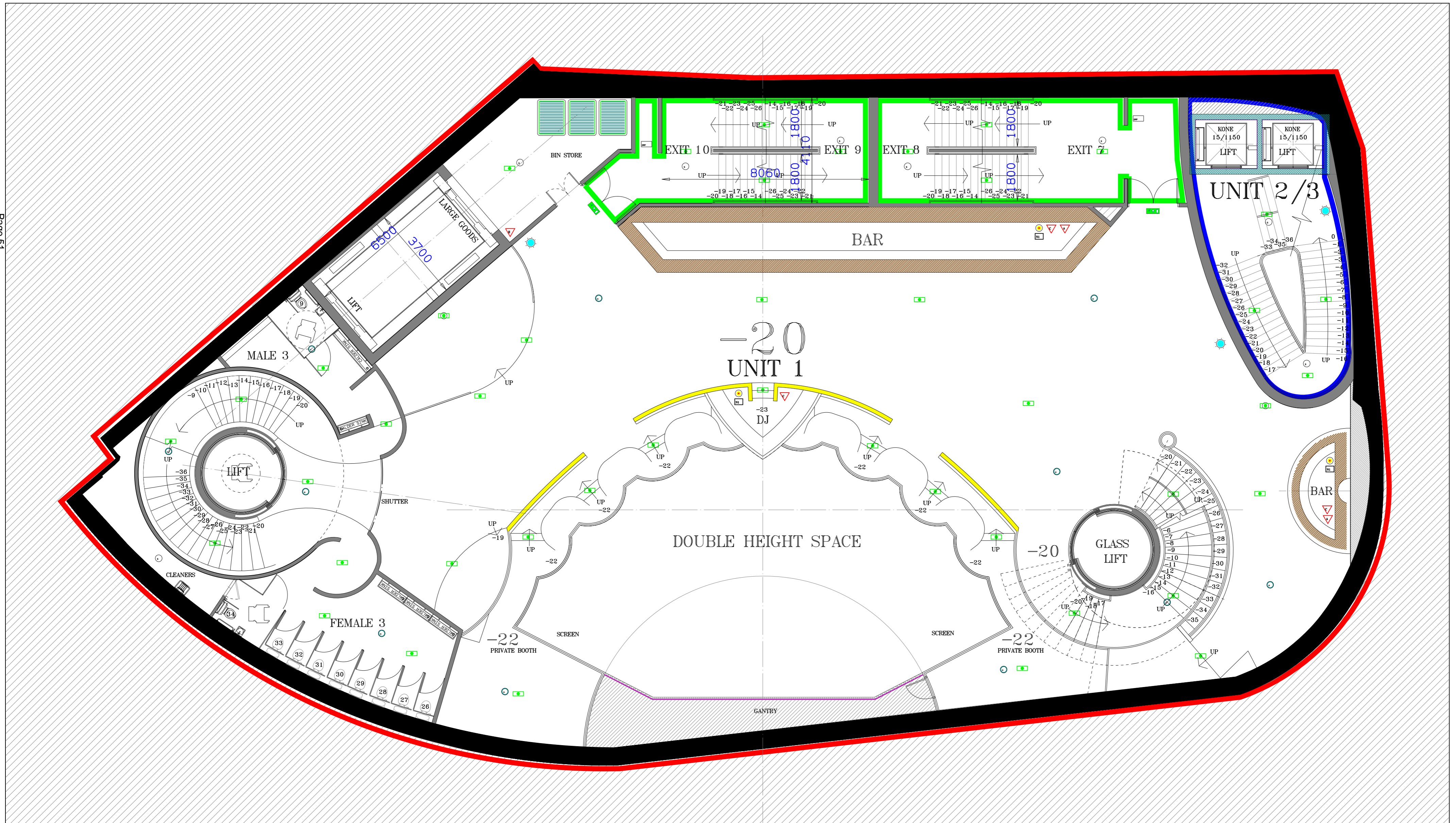
AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE

AREA BOUNDED BY THE YELLOW LINE INDICATES THE AREA WHERE PERFORMANCES TAKE PLACE

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5th FLOOR	
Drawn by	GRT
Checked by	GRT
Date	MAY-15
Scale	1:100@A2
Project No.	ARKEY
Sheet No.	Q13-U2-516B

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UPPER BASEMENT MEZZANINE

FIRE SAFETY

FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICER APPROVAL. GLAZING AND VISION PANELS TO FIRE RATED PARTITIONS AND DOORS TO BE PYROBELL OR SIMILAR TO COMPLY WITH REQUIRED FIRE RATING.

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FIRE EQUIPMENT

- ▽ 6kg MULTI-PURPOSE FOAM EXTINGUISHER
- ▽ FIRE BLANKET
- ▽ 2kg CARBON DIOXIDE EXTINGUISHER
- ▽ AQUARIUS FOAM FILLED
- ▽ 6 Ltr MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES

- GENERAL BY EACH CALL POINT
- STAFF
- KITCHEN
- DUTY MANAGER

EMERGENCY LIGHTING

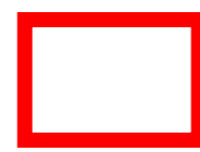
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- EMERGENCY SIGN 240V M3
- BOH REF AC5004 PUBLIC AREA AC5019
- EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM

- VOID DETECTOR
- SMOKE DETECTOR
- HEAT DETECTOR
- MANUAL CALL POINT
- FIRST STAGE SOUNDER
- FLASHING BEACON
- FIRE ALARM PANEL
- FIRE ALARM REPEATER PANEL
- DISABLE REFUGE INTERCOM POINT

GENERAL KEY

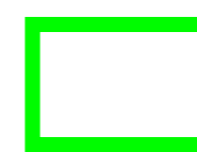
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- MOBILE EXTERNAL HEATER
- CURTAIN
- TEMPORARY PARTITION
- FIXED SHIELDING
- BAR COUNTERS AND BACKFITTINGS
- REMOVABLE SCREEN



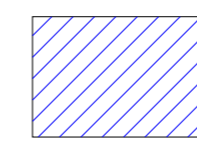
AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE BUILDING



AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PREMISES



AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE

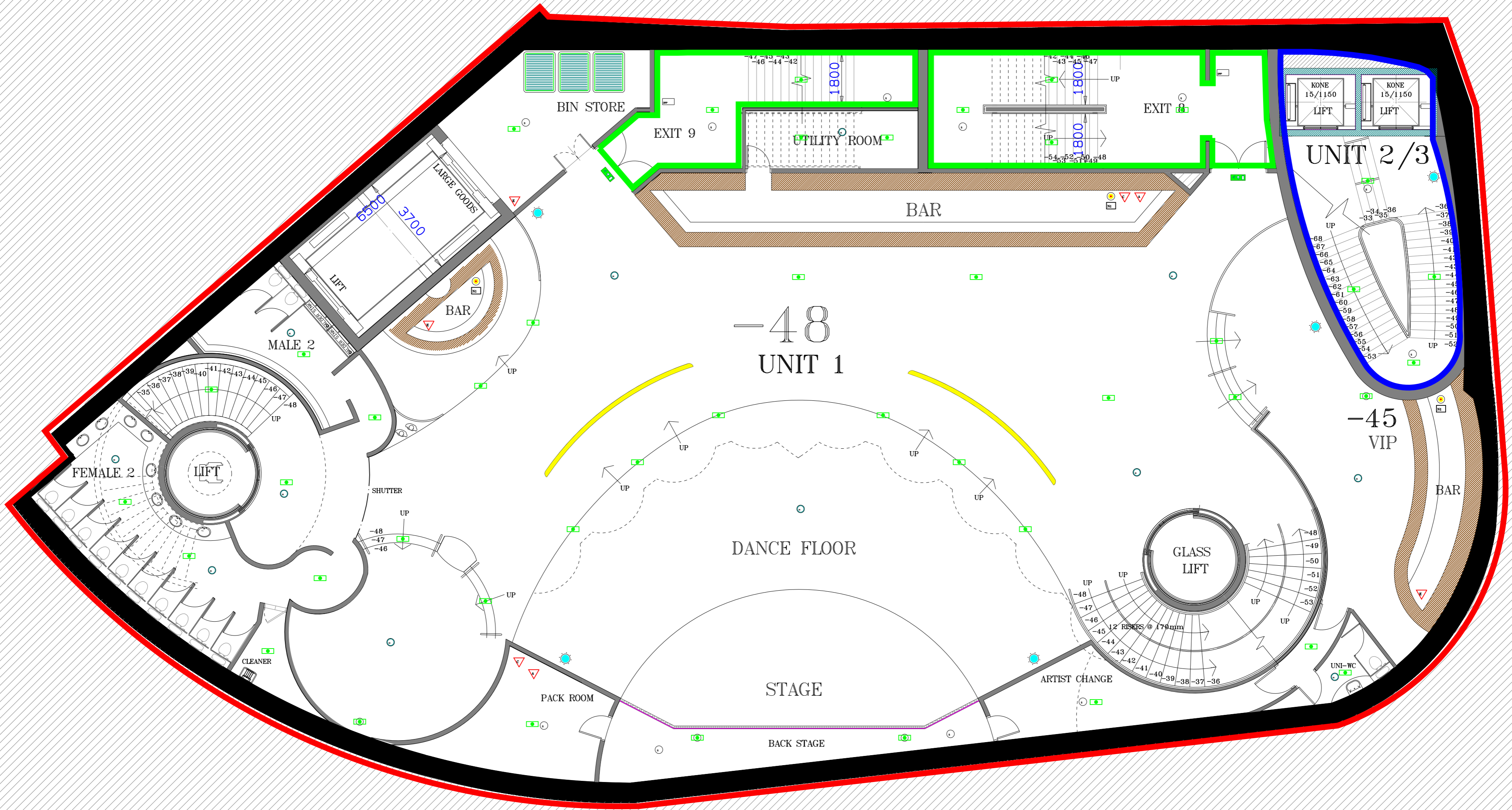


THE BLUE HATCH INDICATES THE AREA WITH THE PROVISION OF REGULATED ENTERTAINMENT LATE NIGHT REPRESENTATIONS AND SALE OF ALCOHOL FOR UNIT 2

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 Title: UNIT 2 LICENSING PLAN UPPER BASEMENT MEZZANINE
 Drawn by: GRT Checked by: GRT Date: OCT-13
 Drawing no: Scale: 1:100@A2
 Proj. No: ARKEY
 Ref: Q13-U2-518A

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UPPER BASEMENT

FIRE SAFETY
 FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICER APPROVAL.
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 FOAM EXTINGUISHERS
 CARBON DIOXIDE EXTINGUISHERS
 FIRE BLANKET
 POWDER (DRY CHEMICAL) EXTINGUISHERS
 DOC GASGUARD
 GAS SHUT OFF

FIRE EQUIPMENT

- 6kg MULTI-PURPOSE FOAM EXTINGUISHER
- FIRE BLANKET
- 2kg CARBON DIOXIDE EXTINGUISHER
- AQUARIUS FOAM FILLED
- 6 lit MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES

- GENERAL BY EACH CALL POINT
- STAFF
- KITCHEN
- DUTY MANAGER

EMERGENCY LIGHTING

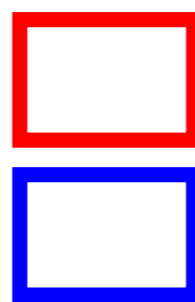
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- EMERGENCY SIGN 240V M3
- BOH REF AC5004 PUBLIC AREA AC5019
- EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM

- VOID DETECTOR
- SMOKE DETECTOR
- HEAT DETECTOR
- MANUAL CALL POINT
- FIRST STAGE SOUNDER
- FLASHING BEACON
- FIRE ALARM PANEL
- FIRE ALARM REPEATER PANEL
- DISABLE REFUGE INTERCOM POINT

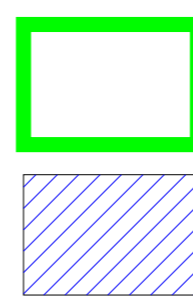
GENERAL KEY

- ATM BANK MACHINE
- MOBILE EXTERNAL HEATER
- CURTAIN
- TEMPORARY PARTITION
- FIXED SHIELDING
- BAR COUNTERS AND BACKFITTINGS
- REMOVABLE SCREEN



AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE BUILDING

AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PREMISES



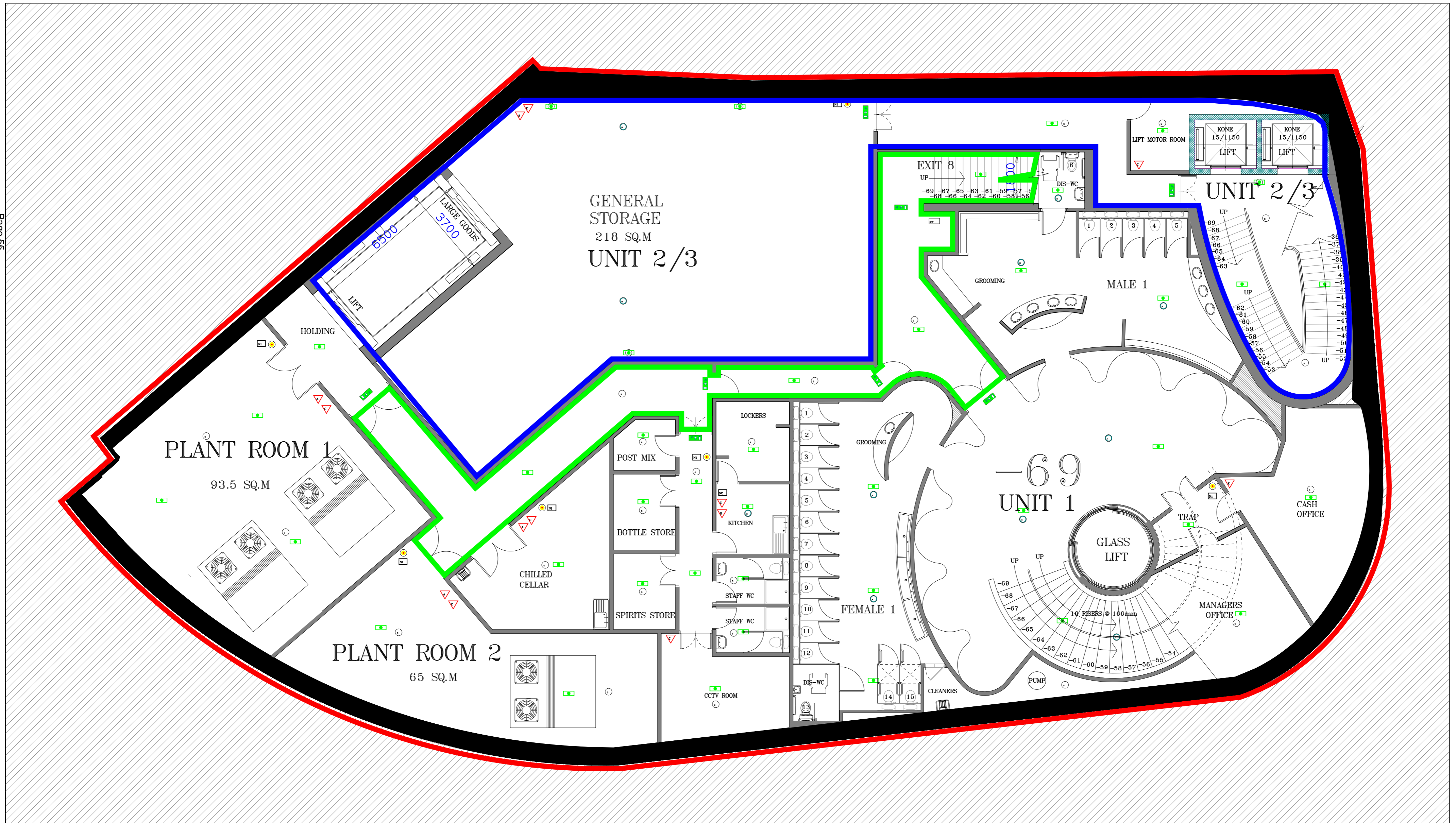
AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE

THE BLUE HATCH INDICATES THE AREA WITH THE PROVISION OF REGULATED ENTERTAINMENT LATE NIGHT REPREISMENTS AND SALE OF ALCOHOL FOR UNIT 2

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 Project: THE QUADRANT RE-DEVELOPMENT
 Title: UNIT 2 LICENSING PLAN UPPER BASEMENT
 Drawn by: GRT Checked by: GRT Date: OCT-13
 Drawing no: Scale: 1:100@A2
 Proj. No: ARKEY
 Register: Q13-U2-519A

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LOWER BASEMENT

FIRE SAFETY

FIRE DETECTION, ALARMS, EXIT SIGNS, MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE SAFETY OFFICE APPROVAL. GLAZING AND VISION PANELS TO FIRE RATED PARTITIONS AND DOORS TO BE PYROBELL OR SIMILAR TO COMPLY WITH REQUIRED FIRE RATING.

FIRE EXTINGUISHERS

FIRE EXTINGUISHERS AS FOLLOWS TO BE INSTALLED IN ACCORDANCE WITH PREMISES LICENSING AND FIRE OFFICERS APPROVAL AND MAINTAINED, INSPECTED AND TESTED IN ACCORDANCE WITH BRITISH STANDARDS CODE OF PRACTICE. WATER EXTINGUISHERS (HYDROSPRAY) FOAM EXTINGUISHERS CARBON DIOXIDE EXTINGUISHERS FIRE BLANKET POWDER (DRY CHEMICAL) EXTINGUISHERS DOC GASGUARD GAS SHUT OFF

FIRE EQUIPMENT

- ▽ 6kg MULTI-PURPOSE FOAM EXTINGUISHER
- ▽ FIRE BLANKET
- ▽ 2kg CARBON DIOXIDE EXTINGUISHER
- ▽ AQUARIUS FOAM FILLED
- ▽ 6 Ltr MULTI-PURPOSE WATER EXTINGUISHER

FIRE NOTICES

- GENERAL BY EACH CALL POINT
- STAFF
- KITCHEN
- DUTY MANAGER

EMERGENCY LIGHTING

- EMERGENCY LIGHT 240V N/A3 BULKHEAD LIGHT BOH REF AC5000 PUBLIC AREA COMBINE 28 WATT 2D DECORATIVE FITTING
- EMERGENCY SIGN 240V M3
- BOH REF AC5004 PUBLIC AREA AC5019
- EMERGENCY / CLEANERS LIGHT 240V N/A3 IP20 TWIN SPOT WITH MULTI DIRECTIONAL HEADS REF AC5007

FIRE ALARM

- VOID DETECTOR
- SMOKE DETECTOR
- HEAT DETECTOR
- MANUAL CALL POINT
- FIRST STAGE SOUNDER
- FLASHING BEACON
- FIRE ALARM PANEL
- FIRE ALARM REPEATER PANEL
- DISABLE REFUGE INTERCOM POINT

GENERAL KEY

- ATM BANK MACHINE
- MOBILE EXTERNAL HEATER
- CURTAIN
- TEMPORARY PARTITION
- FIXED SHIELDING
- BAR COUNTERS AND BACKFITTINGS
- REMOVABLE SCREEN



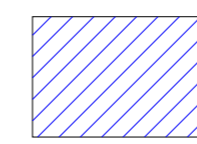
AREA BOUNDED BY THE RED LINE INDICATES THE BOUNDARY OF THE BUILDING



AREA BOUNDED BY THE BLUE LINE INDICATES THE PERIMETER OF THE PREMISES



AREA BOUNDED BY THE GREEN LINE INDICATES THE PROVISION OF FIRE ESCAPE



THE BLUE HATCH INDICATES THE AREA WITH THE PROVISION OF REGULATED ENTERTAINMENT LATE NIGHT REPRESENTMENTS AND SALE OF ALCOHOL FOR UNIT 2

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 Project: THE QUADRANT RE-DEVELOPMENT
 Title: UNIT 2 LICENSING PLAN LOWER BASEMENT
 Drawn by: GRT Checked by: GRT Date: OCT-13
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Licensing of Sex Establishments

Statement of Licensing Policy

Local Government (Miscellaneous Provisions) Act 1982
as amended by the Policing and Crime Act 2009

Further copies of this document can be obtained from:

Guildford Borough Council
Millmead House
Millmead
Guildford
Surrey
GU2 4BB

Tel: 01483 444371

Email: licensing@guildford.gov.uk

Web: www.guildford.gov.uk/licensing

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Executive Summary		
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Executive Summary

The Policing and Crime Act 2009 amends the Local Government (Miscellaneous Provisions) Act 1982 Schedule 3 to introduce a new classification of sex establishment, namely sexual entertainment venues. This brings into force for lap dancing, pole dancing and other “relevant entertainment” a new licensing regime.

The legislation enables local authorities to adopt a policy and standard conditions relating to sexual entertainment venues, sex shops and sex cinemas.

Guildford Borough Council adopted the provisions of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 on 7 October 2014 with effect from 17 November 2014.

Guildford Borough Council adopted a policy and standard conditions on 14 April 2015 to be applied when determining applications sex establishment licences in the Borough.

The policy was adopted on 14 April 2015 with immediate effect.

This policy:

- Sets out the council’s approach for the benefit of operators
- Guides and reassures the public and other public authorities
- Ensures transparency
- Ensures consistency
- Guides and focuses the Licensing Committee when making determinations under this legislation.

The policy deals with:

- The mandatory and discretionary grounds for refusal
- Standard conditions
- The application process
- Waiver

Section 1 The purpose of the licensing policy

- 1.1 This policy is prepared under Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009. It was approved by Guildford Borough Council as the licensing authority for the Guildford Borough Council area on 14 April 2015 with immediate effect. It will be reviewed every three years.
- 1.2 This policy is concerned with the regulation of sex establishments, namely sexual entertainment venues, sex shops and sex cinemas.
- 1.3 The council's licensing regime aims to ensure that sex establishments in the Borough operate in a safe, fair and discreet manner and are sensitive to the local area in which they are situated. Specific attention has been given to advertising, staff welfare, external appearance, locality and the number of licensed premises.
- 1.4 This policy also has regard to the guidance issued by the Home Office.
- 1.5 The council adopts the overall approach of encouraging the responsible promotion of licensed activities. However, in the interests of all its residents, it will not tolerate irresponsible licensed activity. The council will impose conditions where necessary to promote responsibility and will use effective enforcement to address premises where there are problems, in partnership with key agencies such as:
 - Surrey Police/ British Transport Police
 - Surrey Fire and Rescue Service
 - Health and Safety Executive
 - Safer Guildford Partnerships
 - Surrey Trading Standards
 - UK Border Agency
- 1.6 The council will monitor the effectiveness of this policy by way of regular meetings with key agencies and by regular open dialogue with the industry.

Public consultation

- 1.7 The consultation took place between 3 December 2014 and 24 February 2015 and a total of 47 survey responses were completed. The following activities were conducted during the consultation period:
 - Advertisement in local newspaper
 - Questionnaire available on the Council's website with the facility to complete the consultation on-line
 - Press release and social media to publicise the consultation
 - Letter including the website link sent to key stakeholders in the Borough and in the industry including all County, Borough and Parish Councillors, Members of Parliament, resident associations and Surrey Police
 - Attendance at Access group to publicise the consultation

- 1.8 Appendix 1 provides a summary of results and a full analysis of the Public Consultation is available on request.

Section 2 The scope of the licensing policy

- 2.1 This policy covers licensable premises and activities as defined by the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 (the Act) within the Guildford Borough Council area. Schedule 3 of the Act is concerned with the control of sex establishments. A sex establishment means a sexual entertainment venue, sex cinema or sex shop.
- 2.2 A sexual entertainment venue (SEV) is a premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer. Relevant entertainment means any live performance or any live display of nudity which is provided solely or principally for the purpose of sexually stimulating any member of the audience. The full legal definition of a sexual entertainment venue can be found at paragraph 2A of Schedule 3 to the Act.
- 2.3 A sex cinema is a premises used to a significant degree for the exhibition of moving pictures which primarily portray sexual activity or acts of force or restraint which are associated with sexual activity. A full legal definition of a sex cinema can be found in paragraph 3 of Schedule 3 to the Act.
- 2.4 A sex shop is a premises used to a significant degree for the selling, etc. of sex articles or other items intended for use for the purpose of stimulating sexual activity or acts of force or restraint. A full legal definition of a sex shop can be found at paragraph 4 of Schedule 3 to the Act.
- 2.5 Advice on whether a licence is required can be obtained from the Licensing team, Guildford Borough. Contact details are set out in Appendix 3.
- 2.6 Throughout this policy the wording will refer to 'applicants' for licences. However it should be noted that the principles set out within this policy apply equally to new applications, renewals and transfers.
- 2.7 This policy seeks to provide guidance to applicants about the approach they should take to making applications and the view the council is likely to take on certain key issues.
- 2.8 The Council will take this policy into account when determining applications, however each application will be considered on its merits at the time the application is made.

Section 3 The Guildford Borough Council area

- 3.1 The borough is the second highest populated district in Surrey with 139,700 residents in 2012. The major urban areas are located in the town centre of Guildford and on the western fringes of the borough adjacent to Aldershot town.
- 3.2 Guildford Borough is also the second largest borough in the county, covering approximately 269 square kilometres (104 square miles) of which 89% is land designated as Green Belt. Outside the urban areas and villages, rural areas contain the Surrey Hills Area of Outstanding Natural Beauty covering 99 square kilometres, several sites of importance for nature protection and areas of special scientific interest. The borough also has a rich and varied architectural heritage, including 36 scheduled ancient monuments.
- 3.3 Guildford is mostly an affluent area with relatively low unemployment and low levels of crime. Most residents are healthy and enjoy well above average life expectancy. The workforce is generally well-educated and highly skilled.
- 3.4 The town centre is a focus for major commercial and administrative functions and is a principal regional shopping destination, with a vibrant night time economy.
- 3.5 In 2014 the town was awarded Purple Flag, recognising excellence in the management of the town centre at night. This prestigious award demonstrates the Council and the other Purple Flag Partners' ambitions to develop and improve the night time economy, encouraging a broad outlook on how the town is presented at night and tackling all aspects from cleanliness to access and transport, street lighting to signage, entertainment variety and choice of styles in bars, clubs and restaurants.
- 3.6 The borough attracted over three million day visitors in 2011, generating about £285 million in tourism income for local businesses, supporting around 5,000 jobs.
- 3.7 Guildford's successful economy measured against a range of indicators has made it a place where businesses want to locate and grow.
- 3.8 The Vision in The Corporate Plan 2013-2016 states the desire is for Guildford to be a town and borough:
 - with strong infrastructure
 - world-class businesses with capacity to expand and deliver growth
 - an evolving and vibrant economy
 - which creates a progressive and sustainable environment
 - for people today and future generations living in an ever improving society.
- 3.9 This licensing policy seeks to promote licensing within the overall context of the five fundamental themes of the Corporate Plan 2013-2016.

Section 4 Integrating other guidance, policies, objectives and strategies

4.1 In preparing this licensing policy the council has had regard to, and sought to integrate the licensing policy with, the following strategies:

- Corporate Plan 2013-2016
- Visitor Strategy
- Economic Strategy
- Local Plan
- Public Health and Wellbeing Strategy
- Community Safety Strategy

Other policies

4.2 The council (through its Licensing Committee) may, from time to time receive reports on other policies, strategies and initiatives that may impact on licensing activity within the remit of the committee. Subject to the general principles set out in Section 7 it may have regard to them when making licensing decisions.

4.3 The Committee may, after receiving such reports, make recommendations to the council or other bodies about the impact of the licensing policy on such policies, strategies and initiatives. Equally the Committee may make recommendations relating to the impact of such policies, strategies and initiatives on the licensing policy. This may include recommendations to amend the licensing policy itself.

Section 5 General principles

- 5.1 In determining a licensing application the overriding principle will be that each application will be determined on its own merit, taking into account local knowledge, this licensing policy and the guidance issued by the Home Office. Where it is necessary to depart from the guidance or this Policy the council will give clear and cogent reasons for doing so.

Mandatory grounds for refusal

- 5.2 Applications for sex establishment licences must be refused on the following mandatory grounds:
- if the applicant is under 18,
 - if the applicant has a disqualification following the revocation of a previous licence,
 - if the applicant is non-resident in an European Economic Area (EEA) state,
 - company not incorporated in an EEA state,
 - if the applicant has been refused a licence for the same premises within the previous 12 months.
- 5.3 These matters are considered by licensing officers with the appropriate delegations on determination of the licence.

Discretionary grounds for refusal

- 5.4 There are also a number of discretionary grounds. These are:
- if the applicant is considered unsuitable,
 - if the business would be managed by or for the benefit of a third party who would be refused a licence in their own right,
 - that the number of sex establishments or of sex establishments of a particular kind in the locality equals or exceeds the number considered appropriate,
 - if the grant is inappropriate having regard to:
 - the character of the relevant locality
 - the use of any premises in the vicinity
 - the layout, character, or condition of the premises.

Suitability of applicant

- 5.5 In considering whether the applicant is suitable to hold a licence, the council will take into account such matters as it considers to be relevant, including but not limited to whether the applicant:
- is honest
 - has a clear understanding of the conditions that may be attached to the licence
 - has a suitable business plan which will deliver compliance with the standard conditions.

- has no unspent convictions of a nature that deem him/her unsuitable.
- Suitability of manager or person for whose benefit the business would be carried on

5.6 The council will require the applicant to identify the proposed manager or person for whose benefit the business would be carried on. In considering the suitability of these persons the council will apply the principles at 5.5.

Appropriate numbers and localities

5.7 The council may set the upper and lower limit that it considers an appropriate number of SEVs for a particular locality and it can be set as nil. The Council may also refuse an application if we are satisfied that the number of sexual entertainment venues in the relevant locality at the time the application is made is equal to or exceeds the number, which we consider is appropriate for that locality.

5.8 In deciding the policy to adopt in relation to this discretionary ground, the council has taken into account the matters set out in sections 2 to 6 of this policy. It has been influenced by the following considerations.

5.9 The Council has taken account of its own corporate strategies and priorities as represented by its Corporate Plan 2013-2016, Visitor Strategy and Economic Strategy. The council believes that, in taking these strategies into consideration, SEVs are not in accordance with a culturally rich and diverse Borough. In particular SEVs tend not to be inclusive facilities, appeal only to a narrow sector of the community and are unlikely to enhance the cultural reputation of the Borough.

5.10 It recognizes that a nil per locality policy may reduce the employment opportunities for dancers. However it also recognises that those working in SEVs are often peripatetic and self-employed and will retain the opportunity to find employment as performers in other venues in Surrey or in other roles in the entertainment industry. The council believes that, on clear balance, in gender equality terms, its policy is both supportable and correct. The Council have decided not to set an upper or lower limit but to consider each application on its merits.

5.11 The council believes that the types of premises listed below are sensitive and that SEVs are generally not appropriate near them.

- Schools and other areas of education
- Play areas/parks
- Youth facilities
- Residential areas
- Women's refuge facilities/ rape and sexual assault counselling venues
- Family leisure facilities such as cinemas, theatres and concert halls
- Places of worship
- Places used for celebration or commemoration
- Cultural leisure facilities such as libraries, museums

- Retail shopping areas
- Historic buildings
- Hotels

5.12 The Council has determined that rural and residential are particularly unacceptable as localities for SEVs to be located in.

5.13 The council has not determined a limit on numbers or locality in relation to sex shops or sex cinemas. These applications will be dealt with on a case by case basis but applicants can be guided by the criteria mentioned at 5.4 to 5.6.

Human Rights

5.14 The European Convention on Human Rights makes it unlawful for a public authority to act in a way that is incompatible with a Convention right. The council will have particular regard to the following relevant provisions of the European Convention on Human Rights:

- **Article 6** that in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
- **Article 8** that everyone has the right to respect for his home and private life.
- **Article 10** that everyone has the right to freedom of expression.
- **Article 1 of the first protocol** that every person is entitled to the peaceful enjoyment of his or her possessions, including for example a licence.

The Provision of Services Regulations

5.15 The Provision of Services Regulations 2009 implements the European Services Directive. These regulations ensure that any refusal of a licence is:

- **non-discriminatory** in regard to nationality,
- **necessary** for reasons of public policy, public security, public health or the protection of the environment and
- **proportionate** with regard to the objective pursued by the legislation.

5.16 The council will consider these three issues in relation to the refusal of licence applications.

Crime and Disorder Act 1998

5.17 The Crime and Disorder Act 1998 places a duty on the council to exercise its functions with due regard to:

- Crime and disorder in its area (including anti-social and other behavior) adversely affecting the local environment;
- The misuse of drugs, alcohol and other substances.
- Re-offending in its area.

5.18 The council will have particular regard to the likely effect of the determination of licence applications on these issues and the need to do all that it reasonably can to prevent them.

Equality Act 2010

- 5.19 The Equality Act 2010 places a duty on the council to exercise its functions with due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010;
 - Advance equality or opportunity between persons who share relevant protected characteristics and person who do not;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 5.20 The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 5.21 The council is aware that sex establishments tend to be predominantly marketed to men and that the licensing of these establishments must not encourage discrimination against women especially in regard to women who work at the premises, women who may wish to visit the premises or women who are using the area for other purposes but who may feel intimidated by the presence of such premises.
- 5.22 Accordingly, due regard has already been and will continue to be given during the review of this policy, to the determination of licences and the attaching of conditions.

Planning

- 5.23 The use of premises is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is generally required for the establishment of new premises or the change of use of premises.
- 5.24 In general, all premises which are the subject to an application should have the benefit of appropriate planning permission, or be deemed permitted development. The onus will be on the applicant to demonstrate that planning permission has been granted or that the premises have the benefit of permitted development rights. Failure to do so may result in objections and the licence being refused or granted subject to conditions which take account of the planning permissions in existence.
- 5.25 In addition, all new developments and premises which have been subject to structural alterations since 1994 will have building control approval in the form of a Building Regulations Completion Certificate. The onus will be on the applicant to demonstrate that any structural alterations have been approved by building control. Failure to do so may result in objections and the licence being refused or granted subject to conditions.
- 5.26 Any decision on a licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful or correct.

Staff Training

- 5.27 The council recommends that all persons employed on licensed premises be encouraged to

attend training programmes to raise awareness of their responsibilities and particularly of the offences contained within the Act and the conditions of the licence. Where recognised training programmes are not available employers should ensure that their employees are advised of their responsibilities and the offences under the Act.

- 5.28 All persons employed on licensed premises should be provided with in-house training on basic public safety and the housekeeping arrangements relative to those premises. Depending on their job role, this may include training in first aid, age verification policies, basic health and safety, fire safety and so on.
- 5.29 Licensed premises will be required to record training undertaken by staff in their staff records. These records will be made available for inspection on request to an authorised officer or the police.

Advertising

- 5.30 As part of the standard conditions attached to licences there is a requirement that all advertising and the external appearance of the premises must be approved by the council.

This approval will be considered at a sub-committee hearing or officer with appropriate delegated authority. Applicants will be entitled to attend the hearing. Please contact Licensing for further information on how to submit changes to advertising material and external appearance. Planning permission may also be required which is a separate process.

Exemptions

- 5.31 Under the Act there is an exemption from the licensing requirements for sexual entertainment venues which provide relevant entertainment on an infrequent basis. These are defined as premises where –
- relevant entertainment has been provided on no more than 11 occasions within a 12 month period;
 - no such occasion has begun within a period of one month beginning with the end of any previous occasions and
 - no such occasion has lasted longer than 24 hours
- 5.32 This exemption does not apply to sex shops or sex cinemas.

Section 6 Application Procedure

The application process

- 6.1 Applications must be made to the council in the form prescribed. Guidance is available to applicants setting out the detail of the process.
- 6.2 An operator's suitability will be checked before a licence for a sex establishment is granted. Depending on the individual circumstances this may be achieved by the following means:
- Application form
 - Disclosure and Barring Service check (basic or enhanced)
 - Personal interview either in person, at a hearing, by phone or in writing
- 6.3 In the first instance, the application will be sent to Surrey Police who may conduct a check. The operator's suitability will be checked using the application form and the personal information forms. Applicants may be asked to provide basic or enhanced DBS checks, or attend an interview, to support their application.
- 6.4 The suitability of the applicant is important to ensure that the interests of the public are protected. The council will use the methods described above to ensure that the proposed operator:
- is honest
 - has a clear understanding of the conditions that may be attached to the licence
 - has a suitable business plan which will deliver compliance with the standard conditions.
 - has no unspent convictions of a nature that deem him/her unsuitable.
- 6.5 Applicants for sexual entertainment venue licences will also need to show they have:
- a clear employees' welfare policy
 - a clear code of conduct for employees
 - a clear code of conduct for customers
 - a clear policy on pricing, and
 - protect the interests of their customers
- 6.6 The council will take all of these criteria into account when determining the licence. Non-compliance with one or more of the criteria will not necessarily exclude the operator from holding a sex establishment licence, providing the applicant is able to prove to the council that the interests of the public are protected.

Third Party Beneficiaries

- 6.7 In order to protect the public interest it is important to establish the hierarchy of the operator's business. Information will be sought and enquiries made into the operator's company structure to ensure that the operator is not working on behalf of an individual or company that would not be granted a licence in their own right.
- 6.8 Enquiries may be made via the application form, checks with Companies House, Surrey Police, British Transport Police, personal interview or applicants may be asked to provide business records.

Fees

- 6.9 The council has set a reasonable fee. The fee is based on the recovery of costs incurred by the council in determining the application.

Notices

- 6.10 The applicant must advertise the application in three ways:
- Advertisement in a local newspaper within 7 days of making the application
 - Advertisement at the premises by way of a site notice for 21 consecutive days
 - Notice of the application must be sent to the Chief Officer of Police for Surrey within 7 days of making the application (unless the application is made electronically).
- 6.11 Proof that the applicant has advertised the application will be required.

Objections

- 6.12 Anyone can object to an application for a sex establishment licence. Objections must be received by the council no later than 28 days after the date of the application. These objections can be received from individuals or businesses and should be relevant to the grounds on which a licence can be refused set out in Section 7. The Council cannot take into account objections based on moral values.
- 6.13 Guidance on making an objection can be found on the council's website.
- 6.14 The council will notify the applicant in writing of the general terms of any objection it receives. However objectors will remain anonymous, unless they agree that their identity may be revealed and efforts will be made to ensure that the contents of the objection do not disclose the objector's identity.
- 6.15 If objectors wish for their details to be released to the applicant they should make this clear in their objection.

Hearings

- 6.16 The council has appointed a licensing committee of 15 Councillors. Licensing functions will often be delegated to a licensing sub committee of 3 councillors or, in appropriate cases, to officers of the council such as applications where there are mandatory grounds for refusal.
- 6.17 All new, renewal and transfer applications will be determined by a sub-committee of three members of the Licensing Committee or officers with the appropriate delegation.
- 6.18 It is the council's practice to provide notice of the hearing to all interested parties (applicants and objectors) five days before the hearing.
- 6.19 This notice will give the date of the hearing, the procedure for the hearing, state any points on which the council requires clarification at the hearing, and will require the addressee to confirm their attendance and the attendance of any witnesses they may wish to call.
- 6.20 The hearing will normally take place in public.
- 6.21 Councillors will have regard to the Guildford Borough Council Code of Conduct for Members and guidance issued by the Standards Board for England. Where a Councillor who is a member of the Licensing Committee or sub-committee has a prejudicial interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision making process in respect of that application. Wherever possible, members will not hear applications from within their own ward to avoid any appearance of bias.
- 6.22 The Licensing Committee will refer an application to the council where it is unable to deal with the application because of the number of members unable to vote on the matter in question.

Reasons for decisions

- 6.23 In determining licence applications under the Act the council will take into consideration the application before it and any relevant objections received, as well as local knowledge including knowledge as to local issues and cultural sensitivities.
- 6.24 Every decision to refuse a licence will be accompanied by clear reasons for the decision.
- 6.25 Every effort will be made to provide an oral decision at the sub-committee hearing, with the written reasons to follow in due course. However if the Sub-Committee feel that they need further time to consider the matter fully, they may reserve their decision, in which case the parties will be notified of the decision and reasons for it in writing as soon as possible after the conclusion of the hearing.

Conditions

- 6.26 The council will normally impose standard conditions on all licences. However, if deemed necessary in any particular case, the council may change, alter or replace the standard conditions or any of them with conditions that are specific to the application before them. Please see Appendix 2 for the standard conditions.

- 6.27 If the standard conditions are changed, the revised conditions will be applied to existing licences when they are renewed or transferred.
- 6.28 The Home Office document “Sexual Entertainment Venues – Guidance for England and Wales” discusses the interplay between conditions on a premises licence granted under the Licensing Act 2003 and those applied to a sex establishment licensed under the Local Government (Miscellaneous Provisions) Act 1982. It states at Paragraph 4.16 that:

“In cases where conditions on a premises licence or clubs premises certificate are inconsistent with, and less onerous than, the condition in the licence granted under the 1982 Act they shall likewise be read as though they have been deleted.”

- 6.29 Therefore if there are any conditions on the sex establishment licence which conflict with and are more onerous than a condition on the Licensing Act premises licence, the Licensing Act condition will cease to apply.
- 6.30 Conditions on the Licensing Act premises licence which only apply to relevant entertainment shall be read as if they were deleted. This is to avoid duplication.

Right of Appeal

- 6.31 Only the applicant has the right to appeal the council’s decision to the Magistrates’ Court and only then on limited grounds. There is no right of appeal for objectors. Applicants and objectors are referred to paragraph 27 of Schedule 3 to the Act for further details.

Period of licence

- 6.32 A sex establishment licence will remain in force for a fixed period, which shall be no more than one year, unless brought to an end earlier as a result of the licence being surrendered or revoked. A fee is due with the application.

Renewal, Transfer

- 6.33 The process for applying for a renewal or transfer of the licence is the same as when applying for a new licence. Guidance for applicants is available on the council’s website. A fee is due with the application.

Variation

- 6.34 At any time, a holder of a licence can apply to vary the terms, conditions or restrictions of a licence. There are some matters, required under the standard conditions, for which the premises licence holder is required to notify the council. These matters may include:
- Minor internal structural changes (moving of existing fixed furniture, etc.)
 - Change in personnel
 - Amendment of the approved advertising material
 - Change of name of premises
- 6.35 However as there is no requirement to advertise a variation, licence holders should contact Licensing before making their application to discuss if a new application is more suitable. In general any variation which affects the matters mentioned in Section 1 will require a new application.

Revocation

- 6.36 If information is received by the council that circumstances have changed in such a way that the licence holder is deemed unsuitable or that the manager or person for whose benefit the business is carried on is unsuitable such that an application for a new licence would be refused, the council may revoke the sex establishment licence.
- 6.37 Should the council consider revocation of the licence to be appropriate the licensee will be provided an opportunity to appear before the Licensing Sub-Committee and be heard by them.
- 6.38 If the licensee so requests, the licensee will be given a statement in writing of the reasons for revocation within seven days of the request being made.
- 6.39 The revocation will take effect once the appeal period has expired, or if an appeal is lodged after the determination or abandonment of the appeal.

Waiver

- 6.40 Should the council decide that the requirement to hold a licence would be unreasonable or inappropriate, it may waive the need for a licence. Examples of cases where such waivers could be applied could include a medical book shop, sex clinic, in borderline cases, or for minor or temporary events.
- 6.41 The council would only waive the need for a licence where the activity is low risk and/or temporary. A waiver will not be granted in cases where it is appropriate for the activity to be covered by licence conditions.
- 6.42 The application for a waiver should be on the same form as an application for a new licence; however it should be accompanied by a letter which describes the circumstances in which the request for a waiver is made. There will be no requirement to advertise the application. Further information can be found on the council's website, or by contacting Licensing.

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Appendix 19

- 6.43 The decision on the application for a waiver will be taken at the next available licensing sub-committee hearing or by officers with the appropriate delegation and, if granted, a Notice of Waiver will be issued.
- 6.44 Unsuccessful applicants for waivers will be notified accordingly and provision will be made for them to make a formal application for a sex establishment licence.

Section 7 Enforcement

7 Enforcement principles

7.1 The council will work closely with partners in accordance with a locally established joint enforcement protocol and will aim to promote the licensing objectives by targeting known high risk premises following government guidance around better regulation.

7.2 In carrying out its enforcement duties with regards to the inspection of premises and the powers to institute criminal proceedings in respect of certain offences under the Act, the council will endeavour to be:

- **proportionate:** regulators should only intervene when necessary, remedies should be appropriate to the risk posed, and costs should be identified and minimised;
- **accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
- **consistent:** rules and standards must be joined up and implemented fairly;
- **transparent:** regulators should be open, and keep regulations simple and user friendly; and
- **targeted:** regulation should be focused on the problem, and minimise side effects.

7.3 The council will endeavour to avoid duplication with other regulatory regimes so far as possible.

7.4 The council will also adopt a risk-based inspection programme in line with government recommendations around better regulation and the principles of the Hampton Review.

7.5 The main enforcement and compliance role for the council in terms of the Act will be to ensure compliance with the conditions placed upon the licence and investigate and take appropriate action on unlicensed premises.

7.6 The council will also keep itself informed of developments as regards the work of the Better Regulation Delivery Office in its consideration of the regulatory functions of local authorities.

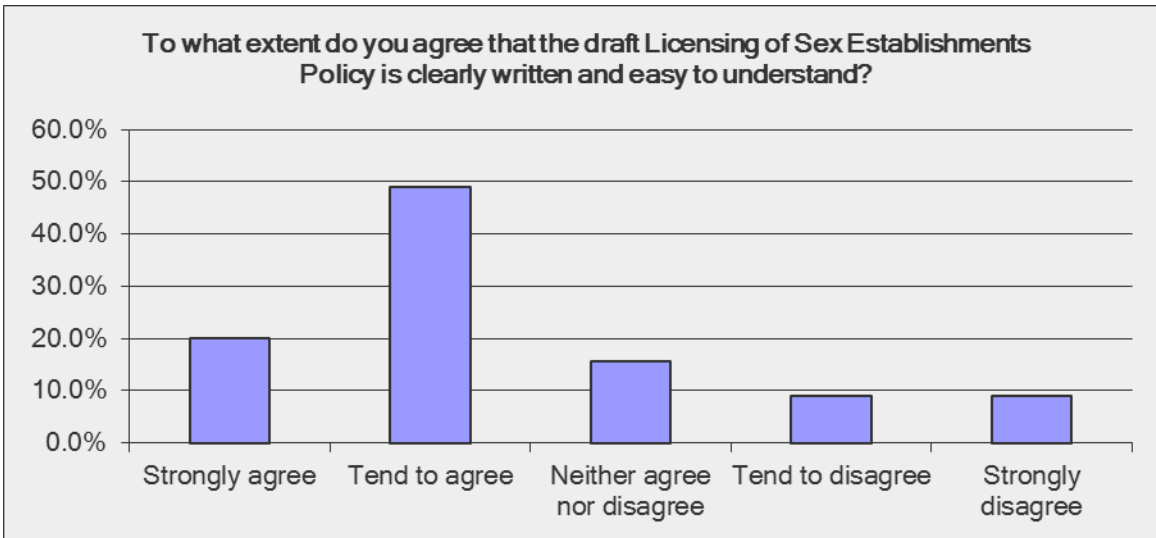
7.7 The council's enforcement, compliance protocols and written agreements are available on www.guildford.gov.uk.

Appendix 1



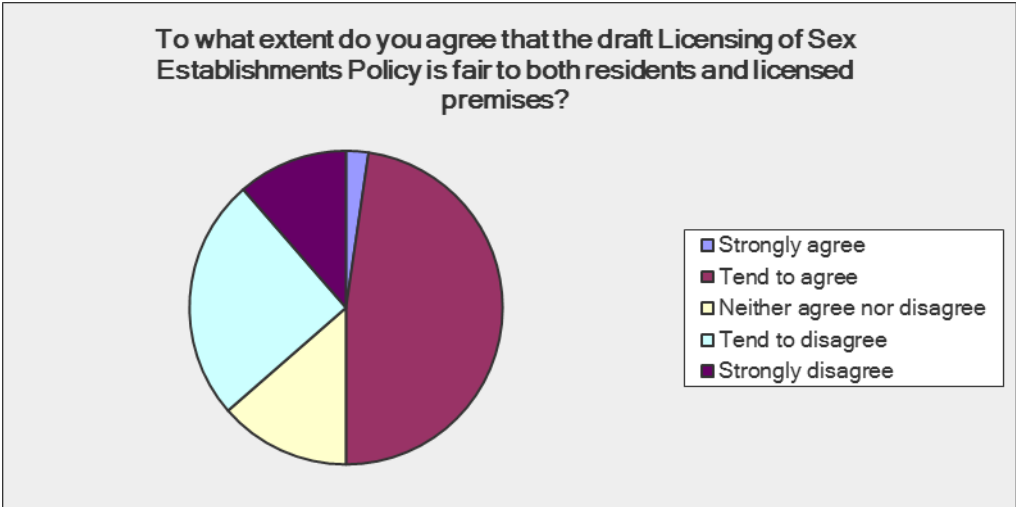
Question 1

To what extent do you agree that the draft Licensing of Sex Establishments Policy is clearly written and easy to understand?		
Answer Options	Response Percent	Response Count
Strongly agree	20.0%	9
Tend to agree	48.9%	22
Neither agree nor disagree	15.6%	7
Tend to disagree	8.9%	4
Strongly disagree	8.9%	4
Comments		10
<i>answered question</i>		45
<i>skipped question</i>		2



Question 2

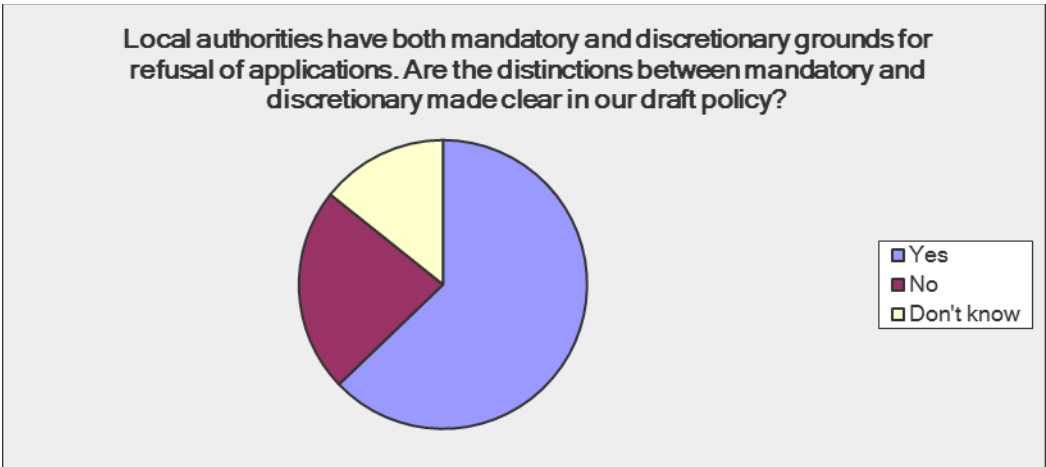
To what extent do you agree that the draft Licensing of Sex Establishments Policy is fair to both residents and licensed premises?		
Answer Options	Response Percent	Response Count
Strongly agree	2.3%	1
Tend to agree	47.7%	21
Neither agree nor disagree	13.6%	6
Tend to disagree	25.0%	11
Strongly disagree	11.4%	5
Comments		15
<i>answered question</i>		44
<i>skipped question</i>		3



Question 3

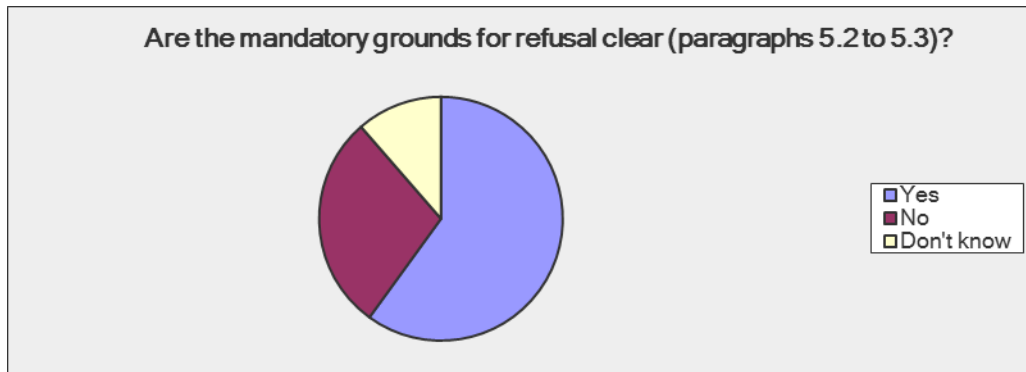
Local authorities have both mandatory and discretionary grounds for refusal of applications. Are the distinctions between mandatory and discretionary made clear in our draft policy?

Answer Options	Response Percent	Response Count
Yes	62.9%	22
No	22.9%	8
Don't know	14.3%	5
Comments		6
<i>answered question</i>		35
<i>skipped question</i>		12



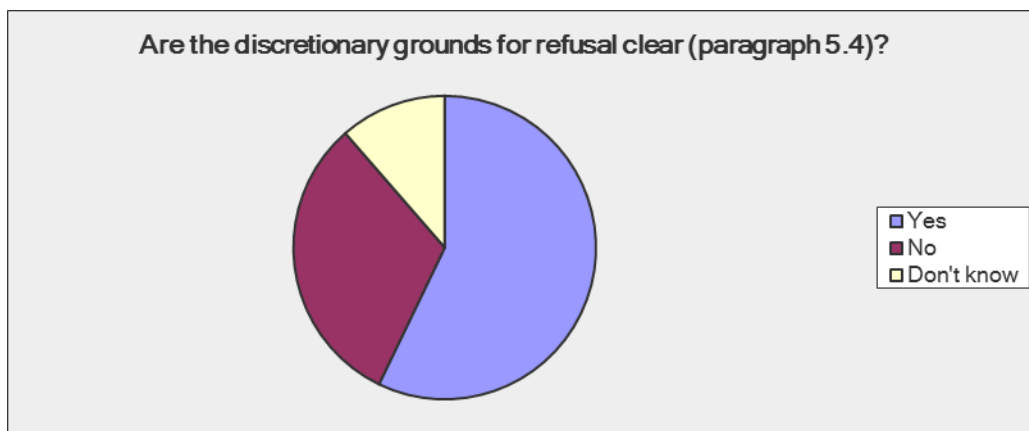
Question 4

Are the mandatory grounds for refusal clear (paragraphs 5.2 to 5.3)?		
Answer Options	Response Percent	Response Count
Yes	60.0%	21
No	28.6%	10
Don't know	11.4%	4
Comments		8
<i>answered question</i>		35
<i>skipped question</i>		12



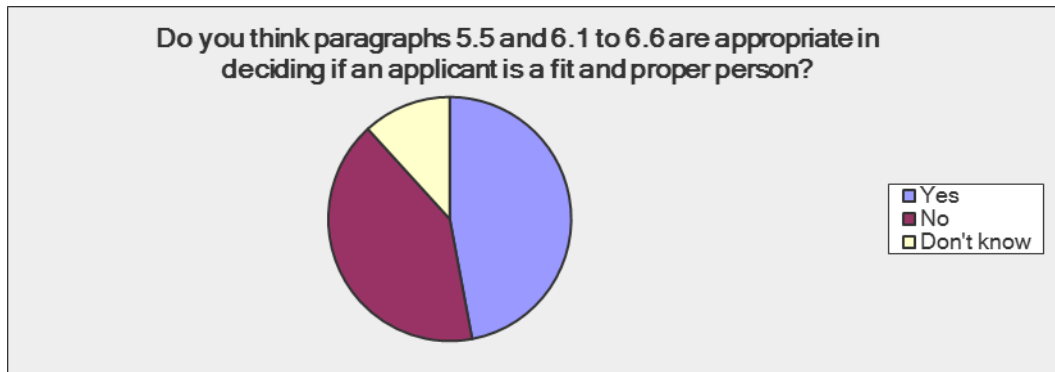
Question 5

Are the discretionary grounds for refusal clear (paragraph 5.4)?		
Answer Options	Response Percent	Response Count
Yes	57.1%	20
No	31.4%	11
Don't know	11.4%	4
Comments		9
<i>answered question</i>		35
<i>skipped question</i>		12



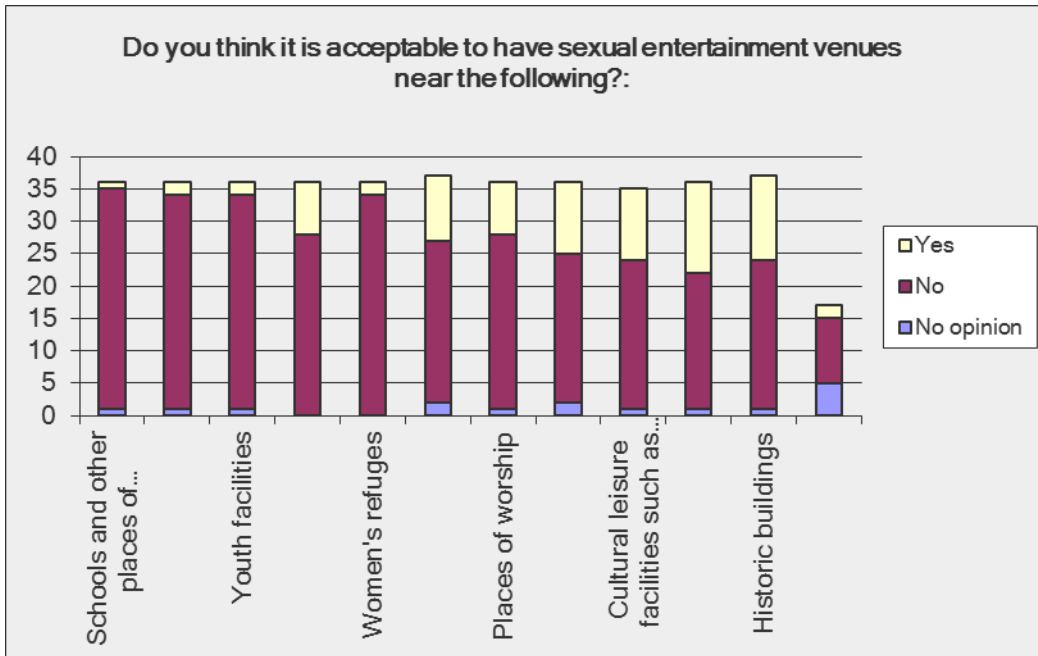
Question 6

Do you think paragraphs 5.5 and 6.1 to 6.6 are appropriate in deciding if an applicant is a fit and proper person?		
Answer Options	Response Percent	Response Count
Yes	47.1%	16
No	41.2%	14
Don't know	11.8%	4
Comments		12
answered question		34
skipped question		13



Question 7

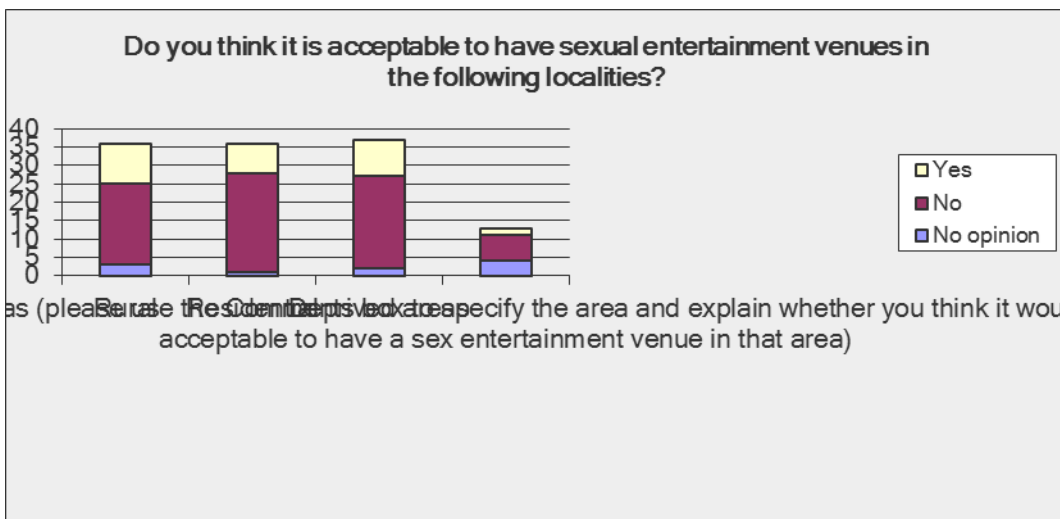
Do you think it is acceptable to have sexual entertainment venues near the following?:				
Answer Options	Yes	No	No opinion	Response Count
Schools and other places of education	1	34	1	36
Play areas and parks	2	33	1	36
Youth facilities	2	33	1	36
Residential areas	8	28	0	36
Women's refuges	2	34	0	36
Family leisure facilities, such as cinemas, theatres and concert halls	10	25	2	36
Places of worship	8	27	1	36
Places used for celebration or commemoration	11	23	2	36
Cultural leisure facilities such as libraries and museums	11	23	1	35
Shopping areas	14	21	1	36
Historic buildings	13	23	1	37
Other location (please specify in the Comments box and explain if you think it would be acceptable or not to have a sexual entertainment venue near this location)	2	10	5	17
Comments				19
answered question				37
skipped question				10



Question 8

Do you think it is acceptable to have sexual entertainment venues in the following localities?

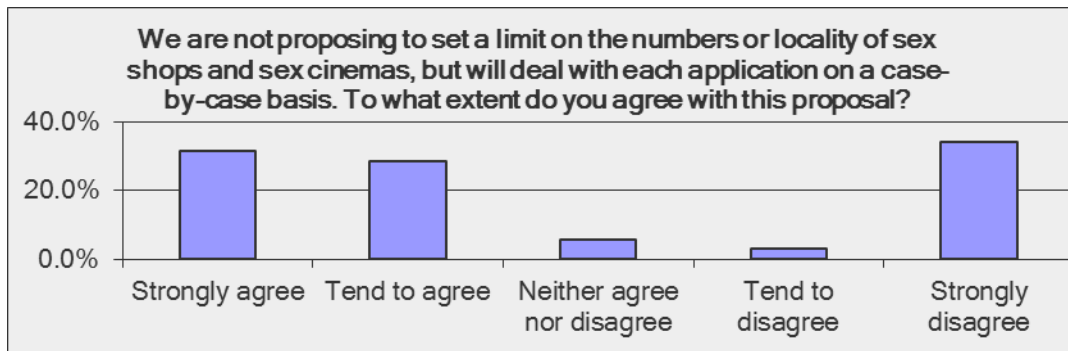
Answer Options	Yes	No	No opinion	Response Count
Rural	11	22	3	36
Residential	8	27	1	36
Deprived areas	10	25	2	37
Other areas (please use the Comments box to specify the area and explain whether you think it would be acceptable to have a sex entertainment venue in that area)	2	7	4	13
Comments				15
<i>answered question</i>				37
<i>skipped question</i>				10



Question 9

We are not proposing to set a limit on the numbers or locality of sex shops and sex cinemas, but will deal with each application on a case-by-case basis. To what extent do you agree with this proposal?

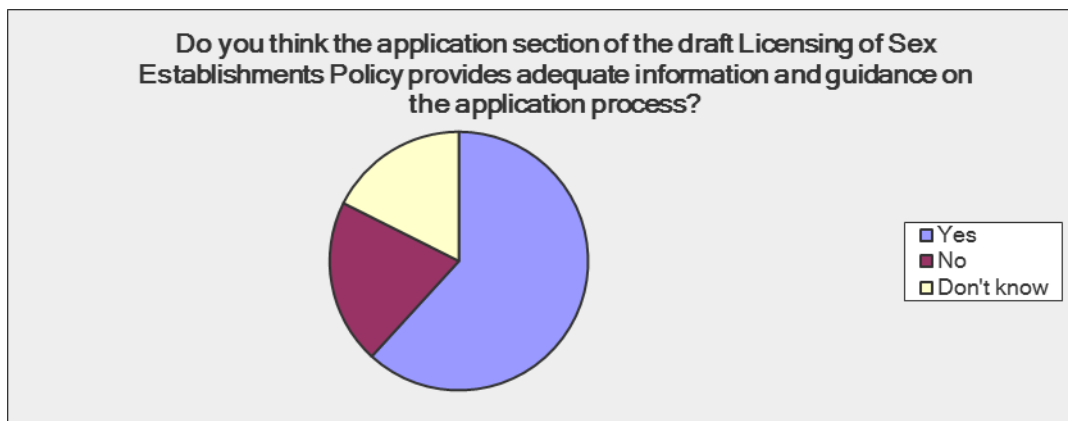
Answer Options	Response Percent	Response Count
Strongly agree	31.4%	11
Tend to agree	28.6%	10
Neither agree nor disagree	5.7%	2
Tend to disagree	2.9%	1
Strongly disagree	34.3%	12
<i>answered question</i>		35
<i>skipped question</i>		12



Question 10

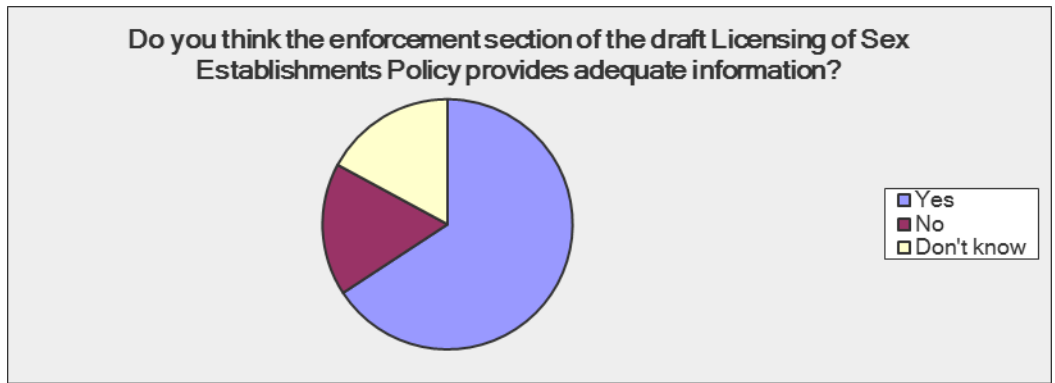
Do you think the application section of the draft Licensing of Sex Establishments Policy provides adequate information and guidance on the application process?

Answer Options	Response Percent	Response Count
Yes	61.8%	21
No	20.6%	7
Don't know	17.6%	6
Comments		6
<i>answered question</i>		34
<i>skipped question</i>		13



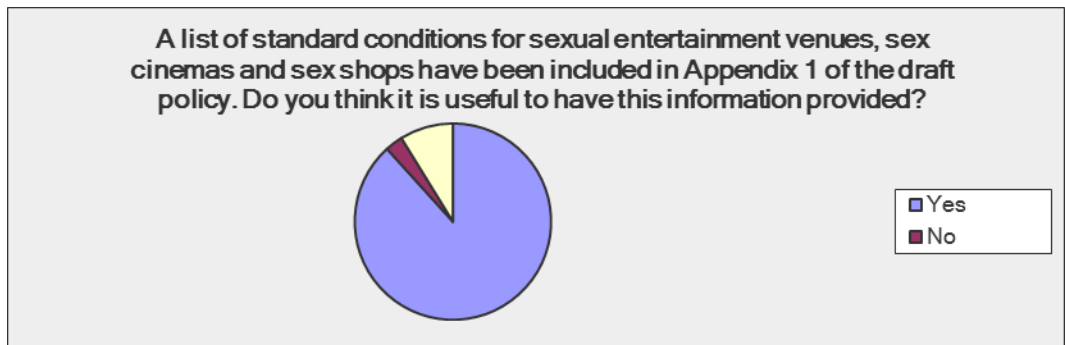
Question 11

Do you think the enforcement section of the draft Licensing of Sex Establishments Policy provides adequate information?		
Answer Options	Response Percent	Response Count
Yes	65.7%	23
No	17.1%	6
Don't know	17.1%	6
Comments		2
<i>answered question</i>		35
<i>skipped question</i>		12



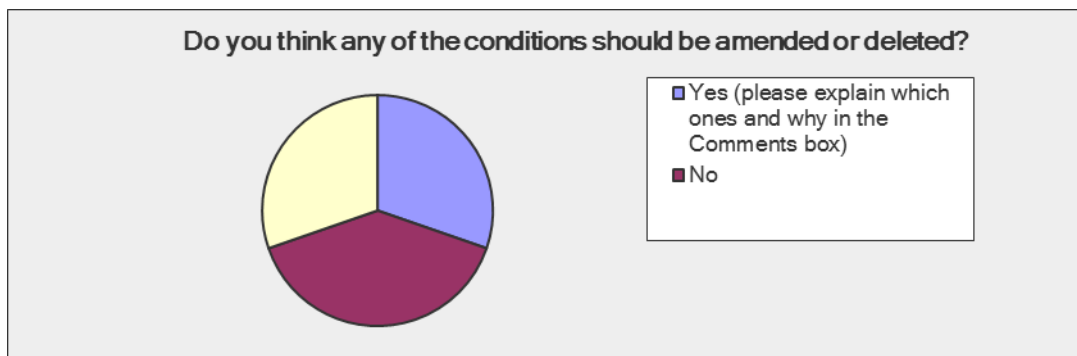
Question 12

A list of standard conditions for sexual entertainment venues, sex cinemas and sex shops have been included in Appendix 1 of the draft policy. Do you think it is useful to have this information provided?		
Answer Options	Response Percent	Response Count
Yes	88.2%	30
No	2.9%	1
Don't know	8.8%	3
Comments		3
<i>answered question</i>		34
<i>skipped question</i>		13



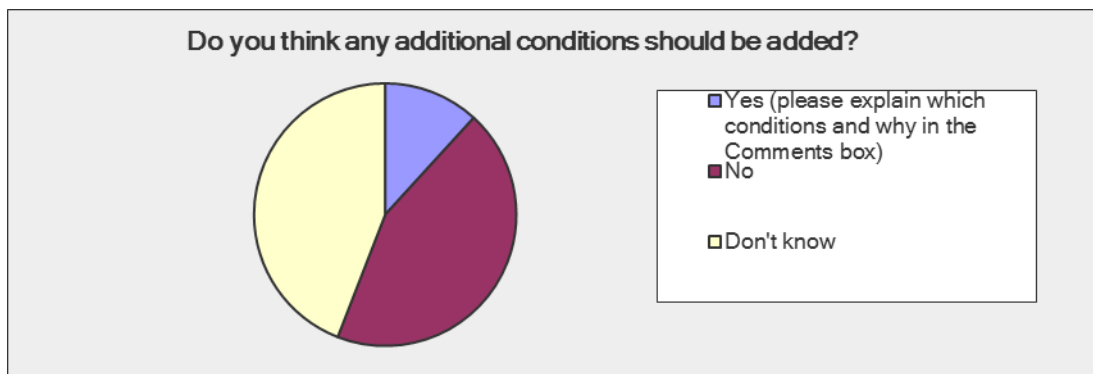
Question 13

Do you think any of the conditions should be amended or deleted?		
Answer Options	Response Percent	Response Count
Yes (please explain which ones and why in the Comments box)	30.3%	10
No	39.4%	13
Don't know	30.3%	10
Comments		13
answered question		33
skipped question		14



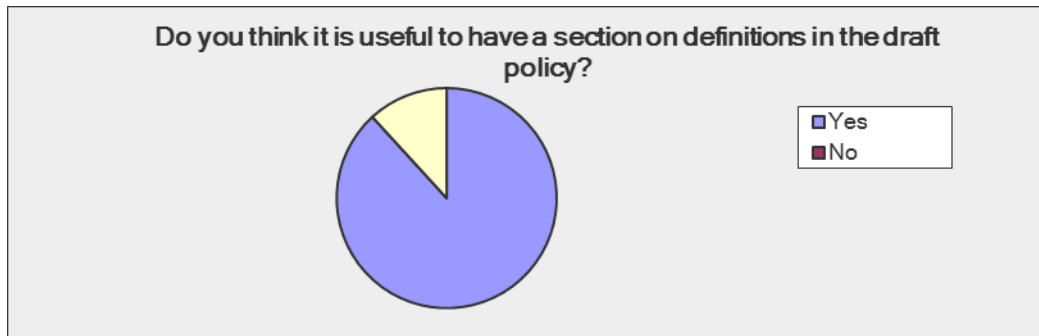
Question 14

Do you think any additional conditions should be added?		
Answer Options	Response Percent	Response Count
Yes (please explain which conditions and why in the Comments box)	11.8%	4
No	44.1%	15
Don't know	44.1%	15
Comments		7
answered question		34
skipped question		13



Question 15

Do you think it is useful to have a section on definitions in the draft policy?		
Answer Options	Response Percent	Response Count
Yes	88.2%	30
No	0.0%	0
Don't know	11.8%	4
Comments		5
<i>answered question</i>		34
<i>skipped question</i>		13



Question 16

Do you have any further comments on our draft policy? If so, please add them in this Comments box.	
Answer Options	Response Count
	15
<i>answered question</i>	15
<i>skipped question</i>	32

Question 17

Thank you for taking the time to complete the questionnaire. To allow us to monitor the effectiveness of this consultation and to evaluate the responses, please indicate if you are responding as, or on behalf of, the following (tick all that apply):

Answer Options	Responding as	Responding on behalf of	Response Count
Local resident (permanent)	26	1	26
Local resident (temporary)	0	0	0
Working in the Guildford borough area	9	0	9
Student	1	0	1
Visitor	2	0	2
Business	3	0	3
Trade association (please specify the name in Comments box)	0	0	0
Community group (please specify the name in Comments box)	3	0	3
Police	1	0	1
Fire and rescue service	0	0	0
Councillor	2	0	2
Other (please specify the name in Comments box)	0	0	0
Comments			5
<i>answered question</i>			34
<i>skipped question</i>			13

Question 18

Gender

Answer Options	Response Percent	Response Count
Male	54.8%	17
Female	48.4%	15
<i>answered question</i>		31
<i>skipped question</i>		16

Question 19

Age

Answer Options	Response Percent	Response Count
Under 18	0.0%	0
18-24	6.5%	2
25-44	22.6%	7
45-64	45.2%	14
Over 64	25.8%	8
<i>answered question</i>		31
<i>skipped question</i>		16

Question 20

Please add your details:		
Answer Options	Response Percent	Response Count
Name:	90.9%	20
Company:	31.8%	7
Address 1:	90.9%	20
Address 2:	50.0%	11
City/Town:	86.4%	19
State/Province:	54.5%	12
ZIP/Postal Code:	90.9%	20
Country:	68.2%	15
Email Address:	68.2%	15
Phone Number:	63.6%	14
	<i>answered question</i>	22
	<i>skipped question</i>	25

Appendix 2 Standard Conditions

These conditions will generally be attached to all licences granted under the Act. These conditions may be dispensed with, added to or modified by the council where appropriate. Where, in these conditions, there is a reference to the consent of the council being required, the consent may be subject to terms, conditions and restrictions as appropriate.

In accordance with Home Office guidance, where a condition is inconsistent with and is more onerous than a condition in a Licensing Act premises licence, the Licensing Act condition shall cease to apply.

Sexual Entertainment Venues

General

1. Unless stated otherwise, the licence hereby granted shall operate for one year from the date on the licence, after which it shall cease to be in effect, unless an application for renewal is submitted in the manner prescribed by the council.
2. The licensee shall operate a code of practice for dancers and code of conduct for customers. These documents must be approved by the Council and Surrey Police and shall be made available to any police officer or authorised officer of the Council on request.
3. Price lists for both drinks and sexual entertainment and the code of conduct for customers shall be clearly displayed at each table and at each entrance to the premises.
4. Price lists and the code of conduct for customers must be printed in a manner which is clear and easy to read.
5. Suitable and sufficient training is to be provided to all staff including the responsible person as described in condition 28. A training record shall be kept for each member of staff and the training record shall be made available upon request to any police constable or authorised officer of the Council.
6. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of the licence

7. The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police officer.

Hours of opening (to be tailored to individual licences)

8. The premises shall only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

9. Dancers shall only perform on the stage area, or in booths/areas for VIPs, as identified on the plan attached to the licence.
10. Relevant entertainment shall only be performed by the dancer. There must be no audience participation.
11. There must be no physical contact between dancers.
12. There must be no physical contact between the dancer and the customer at any time.
13. Any performance shall be restricted to dancing and the removal of clothes. There shall not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.
14. Sex toys must not be used and penetration of the genital area by any means must not take place.
15. Customers shall not be permitted to throw money at the dancers.

External appearance

16. There shall be a notice displayed inside each entrance or doorway to the premises, which shall clearly be visible to any person entering the premises, which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.
Persons who appear to be under the age of 25 will be required to show proof of age.

17. The external appearance of the premises must be approved by the council in writing.
18. Any change to the external appearance must be approved by the council. The operator must notify the Council in writing of any proposed change and shall provide a drawing of the existing and proposed street elevation. This must be approved by the council before any work is undertaken.
19. Access to the licensed area of the premises shall be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.

20. Signage shall only be illuminated between 10pm and 6am, and movable signs placed outside the premises shall be removed between 6am and 10pm.

Advertising

21. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
22. Staff employed or subcontracted by the premises shall not verbally or otherwise promote, tout or advertise the premises, except by way of flyers.
23. Leafleting/distribution of flyers shall only be permitted as long as it does not cause public offence. The licensee shall remove any leaflets from the Highways within a 100 metre radius of the premises by 6am. The licensee shall operate a flyer distribution policy which must be approved by the Council.

Layout of premises

24. No access shall be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
25. No alterations (including temporary alterations) shall be made to the structure and installations on the premises, without the prior written consent of the council. This condition does not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

26. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue (“the manager”) shall have personal responsibility for and be present on the premises whilst relevant entertainment is being performed. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.
27. The licensee shall ensure that any person nominated by him/her in accordance with Condition 28:
- a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of the written nomination referred to above at all times when they are in charge of and present on the premises.
28. Where the licensee is a body corporate, or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the council within 14 days of such change. Such details as the council may require in respect of the change of personnel shall be furnished within 14 days of a request in writing from the council.

29. Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue (“the manager”), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.
30. The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee’s control of the premises.
31. The licensee shall ensure that the public is not admitted to any part or parts of the premises which have not been approved by the council for the purposes of public access.
32. No persons under the age of 18 shall be admitted to the premises.
33. The licensee shall operate a Challenge 25 age verification policy. People who appear to be under the age of 25 will be required to show proof of ID prior to admittance. A notice to this effect, in accordance with condition 18 shall be displayed on the premises.
34. The licence holder shall not employ any person under the age of 18 in any capacity.

Safety and security

35. A suitable Closed-Circuit Television (CCTV) system shall be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises. The CCTV system shall cover all areas of the premises to which the public are permitted to have access, including corridors and stairways (excluding WCs). The CCTV system shall cover the main entrances and exits and designated emergency exit routes from the premises. The CCTV system shall cover all external areas of the premises accessed by the public, including queuing areas, beer gardens, smoking areas and car parks. The location of the CCTV cameras shall be identified on the site plan of the premises. No amendments to the locations of the cameras shall be made without prior consultation with Surrey Police/British Transport Police and the Licensing Authority.
36. The CCTV system shall be of a sufficient resolution quality to enable the identification of persons and activities, and other details such as vehicle registration number plates. The CCTV system shall contain the correct time and date stamp information. The CCTV system shall have sufficient storage retention capacity for retention of a minimum of 31 days’ continuous footage, which shall be of good quality. The CCTV footage shall be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record shall be kept of who has accessed the system, the reason why and the date and time of access.
37. The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images captured on cameras on the premises shall, on the lawful request of an authorised officer or an officer of Surrey Police/British Transport Police, cause any required footage to be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made, the data controller shall ensure that they are secured to prevent any overwriting.

38. The CCTV system shall be adequately maintained and be capable of transporting recorded material onto a removable media. The CCTV system replay software must allow an authorised officer or an officer of Surrey Police/British Transport Police to search the picture footage effectively and see all the information contained in the picture footage for the purpose of detecting, investigating and preventing crime. It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks shall be required.
39. A minimum of two Security Industry Authority registered door staff shall be present on the premises during the performance of relevant entertainment. In addition, the licensee shall provide such additional SIA registered door staff as shall be reasonably required by Surrey Police or the Licensing Authority.

Staff welfare

40. Dancers shall be aged 18 years or over.
41. Before a dancer is permitted to work on the premises the licensee shall ensure that the dancer:
- a) has not been convicted of theft, drug offences or prostitution
 - b) has the right to work in the UK
- The licensee shall keep records of the checks made, including copies of any documentation such as a basic disclosure, passport, visa, driving licence or national insurance number provided by the dancer.
42. to the Licensee shall provide new dancers with a pack of information. This pack shall include:
- a) A copy of the Sex Establishment Licence, including the conditions applied by the Licensing Committee.
 - b) Details of any other conditions applied by the management of the premises
 - c) Details of how to report crime to the relevant authority
 - d) Details of the premises public liability insurance
 - e) Information on how dancers can obtain personal liability insurance
 - f) Details of unions, trade organisations or other bodies that represent the interests of dancers
 - g) A copy of the code of conduct for dancers
 - h) A copy of the code of conduct for customers
 - i) Price lists for drinks and sexual entertainment
43. The information required in accordance with Condition 42 shall be provided in the dressing rooms or alternatively a sign shall be placed in the dressing rooms advising that the information pack is available on request.
44. All booths and VIP areas used for private dances must be visible to supervisors and must not have closing doors, curtains or coverings of any description .
45. All booths and VIP areas used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with the SIA registered door supervisors working on the premises, at all times when the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.

Agenda item number: 2
Appendix 19

46. Dancers shall only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.
47. Any person on the premises who can be observed from outside the premises shall be properly and decently dressed.
48. The licensee shall ensure that dancers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.
49. Panic alarms shall be fitted to all booths and VIP performance areas and shall be operational at all times.

Vessels, stalls and vehicles

50. Vehicles must not be used for personal solicitation, touting or advertising.

Sex Shops

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

3. The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police constable.

Hours of opening (to be tailored to individual licences)

4. The premises shall only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

5. The licensee, or any other person concerned in the conduct or management of the premises, shall ensure that any personal solicitation or touting from the premises to obtain custom does not cause nuisance or annoyance to the public. Any literature used shall not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

6. There shall be a notice displayed on each entrance or doorway to the premises which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.
Persons under the age of 25 will be required to show proof of age.

7. The external appearance of the premises must be approved by the council in writing.
8. Any change to the external appearance of the premises must be approved by the council. The operator must inform the Council of any proposed change in writing and provide a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.

9. The frontage of the licensed premises shall be of such a nature that the interior of the licensed premises shall not be visible from the outside and the contents of the licensed premises shall not be visible when the doors of the licensed premises are open.
10. There shall be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.

Advertising

11. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
12. Leafleting/distribution of flyers shall only be permitted as long as it does not cause public offence. The licensee shall remove any leaflets from the highways within a 100 metre radius of the distribution point. Flyers must not be distributed by and to persons under the age of 18 years of age. The licensee shall operate a flyer distribution policy which shall be approved by the council.

Layout of premises

13. No access shall be permitted through the premises to any other adjoining or adjacent premises, except in the case of an emergency.
14. No alterations (including temporary alterations) shall be made to the structure and installations on the premises without the prior written consent of the council. This condition does not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

15. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager"), shall have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.
16. The licensee shall ensure that any person nominated by him/her under Condition 16 above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of the written nomination at all times when they are in charge of and present on the premises.
17. Where the licensee is a body corporate or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the council within 14 days of such change. Such details as the council may require in respect of the change in personnel shall be furnished within 14 days of a request in writing from the council.

18. The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
19. The licensee shall ensure that the public are not admitted to any part or parts of the premises that have not been approved by the council for the purposes of public access.
20. The licensee shall keep a record of all employees who are asked to work on the premises. The record shall include their full name, date of birth, current and previous addresses and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).
21. A certified copy of the personnel record kept in accordance with Condition 21 or a record relating to a specified individual shall be produced on demand to an authorised officer of the council or the police.
22. No persons under the age of 18 shall be admitted to the premises.
23. The licensee shall operate a Challenge 25 age verification policy and customers under the age of 25 shall be required to show proof of ID. A notice to this effect in accordance with condition 7 shall be displayed on the outside of the premises.
24. The licence holder shall not employ any person under the age of 18 in any capacity.

Video recordings

25. No moving picture shall be provided on display at the licensed premises unless it is for the purposes of advertising videos on a loop system or allowing a prospective purchaser a short preview of films upon request, being no longer than 3 minutes in length.
26. Items sold, supplied for hire or exchange or used in any promotion/advertising must not contravene any current legislation i.e. Section 12 Video Recordings Act 1984, (as amended).

Vessels, stalls and vehicles

27. Vehicles must not be used for personal solicitation, touting or advertising.

Sex Cinemas

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

3. The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police constable.

Hours of opening (to be tailored to individual licences)

4. The premises shall only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

5. The licensee, or any other person concerned in the conduct or management of the premises, shall ensure that any personal solicitation or touting from the premises to obtain custom does not cause nuisance or annoyance to the public. Any literature used shall not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

6. There shall be a notice displayed on each entrance or doorway to the premises which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.
Persons under the age of 25 will be required to show proof of age.

7. The external appearance of the premises must be approved by the council in writing.
8. Any change to the external appearance of the premises must be approved by the council. The operator must inform the Council of any proposed change in writing and provide a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.

9. The frontage of the licensed premises shall be of such a nature that the interior of the licensed premises shall not be visible from outside and the contents of the licensed premises shall not be visible when the doors of the licensed premises are open.
10. There shall be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.

Advertising

11. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
12. Leafleting/distribution of flyers shall only be permitted as long as it does not cause public offence. The licensee shall remove any leaflets from the highways within a 100 metre radius of the distribution point. Flyers must not be distributed by and to persons under the age of 18 years of age. The licensee shall operate a flyer distribution policy which shall be approved by the council.

Layout of premises

13. No access shall be permitted through the premises to any other adjoining or adjacent premises, except in the case of an emergency.
14. No alterations (including temporary alterations) shall be made to the structure and installations on the premises without the prior written consent of the council. This condition does not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

15. The licensee, or a responsible person nominated by him/her for the purpose of managing the venue ("the manager"), shall have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.
16. The licensee holder shall ensure that any person nominated by him/her under Condition 16:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of the written nomination at all times when they are in charge of and present on the premises.
17. Where the licensee is a body corporate or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the council within 14 days of such change. Such details as the council may require in respect of the change in personnel shall be furnished within 14 days of a request in writing from the council.

18. The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
19. The licensee shall ensure that the public are not admitted to any part or parts of the premises that have not been approved by the council for the purposes of public access.
20. The licensee shall keep a record of all employees who are asked to work on the premises which shall include their full name, date of birth, current and previous addresses and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).
21. A certified copy of the full personnel record kept in accordance with Condition 21 or a record relating to a specified individual shall be produced on demand to an authorised officer of the council or a police constable.
22. No persons under the age of 18 shall be admitted to the premises.
23. The licensee shall operate a Challenge 25 age verification policy and customers under the age of 25 shall be required to show proof of ID. A notice to this effect in accordance with condition 7 shall be displayed on the outside of the premises.
24. The licence holder shall not employ any person under the age of 18 in any capacity.

Vessels, stalls and vehicles

25. Vehicles must not be used for personal solicitation, touting or advertising.

Appendix 3 Contact details

Licensing Guildford

Borough Council

Millmead House
Millmead
Guildford
Surrey
GU2 4BB

T: 01483 505050

Licensing@guildford.gov.uk

Application form, plan, fee, policies, notices
and declaration

Surrey Police

Licensing Unit
Guildford Police Station
Margaret Road
Guildford, Surrey

T: 01483 639473

Application form, plan, policies, notices and
declaration

Appendix 4 Interpretation

Advertisement means any word, letter, image, model, sign, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or partly for the purposes of, advertisement or announcement.

Audience includes an audience of one.

Authorised officer means an officer employed by Guildford Borough Council and authorised by the council to act in accordance with provisions of the Act.

The council means Guildford Borough Council.

Display of nudity means:

- (a) in the case of a woman, exposure of her nipples, pubic area, genitals or anus; and
- (b) in the case of a man, exposure of his pubic area, genitals or anus.

Dancer means dancer, entertainer, performer or other such person employed, or otherwise engaged, to provide relevant entertainment.

Licence means any sex establishment licence that the council can grant under the Act. This includes any associated consent or permission.

Licensee means the holder of a sex establishment licence.

Licensed area means the part of the premises marked on the plan where licensable activities are to take place.

Premises includes any vehicle, vessel or stall but does not include any private dwelling to which the public is not admitted.

Relevant entertainment means any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means).

Sex shop means any premises used for a business which consists to a significant degree of selling, hiring, exchanging, lending, displaying or demonstrating sex articles or other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity.

Sexual entertainment venue means any premises at which relevant entertainment is provided before a live audience, directly or indirectly for the financial gain of the organiser (i.e. a person who is responsible for the organisation or management of the entertainment or the premises).

Standard conditions means any terms, conditions or restrictions which the Council has prescribed as conditions subject to which all licences under the Act are in general to be granted, renewed or transferred..

The Act means the Local Government (Miscellaneous Provisions) Act 1982.

Unsolicited (in relation to advertising) means any material that is unasked for, not looked for or unsought, i.e. newspaper advertising, flyers, posters, radio advertisements, television advertising, advertising hoardings etc.

Vehicle means a vehicle intended or adapted for use on roads.

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