



GUILDFORD  
BOROUGH

**Satish Mistry**  
Director of Corporate Services

[www.guildford.gov.uk](http://www.guildford.gov.uk)

Contact Officer:

Sophie Butcher  
Committee Manager  
Tel no: 01483 444056

30 June 2016

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING SUB COMMITTEE** to be held in the Committee Room 1, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **WEDNESDAY, 6 JULY 2016** at **10.00 am**.

Yours faithfully

Satish Mistry  
Director of Corporate Services

**MEMBERS OF THE LICENSING SUB COMMITTEE**

Councillor Mike Parsons (Chairman)  
Councillor David Elms  
Councillor Mike Hurdle

**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 rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

### Five fundamental themes that support the achievement of our vision:

- **Our Borough** - ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** - improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** - working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** - improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** - believing that every person matters and concentrating on the needs of the less advantaged

**Your Council** – working to ensure a sustainable financial future to deliver improved and innovative services

### 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 our society value for money, now and for the future.

## 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 VARIATION TO PREMISES LICENCE GUPLA0184 IN RESPECT OF  
THIRTY3HZ, 16 PARK STREET, GUILDFORD, SURREY, GU1 4XB  
(Pages 1 - 48)**

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alternative format**

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**LICENSING SUB-COMMITTEE**

**6 July 2016**

<b>Application Type:</b>	Application to vary Premises Licence - GUPLA0184	
<b>Ward:</b>	Friary and St. Nicolas	<b>Ward Councillors:</b> Cllr Chesterfield Cllr Goodwin Cllr Reeves
<b>Applicant:</b>	Jonathan Outram	
<b>Premises:</b>	Thirty3 Hz, 16 Park Street, City Centre, Guildford, GU1 4XB	
<b>Proposal:</b>	The application is seeking a variation to the existing license. The variation seeks to add the licensable activities of provision of plays, provision of films, provision of performances of dance, provision of anything of a similar description to live music, recorded music or performances of dance and late night refreshment. The application also seeks to extend the hours for the sale of alcohol, live music and recorded music and the opening hours of the premises. The application also seeks changes to various conditions attached to the licence.	

**1. SITE LOCATION**

The premise is located to the west of A3100 (Park Street).

A site location map is attached at **Appendix 1.**

**2. APPLICATION**

**Addition of Licensable activities:**

- Provision of plays
- Provision of films
- Provision of performances of dance
- Provision of anything of a similar description to live music, recorded music or performances of dance
- Provision of late night refreshment

The applicant is also applying for the variation of conditions (See below) and to licensed hours.

The applicant states that the application is to Remove all conditions from beginning of E onwards which are now out of date and not fit for purpose except for G5,6,7,8 and 9 and replace with the below listed proposed conditions.

Please see for reference the attached current licence at **Appendix 2.**

**DOOR STAFF CONDITIONS**

- 1) On Friday and Saturday the premises will operate with a minimum of one Security Industry Authority (SIA) door supervisor from 22.00 to 23.00 and two SIA door Supervisors from 23.00 until closing.

## Agenda item number: 2

- 2) The requirement for numbers of door supervisors will be risk assessed by the venue and the SIA numbers will be further used/increased/decreased depending on the type of event and the SIA numbers will be further used/increased/decreased depending on the type of event that is to be held at all times the premises is open for licensable activities.
- 3) Where the premises are to open Sunday to Thursday minimum of one SIA doorman from 11pm until closing when open for licensable activities.
- 4) When carrying out this risk assessment the venue will take into account any advice from the Police. Any change will be in writing.
- 5) SIA door supervisors when present to assist in dispersal of patrons when the venue closes.

### **CONDITION OF LAST ENTRY**

- 1) No entry after 1.30am.

### **SMOKING AREA AT FRONT OF PREMISES.**

- 1) No more than 25 patrons to be allowed in the front of the premises to smoke at any one time. Door supervisor when present will monitor the outside front smoking area.

### **REAR SMOKING AREA**

- 1) This rear smoking area to be accessible to Patrons from open until 1.30a.m. Smoking area to be monitored by staff and management.
- 2) Drinks/beverages allowed to be taken up by Patrons to this smoking area at rear of building.
- 3) If in the opinion of an authorised Officer of the Council, noise from the premises is causing or is likely to cause a nuisance, the Licensee /duty manager shall upon the request of the officer take steps to effectively reduce the noise and abate the nuisance.
- 4) The licensee shall develop and practice an operational policy to facilitate the management of clientele in a responsible manner when attending and departing the premises.
- 5) The licensee shall take all reasonable steps to encourage clientele to enter and leave the premises quietly and orderly to avoid any excess noise and disturbance to local residential dwellings.
- 6) The licensee shall display notices at all public exits requesting customers to take all steps to minimise noise once they have left the premises.
- 7) No handling of goods or materials, which is audible from beyond the site boundary, shall be carried out of the premises between 23.00 and 07.00 hours. This shall particularly include operations such as putting material or bottles in to waste or recycling containers.
- 8) The Licensee shall ensure that any plant or equipment operating, including extraction and ventilation plant shall not cause disturbance to local noise sensitive premises.

**TOWN LINK RADIO**

1) The venue will operate a town link radio and all staff to be trained in its use.

**Proposed hours:**

The table below shows the current and proposed hours:

Activities	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Times premises are open to public</b>							
	10:00–03:30	10:00–03:30	10:00–03:30	10:00–03:30	10:00–03:30	10:00–03:30	12:00–03:30
<i>Current hours</i>	<i>10:00-02:30</i>	<i>10:00-02:30</i>	<i>10:00-02:30</i>	<i>10:00-02:30</i>	<i>10:00-02:30</i>	<i>10:00-02:30</i>	<i>12:00-00:30</i>
<b>Sale of alcohol</b>							
<b>For consumption on and off the premises</b>	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	12:00–03:00
<i>Current hours</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>12:00-00:00</i>
<b>Provision of plays</b>							
<b>New application</b>	10:00–02:30	10:00–02:30	10:00–02:30	10:00–02:30	10:00–02:30	10:00–02:30	12:00–02:30
<b>Provision of films</b>							
<b>New application</b>	10:00–02:30	10:00–02:30	10:00–02:30	10:00–02:30	10:00–02:30	10:00–02:30	12:00–02:30
<b>Provision of live music</b>							
	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	12:00–03:00
<i>Current hours</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>12:00-00:00</i>
<b>Provision of recorded music</b>							
	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	12:00–03:00
<i>Current hours</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>10:00-02:00</i>	<i>12:00-00:00</i>
<b>Provision of dance</b>							
<b>New application</b>	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	12:00–03:00
<b>Provision of similar activities</b>							
<b>New application</b>	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00	10:00–03:00
<b>Late night refreshment</b>							
<b>New application</b>	23:00-03:00	23:00-03:00	23:00-03:00	23:00-03:00	23:00-03:00	23:00-03:00	23:00-03:00

## 2.1 Promotion of the four licensing objectives

The applicant has submitted a number of proposals and steps that he intends to take, in order to promote the four licensing objectives, which are listed in section 16 of the application, which is attached as **Appendix 3.**

## 3. **CONSULTATION**

The application was in consultation from 17<sup>th</sup> May until 14<sup>th</sup> June 2016.  
The application was advertised in accordance with regulations.

### **Responsible Authorities.**

There have been representations/objections received from the following: Surrey Police and Guildford Borough Council Environmental Health and Occupational Health and Food Safety Teams.

### **In summary**

1. Surrey Police have raised concerns regarding the proposed variation to the conditions relating to door staff, the smoking area and re-entry. Details of the representation and proposed conditions are attached at **Appendix 4.**
2. Guildford Borough Council, Environmental Health regarding noise nuisance with a particular concern about the opening hours requested (closing time 0300 and extra hour in summers) and prolonged noise impact on residents. There are no details of noise insulation currently in place or proposed. Proposed conditions are attached in the representation at **Appendix 5.**
3. Guildford Borough Council, Occupational Health and Food Safety Teams regarding removal of existing conditions the proposal regarding smoking area and provision of entertainment and late night refreshment, attached at **Appendix 6.**

It should be noted that the representations in respect of the smoking areas are unclear as there are currently no restrictions on the use of these areas

The Sub-Committee may only consider representations, which are relevant to the effect of the variation on the licensing objectives. The Sub-Committee must grant those parts of the application, which have not been the subject of representations.

The representations in respect of the smoking areas are unclear because there are currently no restrictions on the use of the smoking area other than the closure of the rear patio area at 23:00.

### **Representations from other persons**

There have been no representations/objections received from the public.



**4. LICENSING POLICY**

The following sections of the Council's Licensing Policy are relevant:

- Section 4 Fundamental Principles
- Section 11 Licensing Hours
- Section 12.2 Prevention of Crime & Disorder
- Section 12.3 Public Safety
- Section 12.4 Prevention of a Public Nuisance
- Section 13 Licence Conditions

**5. NATIONAL GUIDANCE**

The following sections of the Guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003 are relevant:

Paragraphs 2.1 – 2.5 – Crime and Disorder  
Paragraphs 2.6 – 2.8 – Public Safety  
Paragraphs 2.14 – 2.20 – Public Nuisance  
Paragraphs 9.30 – 9.40 – Hearings  
Paragraphs 9.41 – 9.43 – Determining actions that are appropriate for the promotion of the licensing objectives  
Paragraphs 10.1 to 10.68 – Conditions attached to premises licences.

**6. CONCLUSION:**

1. The Sub-Committee must consider the application for the grant of a variation to the premises licence on its merits.
2. Subject to paragraph (3) below, Section 35(2) of the Licensing Act 2003 provides that the Sub-Committee must grant the application.
3. Having regard to the relevant representations received, the Sub-Committee must take such steps (if any) as it considers appropriate for the promotion of the licensing objectives.

The steps are:

- To modify the conditions of the licence. Any additional or altered conditions must be appropriate for the promotion of the licensing objectives, proportionate and should address the matters raised in the representations.
- To reject the whole or part of the application.

Originator:

Mark Adams, Licensing Officer

Tel: (01483) 444368

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

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Licensing Act 2003

**GUPLA0184**

**Premises Licence**

Part 1 - Premises Details

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

**Thirty 3 Hz**  
16 Park Street, Guildford, Surrey, GU1 4XB. Telephone 01483 570167

**WHERE THE LICENCE IS TIME LIMITED THE DATES**

Not applicable

**LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE**

- a performance of live music
- any playing of recorded music
- the sale by retail of alcohol

**THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES**

Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors)	Monday to Saturday	10:00am	2:00am
	Sunday	Noon	Midnight
F. Playing of recorded music (Indoors)	Monday to Saturday	10:00am	2:00am
	Sunday	Noon	Midnight
M. The sale by retail of alcohol for consumption ON and OFF the premises	Monday to Saturday	10:00am	2:00am
	Sunday	Noon	Midnight

**THE OPENING HOURS OF THE PREMISES**

Description	Time From	Time To
Monday to Saturday	10:00am	2:30am
Sunday	Noon	12:30am

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

- M. The sale by retail of alcohol for consumption ON and OFF the premises

Part 2

**Justine Fuller**  
**Environmental Health Manager**  
**Guildford Borough Council**





Licensing Act 2003

**GUPLA0184**

**Premises Licence**

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Outram Enterprises Limited

scarey@santoncapital.com

Flat 1, 64 Warren Road, Guildford, Surrey, GU1 2HH.  
Telephone 0792 187 4681

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Outram Enterprises Limited

8667999

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES THE SUPPLY OF ALCOHOL

Jonathan William Neville OUTRAM

Flat 1, 64 Warren Road, Guildford, Surrey, GU1 2HH.  
Telephone 07939 080804

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

Licence No. GUPA1404

Issued by Guildford

**Justine Fuller**  
**Environmental Health Manager**  
**Guildford Borough Council**





Licensing Act 2003

**GUPLA0184**

## Premises Licence

### ANNEXES

#### MANDATORY CONDITIONS

##### A: Sales of alcohol

1. No supply of alcohol may be made under the premises licence -
  - a. at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b. at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence

##### Mandatory Licensing Conditions (Alcohol Sales)

- 1.1 The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- 1.2 In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-
  - a. games or other activities which require or encourage, or are designed to require or encourage, individuals to-
    - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
  - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 3.1 The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- 3.2 The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- 3.3 The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
  - a. a holographic mark, or
  - b. an ultraviolet feature.
4. The responsible person must ensure that-
  - a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-
    - i. beer or cider: ½ pint;

**Justine Fuller**  
**Environmental Health Manager**  
**Guildford Borough Council**





Licensing Act 2003

# Premises Licence

# GUPLA0184

ANNEXES continued ...

- ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
- iii still wine in a glass: 125 ml;
- b. these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

## B: Permitted price for alcohol

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

where-

    - (i) P is the permitted price,
    - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
  - c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence-
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
 

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

## C: Door supervision

Where at specified times one or more individuals must be at the premises to carry out a security activity, all such individuals must be licensed by the 'Security Industry Authority (SIA)

## FURTHER CONDITIONS

**Justine Fuller**  
**Environmental Health Manager**  
**Guildford Borough Council**







Licensing Act 2003

**GUPLA0184**

**Premises Licence**

ANNEXES continued ...

**D: Permitted hours**

As displayed on the Premises Licence.

- a. Variations from these times displayed on licence:  
New Years Eve: 11:00 until 23:00 New Years Day.

**E: Conditions imposed by the licensing sub-committee at review hearing on 20 June 2008**

**Door supervision**

- 1. Door staff shall be employed on Friday and Saturdays and any nights when live music is performed at the premises unless otherwise agreed in writing with the Police;
- 2. Door staff shall commence their duties at 21:00 hours when employed in accordance with Condition 1 and remain until closing;

**Police Powers**

- 1. A search policy will be submitted to the Police for agreement within 21 days of the hearing;
- 2. Following agreement, the search policy will be in operation at the premises at all times;
- 3. Police shall have access to staff areas when conducting a licensing check;
- 4. Police shall have access to the premises every other month using drug testing equipment;

**Designated Premises Supervisor's Additional Duties**

- 1. The Designated Premises Supervisor shall attend Pub Watch meetings;
- 2. The Designated Premises Supervisor shall attend regular meetings (every six weeks) with the Police with a view to developing an action plan and policies with regard to zero tolerance for illicit drugs and agreed protocols for action to be taken by door supervisors and staff in relation to illegal drugs, search procedures, storage procedures for illegal drugs, a police call-out protocol and intelligence gathering on drug dealing

**Avoidance of Noise Disturbance**

- 1. No patrons shall be permitted to remain in the patio area to the rear of the premises after 23:00 hours;
- 2. That doors to and from the premises shall be fitted with self-closers which shall be maintained in good working order to ensure they work effectively;

**F: Additional conditions as laid out in the application operating schedule dated 28 April 2005 (as amended by variation application date 17/08/2007)**

- 1. The premise will be an active member of pub watch.
- 2. The premise will have fire-fighting equipment on site.
- 3. The premise shall hold health and safety and health and hygiene certificates.
- 4. The premise will manage the departure of customers.
- 5. No children shall be allowed in the premise.
- 6. No beverages shall be taken to the toilets or smoking area on the first floor of the premises

**G: Further conditions agreed with Environmental Health (Pollution Control) on 13 September 2007**

- 1. All amplified performances shall use the in-house PA system. This will control music at source, either by reducing the

**Justine Fuller**  
**Environmental Health Manager**  
**Guildford Borough Council**





Licensing Act 2003

# GUPLA0184

## Premises Licence

### ANNEXES continued ...

overall sound level of the music, or by reducing the sound level of individual frequencies, which have the potential to cause disturbance. In addition, the PA system shall be designed to minimise noise transfer by the number and location of loudspeakers.

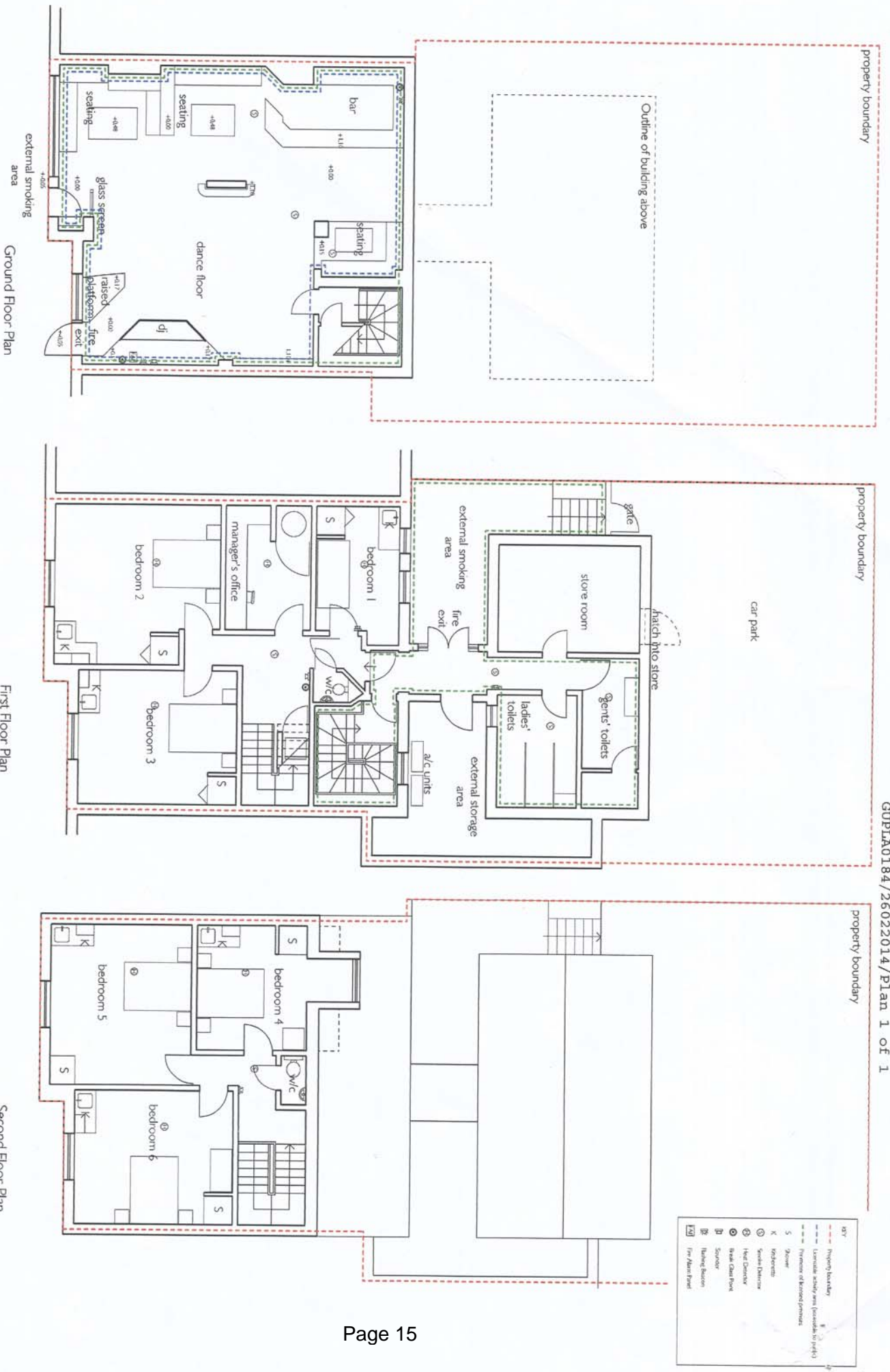
2. All public entertainment shall be restricted to within the premises and no loud speakers external to the building shall be permitted.
3. External windows and doors serving the licensed area shall be kept shut at all times when public entertainment is being provided. Doors may be opened for normal entrance and egress of people but must be shut immediately thereafter, to limit the breakout of noise from the venue. To prohibit any excess noise breakout, the maximum volume of amplified music or speech shall be adjusted to ensure that noise breakout at any time shall not be audible beyond a radius of 27m from the front façade of the premises.
4. The Licensee shall arrange to carry out regular monitoring checks (e.g. every 30 mins) at the site boundary of the licensed premises during any entertainment permitted by this licence. If any noise breakout is determined which is clearly audible at any nearby noise sensitive premises, then the licensee shall act to identify the cause and take such action as necessary to reduce the noise breakout from the building.
5. Notwithstanding the above conditions, if in the opinion of an authorised Officer of the Council, noise from the premises is causing or is likely to cause a nuisance, the Licensee(s)/duty manager shall upon the request of the officer take steps forthwith to effectively reduce the noise and abate the nuisance.
6. The Licensee shall develop and practice an operational policy to facilitate the management of clientele in a responsible manner when attending and departing the premises. The Licensee shall take all reasonable steps to encourage clientele to enter and leave the premises quietly and orderly to avoid any excess noise and disturbance to nearby residential dwellings.
7. As part of the above recommendation, the licensee shall display notices at all public exits requesting customers to take all steps to minimise noise once they have left the premises. The wording and size of such notices shall be agreed in writing with the Environmental Health Division.
8. No handling of goods or materials, which is audible from beyond the site boundary, shall be carried out at the premises between 23.00 hours and 07.00 hours. This shall particularly include operations such as putting materials or bottles into waste or recycling containers.
9. The Licensee shall ensure that any plant or equipment operating, including extraction and ventilation plant shall not cause disturbance to nearby noise sensitive premises.

### H: Further conditions agreed with Environmental Health (Health and Safety) on 13 September 2007

1. The premise risk assessment shall be reviewed in light of the changes made to the layout and arrangements within 1 month of completing the works outlined in the application. A copy of the premises risk assessment should be forwarded to the licensing authority.
2. Access to the premise external drinking area should not be permitted via the rear gate (i.e. access through the pub only) except where the rear gate/door is controlled by SIA registered door staff. To this end if a locked gate is to be provided then suitable arrangements must be in place to ensure evacuation in the event of an emergency.
3. All staging provided at the premise must be installed so as to minimise any trip risk and must not impede any entrance or exit within the premise. To this end no staging should be positioned within 1.5 metres of any premise entrance or premise exit.
4. In relation to portable electrical appliances used in the course of entertainment at the premise, the licensee will ensure that all such appliances have received appropriate portable appliance tests at no more than yearly intervals, prior to permitting their use at the premise. All power sockets used in the course of entertainment at the premise will be protected with an appropriate residual current device (RCD) offering personal protection at 30mA. Suitably positioned and protected sockets should be provided within the vicinity of the stage to avoid trailing cables.

Justine Fuller  
Environmental Health Manager  
Guildford Borough Council





8. Particular of licensed premises added  
 rev/drafters A. Information updated following comments from Peter Muir  
 31/11/14  
 29/11/14

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job title  
 16 Park Street, Guildford  
 client  
 Mrs C Neville

drawing title  
 Plans for Licence Application  
 drawing number:  
 964.101.6LIC022

scale 1:100  
 date 01/14  
 sheet rev AB  
 drawn by AB  
 checked by -

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**Guildford**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@guildford.gov.uk](mailto:licensing@guildford.gov.uk)  
Telephone: 01483 444371

\* required information

**Section 1 of 17**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

\* Is your business registered in the UK with Companies House?  Yes  No

\* Is your business registered outside the UK?  Yes  No

\* Business name  If your business is registered, use its registered name.

\* VAT number   Put "none" if you are not registered for VAT.

\* Legal status

*Continued from previous page...*

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 17**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

*Continued from previous page...*

Non-domestic rateable value of premises (£)

17,500

**Section 3 of 17**

**VARIATION**

Do you want the proposed variation to have effect as soon as possible?  Yes  No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?  Yes  No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

**Describe Briefly The Nature Of The Proposed Variation**

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

Bar/nightclub.  
Central Guildford Location  
Street level bar/nightclub, staircase up to cloaks room, ladies and gentlemen's toilets, storeroom and outdoor garden.

Owner/licence holder wishes a full variation to some of the present licence to comply with recommendations from the Licensing Enforcement Officers. Also in order to compete on an equal footing with other similar establishments in the Town.

**CCTV CONDITION**

- 1)The licence holder will ensure that the premises benefit from a CCTV system that operates at all times when licensable activities are taking place.
- 2)The system will incorporate a camera covering the entrance door and will be capable of providing an image which is regarded as identification standard. The precise position of the cameras may be agreed, subject to compliance with data protection legislation, with the Police from time to time.
- 3)The system will incorporate a recording facility and any recording will be retained and stored in a suitable and secure manner for a minimum of 30 days and will be made available, subject to compliance with data protection legislation, to authorised officers of a responsible authority for inspection on request.
- 4)The system must be able to export recorded images to a removable means e.g. CD/DVD and have its own software enable to allow playback/review.
- 5)A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises are open to the public.
- 6)The system will display, on any recording, the correct time and date of the recording.

**Continued from previous page...**

**DOOR STAFF CONDITIONS**

- 1) On Friday and Saturday the premises will operate with a minimum of one Security Industry Authority (SIA) door supervisor from 22.00 to 23.00 and two SIA door Supervisors from 23.00 until closing.
- 2) The requirement for numbers of door supervisors will be risk assessed by the venue and the SIA numbers will be further used/increased/decreased depending on the type of event and the SIA numbers will be further used/increased/decreased depending on the type of event that is to be held at all times the premises is open for licensable activities.
- 3). Where the premises are to open Sunday to Thursday minimum of one SIA doorman from 11pm until closing when open for licensable activities.
- 4). When carrying out this risk assessment the venue will take into account any advice from the Police. Any change will be in writing.
- 5). SIA door supervisors when present to assist in dispersal of patrons when the venue closes.

**CONDITION OF LAST ENTRY**

- 1) No entry after 1.30a.m.

**SMOKING AREA AT FRONT OF PREMISES.**

- 1) No more than 25 patrons to be allowed in the front of the premises to smoke at any one time. Door supervisor when present will monitor the outside front smoking area.

**REAR SMOKING AREA**

- 1) This rear smoking area to be accessible to Patrons from open until 1.30a.m. Smoking area to be monitored by staff and management.
- 2) Drinks/beverages allowed to be taken up by Patrons to this smoking area at rear of building.

If in the opinion of an authorised Officer of the Council, noise from the premises is causing or is likely to cause a nuisance, the Licensee /duty manager shall upon the request of the officer take steps to effectively reduce the noise and abate the nuisance.

The licensee shall develop and practice an operational policy to facilitate the management of clientele in a responsible manner when attending and departing the premises. The licensee shall take all reasonable steps to encourage clientele to enter and leave the premises quietly and orderly to avoid any excess noise and disturbance to local residential dwellings.

The licensee shall display notices at all public exits requesting customers to take all steps to minimise noise once they have left the premises.

No handling of goods or materials, which is audible from beyond the site boundary, shall be carried out of the premises between 23.00 and 07.00 hours. This shall particularly include operations such as putting material or bottles in to waste or recycling containers.

The Licensee shall ensure that any plant or equipment operating, including extraction and ventilation plant shall not cause disturbance to local noise sensitive premises.

**TOWN LINK RADIO**

- 1) The venue will operate a town link radio and all staff to be trained in its use.

The premise will be an active member of Pubwatch.



**Continued from previous page...**

Will the schedule to provide plays be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of a play take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Provide further details here.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

**Continued from previous page...**

State any seasonal variations for performing plays.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

as present licence over New Year period

**Section 5 of 17**

**PROVISION OF FILMS**

Will the schedule to provide films be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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SATURDAY

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SUNDAY

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Will the exhibition of films take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the exhibition of film.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Years period

**Section 6 of 17**

**PROVISION OF INDOOR SPORTING EVENTS**

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes       No

**Section 7 of 17**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

- Yes       No

Continued from previous page...

**Section 8 of 17**

**PROVISION OF LIVE MUSIC**

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the performance of live music take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

amplified

*Continued from previous page...*

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional One hour for British Summer Time

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New years period

**Section 9 of 17**

**PROVISION OF RECORDED MUSIC**

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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*Continued from previous page...*

SATURDAY

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SUNDAY

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Will the playing of recorded music take place indoors or outdoors or both? Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Indoors                       Outdoors                       Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

amplified

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

One additional hour for British Summer Time

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

To stay the same as present licence. GUPLA0184 for New Year period

**Section 10 of 17**

**PROVISION OF PERFORMANCES OF DANCE**

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="03:00"/>

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

TUESDAY

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WEDNESDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start	<input type="text"/>	End	<input type="text" value="03:00"/>

Will the performance of dance take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional One hour for British Summer Time

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

*Continued from previous page...*

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Same as present licence for New Year period

**Section 11 of 17**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

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End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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**Continued from previous page...**

Provide a description of the type of entertainment that will be provided.

D.J.'s. Musicians. Singers. Playlists.

Will this entertainment take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

amplified

State any seasonal variations for entertainment.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non-standard timings. Where the premises will be used for entertainment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period

**Section 12 of 17**

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

TUESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Start	<input type="text"/>	End	<input type="text" value="03:00"/>

SUNDAY

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Start	<input type="text"/>	End	<input type="text" value="03:00"/>

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

*Continued from previous page...*

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period

**Section 13 of 17**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

**Continued from previous page...**

Will the sale of alcohol be for consumption?

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period

**Section 14 of 17**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Children are not permitted in the premises during opening hours. Unless there is a specific under 18's night which is risk assessed.

**Section 15 of 17**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Start	<input type="text"/>	End	<input type="text" value="03:30"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="03:30"/>

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional One Hour for British Summer Time
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Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period. New Years Eve. 11.00 until 23.00 New Years Day
--

**Continued from previous page...**

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Remove all conditions from beginning of E onwards which are now out of date and not fit for purpose except for G5,6,7,8 and 9 as mentioned on page 3

**Door Supervisor**

1. Door Staff shall be employed on a Friday and Saturdays and any nights when live music is performed at the premises unless otherwise agreed in writing with the police.
2. Door staff shall commence their duties at 21.00 hours when employed in accordance with Condition 1 and remain until closing.

**POLICE POWERS**

1. A search policy will be submitted to the Police for agreement within 21 days of the hearing.
2. Following agreement, the search policy will be in operation at the premises at all times.
3. Police shall have access to staff areas when conducting a licensing check.
4. Police shall have access to the premises every other month using drug testing equipment.

**DESIGNATED PREMISES SUPERVISOR'S ADDITIONAL DUTIES**

2. The Designated Premises Supervisor shall attend regular meetings (every six weeks) with the Police with a view to developing an action plan and policies with regard to zero tolerance for illicit drugs and agreed protocols for action to be taken by door supervisors and staff in relation to illegal drugs, search procedures, storage procedures of illegal drugs, a police call-out protocol and intelligence gathering on drug dealing.

**AVOIDENCE OF NOISE DISTURBANCE**

1. No patrons shall be permitted to remain in the patio area to the rear of the premises after 23.00

F. Additional conditions... dated 28 April 2005 (as amended 17.08.2007)

3. The premises shall hold health and safety and health and hygiene certificates.
6. No beverages shall be taken to the toilets or smoking area on the first floor of the premises.

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 17**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

**Continued from previous page...**

Management controls and training to all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives..

- a. no selling of alcohol to underage people
- b. no drunk or disorderly behaviour on the premises area
- c. vigilance in preventing illegal drugs in the premises.
- d. no violent anti social behaviour
- e. no harm to children.

Risk Assess for numbers of SIA door supervisors and staff

Risk Assess for all safety measures to be taken

Keep regular contact with licencing officers

2) The requirement for/numbers of door supervisors will be risk assessed by the venue and the SIA numbers will be further used/increased depending on the type of event that is to be held at all times the premises is open for licensable activities.

3). Where the premises is to open Sunday to Thursday minimum of one SIA doorman from 11pm until closing when the premises is open for licensable activities.

4). When carrying out this risk assessment the venue will take into account any advice from the Police.

5). SIA door supervisors when present to assist in dispersal of patrons when the venue closes.

b) The prevention of crime and disorder

Member of Pub Watch

Contracted SIA doormen

Comprehensive cctv cameras inside and out enabling face recognition.

Town link radio

Radio communication between management and doormen

Regular walk-throughs up to outside area by the SIA door supervisors and management including toilet checks.

We will always have an intelligence based search policy.

Refusing sale of alcohol to intoxicated individuals.

Staff will be trained in asking customers to use premises in an orderly and respectful manner.

c) Public safety

Fire alarm .

Fire fighting equipment on site.

Risk assessments where applicable

Drink spillage procedures - staff will regularly check for spillages/breakages and mop them up.

Some polycarbonate glassware

d) The prevention of public nuisance

Contracted doormen during hours stated.

Smoking and drinking area to be used at the rear to move people away from the front of the building at street level.

There will be monitoring of the outside rear smoking/ drinking area at all times. SIA door supervisor or members of staff to monitor noise levels and behaviour in rear outside area or cctv camera outside rear smoking/drinking area to be monitored by front door supervisor.

Notices in rear smoking/drinking area to clearly show shouting and boisterous behaviour is excluded.

If necessary staff will make reasonable requests for patrons to moderate their behaviour. If patrons do not comply they will be removed from this outside area.

Doors to and from the premises will be fitted with self closers which shall be maintained in good working order to ensure they work effectively.

Sound absorbing foliage, acoustic sound insulation, enclosed gate, sound warning signs.

**Continued from previous page...**

Signs by front exit to tell customers to be quiet as they leave. SIA door supervisors to monitor behaviour.  
CCTV cameras throughout where legally permitted and in rear outside area to monitor behaviour.

e) The protection of children from harm

Children are not permitted during opening hours unless a special under 18's alcohol free event has been organised and risk assessed.

**Section 17 of 17**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**



*Continued from previous page...*

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

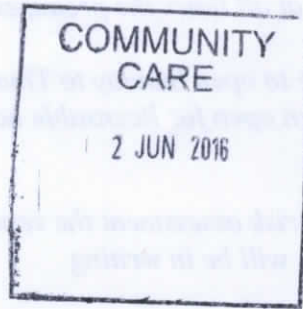
Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/guildford/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**





■ SURREY ■  
POLICE

Licensing Manager  
Guildford Borough Council  
Millmead  
Guildford  
GU1

01/06/16

Application to vary licence GUPLA0184

Dear Sir / Madam

Surrey Police, as a Responsible Authority under Section 13 (4) (b) of the Licensing Act 2003 Object to the above application to vary premises licence GUPLA0184 on the grounds for the Prevention of Crime and Disorder.

Surrey Police have concerns about proposed conditions within this application to vary the premises licence in relation to the number of Security Industry Authorised (SIA) door supervisors to be used.

The premises is located in Park Street Guildford with a current closing time of 02:30 Monday to Saturday, the venue capacity has been increased just recently from 120 to 160. Thirty 3 Hertz is a late-night music venue and promotes various DJs playing a variety of music

The application is to extend licensable activities to 03:00 with a closing time of 03:30, also to add and remove conditions

**The application (section 3 door staff condition) is worded:-**

- 1) *On Friday and Saturday the premises will operate with a minimum of one Security Industry Authorised (SIA) door supervisor from 22:00 to 23:00 and two SIA door supervisors from 23:00 and two SIA door supervisors from 23:00 until closing*
- 2) *The requirement for numbers of door supervisors will be risk assessed by the venue and the SIA numbers will be further used increased / decreased depending on the type of event*

*and the SIA numbers will be further used increased / decreased depending on the type of event that is to be held at all times the premises is open for licensable activities*

- 3) *Where the premises are to open Sunday to Thursday minimum of one SIA doorman from 23:00 until closing when open for licensable activities*
- 4) *When carrying out this risk assessment the venue will take into account any advice from the Police, any changes will be in writing*
- 5) *SIA door supervisors when present to assist in dispersal of patrons when the venue closes*

Surrey Police have concerns that in the wording that SIA registered door supervisors will be decreased and only one SIA registered door staff from Sunday to Thursday this I believe is depending on trade and that the venue can reduce or not have door supervision when business is quiet the risks to this are:-

- 1) The safety of the lone working door staff
- 2) Safety of their customers
- 3) Safety of their staff
- 4) If the door staff are called upon to deal with any issues inside the premises the main entrance will not be manned thus allowing the possibility of people entering the premises un-challenged, that may be intoxicated or underage
- 5) Information obtained from companies that supply SIA door staff, they say there is a risk to any lone door staff working and their safety as they have a duty of care to their employees.

The premises has had some issues with customers where if only one member of door staff was in place would have proved inefficient:-

- Incident 21<sup>st</sup> May at 01:00 (Saturday) two males started to fight inside the premises resulting in a number of customers being ejected this has taken both door staff to deal with the incident
- Incident 2<sup>nd</sup> March 02:11 (Wednesday) large group of customers from Thirty 3 Hertz leaving the venue have engaged in a fight outside in the street
- There has been issues around levels of intoxication and we believe the door staff can play a bit part in identifying such customers then having them removed again this would not be achievable with just one SIA member of door staff

**Surrey Police would request the following condition placed on the premises licence relating to door supervision:-**

- 1) *When the premises is open for licensable activities Monday to Sunday there will be a minimum of one SIA registered member of door staff from 21:00 to 22:00 and a minimum of two SIA door staff from 22:00 to closing*
- 2) *Door staff will also assist with the dispersal of patrons when the premises closing, to assist in stopping patrons remaining in the vicinity of the premises*

- 3) *The requirement for the number of door supervisors will be risk assessed by the venue and the SIA numbers will be further increased depending on the type of event that is to be held*
- 4) *When carrying out this risk assessment the venue will take into account any advice from the police*
- 5) *Door staff will undertake random searches for drugs and alcohol*
- 6) *SIA registered door staff to wear Hi-visual jackets to enable them to be identified on CCTV and identifiable to Police officers when attending the venue*

**Smoking Area to the front of the premises: -**

**Application wording:** - *1) No more than 25 patrons to be allowed in the front of the premises to smoke at any one time, Door supervisor when present will monitor the outside front smoking area*

**Surrey Police would like this proposed condition to read:** - *1) No more than 15 patrons to be allowed in the front smoking area at any one time this area to be monitored by SIA registered door staff*

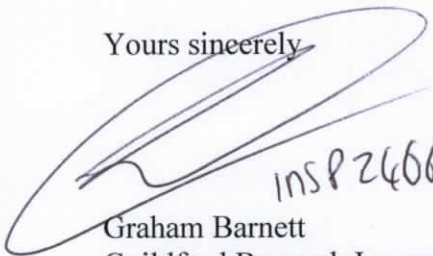
**Condition of last entry: -**

**Application wording:** - *1) No entry after 1:30am*

**Surrey Police would like this proposed condition to read:** - *1) No entry or re-entry after 01:30am except for those using the smoking area*

All other conditions in the application are acceptable with Surrey Police

Yours sincerely



1NSP2466

Graham Barnett  
Guildford Borough Inspector

- 1. The requirement for the number of non-teaching staff to be employed in the school will be further reviewed depending on the type of school as to be held.
- 2. If the current number of non-teaching staff is not sufficient to meet the needs of the school, the school will be required to employ additional staff.
- 3. The school will be required to employ additional staff to meet the needs of the school as to be held in the school.
- 4. The school will be required to employ additional staff to meet the needs of the school as to be held in the school.

Working Area in the front of the school -

- Application working - 1) The area in front of the school will be used for the school's use.
- 2) The area in front of the school will be used for the school's use.
- 3) The area in front of the school will be used for the school's use.
- 4) The area in front of the school will be used for the school's use.


Condition of the site -

- Application working - 1) The area in front of the school will be used for the school's use.
- 2) The area in front of the school will be used for the school's use.
- 3) The area in front of the school will be used for the school's use.
- 4) The area in front of the school will be used for the school's use.

*[Handwritten signature]*  
Name: *[Handwritten name]*  
Position: *[Handwritten position]*

**LICENSED PREMISES**

**ENVIRONMENTAL PROTECTION REPORT**

<p><b>1. NAME AND ADDRESSES OF PREMISES:</b></p> <p>Thirty3 Hz, 16 Park Street, City Centre, Guildford, GU1 4XB</p>
<p><b>2. LOCATION:</b></p>  <p>The premise is located to the west of A3100 (Park Street). The properties in the vicinity are mainly commercial with few residences (Flats in the First House, 16 Farnham Road). There are properties at the back of Park Street, which can be accessed through stairs between 12 and 16 Farnham Road.</p>
<p><b>3. OPERATION:</b> (Description of operating schedule) Currently licensed to provide live music, recorded music and alcohol for consumption on and off the</p>

Appendix 5

	<p>premise from 10.00 – 02:00 Monday – Saturday and 1200 – 00:00 on Sunday. The new application is seeking variation to the existing license to allow:</p> <ol style="list-style-type: none"> <li>Provision of play both indoors and outdoors, Mon-Sat, 1000 – 02:30, Sun 1200-0230, additional 1hr during British summer time and extended hours on New Years Eve</li> <li>Exhibition of films – Indoors, Mon-Sat, 1000 – 02:30, Sun 1200 – 0230, additional 1hr during British summer time</li> <li>Provision of live and recorded music; performance of dance – indoors, Mon – Sat 1000 – 0300, Sun, 12:00 – 03:00; additional 1hr during British Summer time.</li> <li>Provision of refreshments, both indoors and outdoors, Mon – Sat 1000 – 0300 and Sun 1200 – 0300</li> <li>Provision of alcohol for both onsite and offsite consumption, Mon-Sat 1000 – 0300 and Sun 1200 – 0300</li> <li>The premise open to public till 0330, Monday – Sunday, and additional 1 hour during British summer time.</li> </ol>	
4.	<p><b>NOISY ACTIVITIES:</b> <b>A. ENTERTAINMENT</b></p>	<p>Live music, recorded music and other similar activities, provision of films and plays, Provision of play – both indoors and outdoors.</p>
	<p><b>B. OPERATING HOURS</b></p>	<p><b>Monday-Saturday 1000 – 0300 and Sunday 1200 – 0300, additional 1 hour during British Summer</b></p>
	<p><b>C. BEER GARDEN</b></p>	<p>yes</p>
	<p><b>D. CAR PARK</b></p>	<p>Limited parking space; no details whether open for customer</p>
	<p><b>E. PLANT AND EQUIPMENT</b></p>	<p>No details given.</p>
	<p><b>F. DISPOSAL OF BOTTLES AND WASTE</b></p>	<p>No details given.</p>
5.	<p><b>ANCILLIARY ACTIVITIES:</b> <b>COOKING ODOURS</b></p>	<p>No details given.</p>
	<p><b>OUTDOOR BARS AND BAR-B-CUES</b></p>	<p>No.</p>
6	<p><b>LIGHTING</b></p>	<p>No details given.</p>
7.	<p><b>ANALYSIS REPORT AND RECOMMENDATIONS:</b></p> <ul style="list-style-type: none"> <li>- There are a few residential properties in proximity to the club, and I am concerned about the opening hours requested (closing time 0300 and extra hour in summers) and prolonged noise impact on residents. Historically this department has investigated complaint (April – May 2014) of noise due to people walking past, shouting and chanting, allegedly the customer from Thirty3 Hz.</li> <li>- The provision of play is requested both indoors and outdoors (till 2.30 and 3:30 in summers). There are no details on whether amplified or not; how noise will be controlled. I have noted mention of noise absorbing foliage and acoustic sound insulation in the variation application (Section 16d), however, there are no details of noise insulation currently in place or proposed. I have concerns over requested hours for the use of outdoor area.</li> <li>- Variation request is also made to remove conditions G1,2,3 and 4 which were considered</li> </ul>	



	<p>pertinent to reduce noise disturbance. If G1 is removed, I recommend that it is replaced with the condition below to control the noise level from any PA system (whether inhouse or brought in by the external contractor):</p> <p>“A tamper proof noise-limiting device shall be installed and permanently maintained in good working order within the premises. The device shall automatically control the volume of all amplified live and recorded entertainment at the venue at all times, such that noise will not cause disturbance to the locality or any adjacent noise sensitive premises. The maximum volume played shall be set in arrangement with officers of the Environmental Health &amp; Licensing Division, which shall not be exceeded. If necessary, the licensee shall arrange to reset this level upon request from officers of the Division.”</p> <ul style="list-style-type: none"> <li>- If removal of condition G3 is allowed in the variation then I would recommend that the noise limiting device mentioned above should be able to detect the opening of doors and windows and the volume of amplified music is further compressed so that the noise is not audible beyond a radius of 25m from the premise</li> <li>- I recommend replacing condition G2 with: All the amplified entertainment shall be confined to internal bar area and no loud speakers external to the building shall be permitted.</li> <li>- In February 2015, the neighbouring take-away (Charcoal Grill) made an application to serve late night refreshments between 23:00 – 03:00 hrs. Because of concerns related to prolonged noise disturbance along with other issues, the Licensing Sub-Committee granted the closing time of 02.00hrs (30minutes prior to the closing time of the club).</li> </ul>
<p><b>8.</b></p>	<p><b>CONDITIONS</b></p>
	<p><b>Officer’s name: Anjana Papnai</b></p> <p><b>Date of report: 9<sup>th</sup> June 2016</b></p> <p><b>Time spent on investigation: 3 hrs</b></p>

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**Sophie Butcher**

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**From:** Ann Seviour-Harte  
**Sent:** 07 June 2016 12:47  
**To:** Licensing Unit  
**Cc:** Chris Woodhatch  
**Subject:** Thirty3Hz - 16 Park Street, Guildford, Surrey, GU1 4XB - Application to vary premises licence [UNC]

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Licensing

I refer to the above variation application.

I object to the variation and make the following representation on the grounds of public safety:

**Rear Smoking Area**

There is no reference to the maximum number of persons permitted in this restricted space area.

There is reference to 'some polycarbonate' drinks containers but it is not stated in the application whether these containers will be mandatory for outside drinking.

The application states that this area will be monitored by a door supervisor or member of staff or CCTV monitored by the 'front door supervisor'. It is not clear how a 'front door supervisor' will be able to monitor the front door and view the CCTV of the rear smoking area at the same time.

**Front of premises smoking area**

The application states that no more than 25 patrons will be allowed in this area to smoke. This volume of people outside the premises will conflict with patrons attempting to enter and leave the premises and is likely to cause overspill towards the highway.

There is reference to 'some polycarbonate' drinks containers but it is not stated in the application whether these containers will be mandatory for outside drinking.

**Late Night Refreshment**

The application makes reference to late night refreshment however the premises do not have facilities to provide this. If hot food facilities were to be provided at the premises, this will have significant implications and increased risk upon fire safety and the operating schedule should reflect this increased risk.

**Performance of plays**

The application makes reference to the performance of plays, however the premises are not suitable for this type of entertainment. There is no reference to maximum permitted numbers for the audience or seating numbers or arrangements.

**Removal of existing Conditions**

Agenda item number: 2

The current conditions (H) ~~Appendix 6~~ monitored access via the rear gate, the position of staging and electrical safety should remain as conditions unless the applicant is able to demonstrate how this public safety issues can be alternatively addressed.

I would be able to remove my objection to this variation if the applicant is able to offer suitable and sufficient methods in the operating schedule to address these public safety matters.

If you have any queries, please do not hesitate to contact me.

Mrs Ann Seviour-Harte  
Occupational Health and Food Safety Officer  
Health and Community Care Services  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
Surrey GU2 4BB  
Tel: 01483 444386

Email: [Ann.Sevmour-harte@guildford.gov.uk](mailto:Ann.Sevmour-harte@guildford.gov.uk)

GCSX email: [Ann.Sevmour-harte@guildford.gcsx.gov.uk](mailto:Ann.Sevmour-harte@guildford.gcsx.gov.uk) (for information up to RESTRICTED)

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