



GUILDFORD  
BOROUGH

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**Tom Horwood**  
Joint Chief Executive  
of Guildford and Waverley  
Borough Councils

Contact Officer:

Sophie Butcher  
Tel no: 01483 444056

24 May 2022

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING SUB COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **MONDAY 6 JUNE 2022 at 2.00 pm.**

Yours faithfully

Tom Horwood  
Joint Chief Executive

**MEMBERS OF THE LICENSING SUB COMMITTEE**

Councillor Catherine Young (Chairman)  
The Mayor, Councillor Dennis Booth  
The Deputy Mayor, Councillor Masuk Miah

**QUORUM 3**



## THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

### Our Vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

### Our Mission:

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

### Our Values:

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

### Our strategic priorities:

#### Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

#### Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

#### Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in the borough

## AGENDA

### **ITEM NO.**

#### **1 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS**

In accordance with the 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.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

#### **2 TO CONSIDER AN APPLICATION FOR A NEW PREMISES LICENCE - PIZZAMAN, UNION HOUSE, UNIVERSITY OF SURREY, GUILDFORD, SURREY (Pages 5 - 36)**

**Please contact us to request this document in an alternative format**

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**LICENSING SUB-COMMITTEE  
6 JUNE 2022**

<b>Application Type:</b>	Application for a new Premises Licence	
<b>Ward:</b>	Onslow Ward	Ward Councillors: Councillor Jon Askew Councillor David Goodwin Councillor Will Salmon
<b>Applicant:</b>	Pizzaman Foods Ltd, Osborne House, 143-145 Stanwell Road, Ashford, Middlesex, TW15 3QN	
<b>Premises:</b>	Pizzaman, Union House, University of Surrey, Guildford, Surrey	
<b>Proposal:</b>	A new premises licence to allow the following licensable activities. The provision of late night refreshment.	

**1. SITE LOCATION AND HISTORY**

- 1.2 The premises is takeaway shop within the campus of the University of Surrey which has been trading for a number of years, until recently using the Universities’ premises to authorise the sale of food for late night refreshment.
- 1.3 A site location plan is attached at Appendix 1.

**2. APPLICATION**

- 2.1 The applicant states the premises is a takeaway unit supplying a range of food and drink within the University campus. The application form is attached as Appendix 2.
- 2.2 Licensable activities:
- The provision of late night refreshment.
- 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
<b>(1) Films</b>							
<b>(2) Live music</b>							
<b>(3) Recorded music</b>							
<b>(4) Performances of dance</b>							
<b>(5) Late night refreshment</b>							
	23:00 – 05:00	23:00 – 05:00	23:00 – 05:00	23:00 – 05:00	23:00 – 05:00	23:00 – 05:00	23:00 – 05:00
<b>(7) Supply of alcohol</b>							

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Activities	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Times premises are open to public</b>							
	11:30 – 05:00	11:30 – 05:00	11:30 – 05:00	11:30 – 05:00	11:30 – 05:00	11:30 – 05:00	11:30 – 05:00

2.4 Promotion of the four licensing objectives

In relation to the licence application, the applicant has provided the following steps to promote the licensing objectives.

General:

- Training of staff will include all procedural matters relating to conditions of licence, fire safety, food hygiene, use of the CCTV system and completion of incident logs.
- The premises has direct CCTV in situ but is located on larger university site where additional CCTVs are positioned in multiple locations around the unit and campus.

The prevention of crime and disorder:

- The premises shall install and maintain a CCTV system covering both entry and exit points
- The CCTV system shall continually record whilst the premises is open for licensable activities
- All CCTV recordings shall have a minimum retention period of 30 days
- Staff shall be trained in the use and operation of the CCTV and be able to provide Police and/or authorised council officers copies on request with minimum delay
- An incident log shall be kept at the premises and made available on request to an authorised officer of the Council and /or Police. The log must be completed within 24 hours of the incident and will record the following:
  - all crimes reported to the venue
  - any complaints received concerning crime and disorder
  - any incidents of disorder
  - any faults and repair of the CCTV system

Public safety:

- The premises benefits from direct dial contact to the University of Surrey's campus security services; the security will attend the site in the event of incident or disorder.

The prevention of public nuisance:

- Notices shall be prominently displayed upon entry / exit of the premises requesting customers to leave the area quietly.
- During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter arising or accumulating from customers in the area immediately outside the premises.

The protection of children from harm:

(none provided)

2.5 Consultation period and advertisement of the application

The application was accepted as valid on 7 April 2022, with the consultation period running until 6 May 2022. The application was advertised by means of notices at the premises and a notice in the Surrey Advertiser in accordance with the regulations.

**3. RELEVANT REPRESENTATIONS RECEIVED DURING CONSULTATION PERIOD**

3.1 Representations from responsible authorities  
None were received.

3.2 Representations from other persons.

Two representations were received from other persons. These are attached as Appendix 3.

**4. LICENSING POLICY**

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

Section 4: (Fundamental Principles)  
Section 11: (Licensing Hours)  
Section 12.1: (Prevention of Crime & Disorder)  
Section 12.2: (Public Safety)  
Section 12.3: (Prevention of Public Nuisance)  
Section 12.4: (Protection of Children from Harm)  
Section 17: (Licence Conditions).

**5. NATIONAL GUIDANCE**

The following sections of the Guidance issued in April 2018 by the Secretary of State under Section 182 of the Licensing Act 2003 are relevant:

Paragraph 1.16 - Licence conditions – General principles  
Paragraph 1.17 – Each application on its own merits  
Paragraphs 2.1-2.6 – Crime and Disorder  
Paragraphs 2.7-2.14 – Public Safety  
Paragraphs 2.15-2.21 – Public nuisance  
Paragraphs 2.22-2.32 – Protection of children from harm  
Paragraphs 9.31-9.41 – Hearings  
Paragraphs 9.42-9.44 – Determining actions that are appropriate for the promotion of the licensing objectives  
Paragraphs 10.1-10.66 – Conditions

**6. MANDATORY CONDITIONS**

**Mandatory condition - 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

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- 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 condition - Age verification policy**

1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
2. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
3. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - a. a holographic mark, or
  - b. an ultraviolet feature.

**Mandatory condition - Irresponsible promotions**

1. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
2. In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - a. games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
  - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

**Mandatory condition - Free potable water**

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.



**Mandatory condition - Smaller measures**

The responsible person must ensure that—

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

**Mandatory condition - 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.

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(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.

**Mandatory condition - Film exhibitions**

- a) Subject to subsection (b) below, the admission of children to the exhibition of films on the premises shall be restricted in accordance with any recommendation made by the British Board of Film Classification (BBFC)
- b) If the licensing authority does not agree with the category of any film as recommended by the BBFC, it may alter the category of the film. On notice of alteration of category being given by the licensing authority to the holder of the licence, the film shall thereafter be treated as being in the altered category and admission of children to the exhibition of the film shall be restricted accordingly

**Mandatory condition - Door supervision**

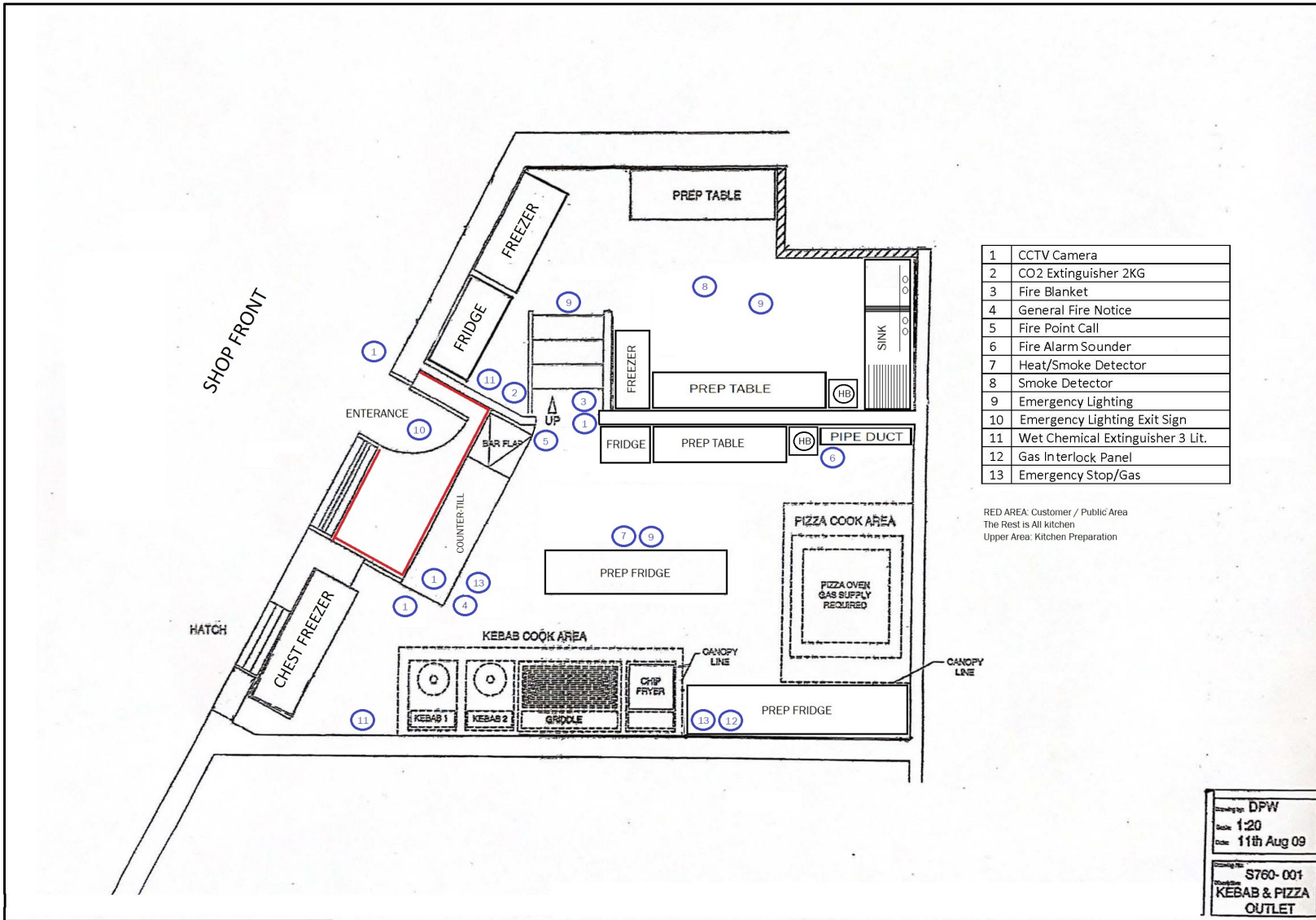
Where at specified times one or more individuals must be at the premises to carry out a security activity, all such individuals must be licensed by the 'Security Industry Authority (SIA).

**7. RECOMMENDATION:**

- 7.1 The Sub-Committee are requested to consider the application for the grant of a premises licence on its merits.
- 7.2 Subject to paragraph (7.3) below, Section 18(2) of the Licensing Act 2003 provides that the Sub-Committee must grant the application subject only to such conditions as are consistent with the operating schedule and the mandatory conditions.
- 7.3 Having regard to the relevant representations made during the consultation period, the Sub-Committee must take such steps (if any) as it considers appropriate for the promotion of the licensing objectives. The steps are:
  - To impose additional conditions on the licence which are appropriate for the promotion of the licensing objectives, proportionate and which deal with the concerns of those making representations;
  - To exclude any of the licensable activities from the scope of the licence;
  - To refuse to specify a person as the premises supervisor; or
  - To reject the application.

**Originator:**

Mike Smith  
Senior Specialist for Licensing and Community Safety  
Tel: (01483) 444387  
E-Mail: mike.smith@guildford.gov.uk



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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

I/We Mr Amir Reza Khosravi (Pizzaman Foods Limited)  
*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Pizzaman Union House University of Surrey Guildford Surrey</b>			
<b>Post town</b>	Guildford	<b>Postcode</b>	<b>GU2 7XH</b>
Telephone number at premises (if any)		[REDACTED]	
Non-domestic rateable value of premises		<b>£14,500</b>	

**Part 2 - Applicant details**

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

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

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

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

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

I am making the application pursuant to a statutory function or a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)


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

**SECOND INDIVIDUAL APPLICANT (if applicable)**

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

**(B) OTHER APPLICANTS**

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

Name Pizzaman Foods Limited
Address 
Registered number (where applicable) 5377214

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

**Part 3 Operating Schedule**

When do you want the premises licence to start? DD MM YYYY  

0	1	0	5	2	0	2	2
---	---	---	---	---	---	---	---

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

--	--	--	--	--	--	--	--

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>A takeaway unit supplying a range of hot food and drink within the University of Surrey's Campus.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. N/A

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

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

- |  |                                   |
|--|-----------------------------------|
| <p>Provision of regulated entertainment (please read guidance note 2)</p> <ul style="list-style-type: none"> <li>a) plays (if ticking yes, fill in box A)</li> <li>b) films (if ticking yes, fill in box B)</li> <li>c) indoor sporting events (if ticking yes, fill in box C)</li> <li>d) boxing or wrestling entertainment (if ticking yes, fill in box D)</li> <li>e) live music (if ticking yes, fill in box E)</li> </ul> | <p>Please tick all that apply</p> |
|--|-----------------------------------|



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

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



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

**In all cases complete boxes K, L and M**

**A**

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

**B**

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

C

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

**D**

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

**E**

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

**F**

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

**G**

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



**H**

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

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	
Mon	23:00	05:00	<b><u>Please give further details here</u></b> (please read guidance note 4)  Take away food only. There is no provision made for consumption on the premises.		
Tue	23:00	05:00			
Wed	23:00	05:00	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur	23:00	05:00			
Fri	23:00	05:00	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	23:00	05:00			
Sun	23:00	05:00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sun					

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

<b>Name</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b>	

**K**

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

N/A

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)
Mon	11:30	05:00	
Tue	11:30	05:00	
Wed	11:30	05:00	
Thur	11:30	05:00	
Fri	11:30	05:00	
Sat	11:30	05:00	
Sun	11:30	05:00	

## M

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

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

Training of staff will include all procedural matters relating to conditions of licence, fire safety, food hygiene, use of the CCTV system and completion of incident logs.

The premises has direct CCTV in situ but is located on larger university site where additional CCTVs are positioned in multiple locations around the unit and campus.

**b) The prevention of crime and disorder**

The premises shall install and maintain a CCTV system covering both entry and exit points

The CCTV system shall continually record whilst the premises is open for licensable activities

All CCTV recordings shall have a minimum retention period of 30 days

Staff shall be trained in the use and operation of the CCTV and be able to provide Police and/or authorised council officers copies on request with minimum delay

An incident log shall be kept at the premises and made available on request to an authorised officer of the Council and /or Police. The log must be completed within 24 hours of the incident and will record the following:

- a) all crimes reported to the venue
- b) any complaints received concerning crime and disorder
- c) any incidents of disorder
- d) any faults and repair of the CCTV system

**c) Public safety**

The premises benefits from direct dial contact to the University of Surrey's campus security services; the security will attend the site in the event of incident or disorder.

**d) The prevention of public nuisance**

Notices shall be prominently displayed upon entry / exit of the premises requesting customers to leave the area quietly.

During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter arising or accumulating from customers in the area immediately outside the premises.

**e) The protection of children from harm**

**Checklist:**

**Please tick to indicate agreement**


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

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

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

**Part 4 – Signatures** (please read guidance note 11)

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	07/04/2022
Capacity	Director of Pizzaman Foods Limited

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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Tuesday, May 3, 2022

Regulatory Services  
Guildford Borough Council  
Millmead House  
Guildford  
GU2 4BB

**Campus Services**

**Mr Alan Sutherland**  
FRSA, FInstLM, FBII, MBA, LLCM  
Director of Campus Services

Senate House  
Guildford, Surrey GU2 7XH UK

T: + [REDACTED]

To the Licensing Committee,

**Pizzaman Premises License Application**

I write on behalf of the University of Surrey with reference to the above new premises licence application which we understand is to offer late night refreshment. The University objects to this application on the grounds of public safety and the prevention of public nuisance.

**Public safety**

We note that the Applicant intends to rely on the University's Security Team to attend to any incidents or disorder.

The University's small and dedicated Security Team provide security and front line medical support to several thousand staff and residential students on a 24hr basis. It is vital that they are available to attend to any number of situations and liaise with the emergency services. Given the incidents in the past from when Pizzaman was open late, we object to this application on the grounds that the University Security Team are not there to support the Applicant's operation nor their licensing objectives. Given that the location of the premises is situated underneath the popular Rubix nightclub; the University would expect the Applicant to obtain contracted SIA security as Rubix do for their door staff. University Security will not be supporting this premises as stated in the application.

Extending the opening hours until 0500 will position Pizzaman as the only fast food outlet open that late in the whole of Guildford. This will increase the risk of non-University individuals coming onto campus after hours and the potential for crime and disorder that would bring. This would apply additional pressure to our Security Team. We also note that the applicant has included the University CCTV system as an additional mitigation for their obligations in regard to prevention of crime and disorder. The University CCTV system is not available to the applicant, and we do not provide a monitoring service for the applicant, this comment on the application should therefore be disregarded.

**Public Nuisance**

Granting this application to operate after hours will also adversely impact our cleaning teams and the local environment on Stag Hill. The Cleaning, Grounds and Logistics teams are all responsible for different elements of litter picking and collection and do so from early morning throughout the day. These teams are already working at capacity based on current littering and have increased the number of bins to help with this. There are in excess of 55 litter bins on the Stage Hill campus, which are a challenge to keep on top of, particularly when there are extended events around Students Union.



There would be a significant increase in the University's operational costs if this application were to be granted. There is no budget for this increase this year or next based on the current financials. Pizzaman does not currently provide their own bins nor make their own waste collection arrangements, we therefore fail to see what the quoted "sufficient measures" are that are quoted in the application.

The additional litter (and specifically food litter) that occurs from opening after 11pm with no litter control measures in place will have an impact on the wildlife on campus and is highly likely to bring an increase in mice and / or rat infestation.

We therefore would request a refusal of this application, or should the application be granted – sufficient mandatory conditions placed on the license to mitigate the concerns contained within.

Yours faithfully



**Alan Sutherland**  
Director of Campus Services





29/04/2022

Licensing Department  
Guildford Borough Council,  
Millmead House,  
Guildford,  
GU2 4BB

Union House  
The University of Surrey  
Stag Hill  
Guildford  
GU2 7XH

Tel : [REDACTED]  
Web : [www.ussu.co.uk](http://www.ussu.co.uk)

To whom it may concern,

I wish to raise a representation to recent license request of Pizzaman LTD within the University of Surrey Students' Union premises. Throughout this objection I have tried to offer some pragmatic solutions to the current application, if these are addressed as below, I would be happy to remove this representation, if not this representation stands to object to the license in its entirety. Please find these below:

#### On the matter of "General – all four licensing objectives"

The applicant states:

"Training of staff will include all procedural matters relating to conditions of licence, fire safety, food hygiene, use of the CCTV system and completion of incident logs. The premises has direct CCTV in situ but is located on larger university site where additional CCTVs are positioned in multiple locations around the unit and campus."

I believe that the current CCTV system in place is not adequate or suitable for the prevention of crime and disorder or public safety. The system does not cover the whole of the external area outside the unit.

I suggest that the condition is placed on the license to state that:

*CCTV must cover the entrance/exit of the unit, within the unit and all external areas within 20 metres of the premises. (or wording to this effect)*

#### On the matter of the prevention of crime and disorder:

I believe that the current suggested opening times are excessive and would see this shop be open far later than any of the premises in Guildford. This would potentially mean that the University would become a hotspot for crime and disorder being tracked up through residential streets onto the campus.

Furthermore, the location of this premises would interfere with the safe dispersal of the students after an event from the nightclub upstairs and potentially lead to a hotspot of unrest.

I suggest that hours are limited to:

*Monday-Thursday & Sunday – 11:00 - 01:30*

*Friday & Saturday – 11:00 – 02:30*

Agenda item number: 2

#### Appendix 4

Moreover, the applicant has not stated any information in this section about SIA door supervisors. As you know Fast Food Takeaway units in the late-night economy are a hot spot for aggression and violence<sup>1,2,3</sup>. I believe the applicant has not given enough detail in this section about how they will prevent crime and disorder suitably.

I suggest that the condition is placed on the license to state that:

*“At least two SIA Door supervisors must be in attendance from 20:00 to thirty minutes past closing time”  
(or wording to this effect)*

On the matter of Public Safety:

The applicant states that:

*“The premises benefits from direct dial contact to the University of Surrey’s campus security services; the security will attend the site in the event of incident or disorder.”*

This is not the case and this not what the campus security are here for. I suggest that this is replaced with the condition proposed in the previous section.

*“At least two SIA Door supervisors must be in attendance from 20:00 to thirty minutes past closing time”  
(or wording to this effect)*

Furthermore, on the grounds of public safety I believe the current public area of the shop poses a fire safety problem. When it is raining outside, we have seen numerous people crammed in the shop to get out of the rain, there can be up to 10 people in this space which ideally can hold 3-4. Moreover, the door of the shop opens inwards and when the shop is crammed full it becomes nearly impossible to open the door and this could pose an issue in the event of a fire. This issue needs to be resolved before the license is granted.

On the matter of the prevention of Public Nuisance

The Applicant states:

*“During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter arising or accumulating from customers in the area immediately outside the premises.”*

We have yet to see these measures in place during their current opening hours, what practical measures are they going to put into place to ensure that rubbish around their premises is cleared up at the end of their service.

I suggest that the condition is placed on the license to state that:

*“The premises shall ensure that all litter within 100 metres of the premises is cleared at the end of service”  
(or wording to this effect)*

I understand that this letter may be made public, and I am happy for this to happen with the redaction of sensitive personal information.

Yours Faithfully



James Lackovic

Head of Venues, Production and Safety

Writing on behalf of The University of Surrey of Students’ Union

<sup>1</sup> <https://www.getsurrey.co.uk/news/prison-trio-involved-guildford-kebab-6772971>

<sup>2</sup> <https://www.getsurrey.co.uk/news/surrey-news/victim-punched-kicked-large-scale-18035606>

<sup>3</sup> <https://www.gov.uk/government/news/guildford-man-has-manslaughter-sentence-increased>