

CITY OF
WOLVERHAMPTON
COUNCIL

Statutory Licensing Sub-Committee

12 March 2024

Time 10.30 am **Public Meeting?** YES **Type of meeting** Regulatory
Venue Committee Room 3 - 3rd Floor - Civic Centre

Membership

Chair Cllr Zee Russell (Lab)

Labour

Cllr Rashpal Kaur
Cllr Gillian Wildman

Quorum for this meeting is two Councillors.

Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

Contact Donna Cope, Democratic Services Officer
Tel/Email Tel: 01902 554452 Email: donna.cope@wolverhampton.gov.uk
Address Democratic Services, Civic Centre, 1st floor, St Peter's Square, Wolverhampton WV1 1RL

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

Agenda

Part 1 – items open to the press and public

<i>Item No.</i>	<i>Title</i>
1	Apologies for absence
2	Declarations of interest
3	Licensing Act 2003- Temporary Event Notice in respect of Canalside, Castlecroft Lane, Wolverhampton, WV3 8JU (Pages 3 - 30)

CITY OF WOLVERHAMPTON COUNCIL	Statutory Licensing Sub- Committee 12 March 2024
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Report title	Licensing Act 2003 – Temporary Event Notice in respect of Canalside, Castlecroft Lane, Wolverhampton, WV3 8JU	
Wards affected	Tettenhall/Wightwick	
Accountable director	John Roseblade, Director of Resident Services	
Originating service	Licensing	
Accountable employee	Debra Craner	Section Leader
	Tel	01902 556055
	Email	Debra.craner@wolverhampton.gov.uk

Recommendation for decision:

The Statutory Licensing Sub-Committee is recommended to:

1. Consider Objection Notices in relation to a Temporary Event Notice received by the Licensing Authority in respect of Canalside.

1.0 Purpose

- 1.1 To submit for consideration by the Statutory Licensing Sub-Committee, Objection Notices in relation to a Temporary Event Notice received by the Licensing Authority in respect of Canalside.

2.0 Background

- 2.1 The application was received on 1 March 2024 from Mr Ravi Chopra for a Temporary Event Notice in respect of Canalside, Castlecroft Lane, Wolverhampton, WV3 8JU.
- 2.2 The Temporary Event Notice has been applied for to temporarily permit the following licensable activities at the above-named premises on 16.03.2024 to 17.03.2024 for sale of alcohol on the premises, provisions of regulated entertainment and late-night refreshments.
- 2.3 A copy of the Temporary Event Notice is attached at Appendix 1, where further details of the event is provided.
- 2.4 The premises are situated within the Tettenhall Wightwick ward, and a location plan is attached at Appendix 2.
- 2.5 It is the understanding of the Licensing Authority that the application for this Temporary Event Notice has been properly made.
- 2.6 West Midlands Police and Environmental Health have been consulted on this application.
- 2.7 Relevant objections have been submitted by Environmental Health and West Midlands Police as they are satisfied that allowing the premises to be used in accordance with the Temporary Event Notice would undermine the Prevention of Crime and Disorder and Prevention of Public Nuisance licensing objectives. Copies of the Objection Notices are attached at Appendix 3 and 4 respectively.
- 2.8 The premises hold a premises licence, a copy can be found at Appendix 5.

3.0 Financial Implications

- 3.1 There are no direct financial implications associated with the recommendations in this report. The fee for this application is £21 and is non-refundable. The fees and charges in relation to the Licensing Act 2003 are set by the Secretary of State. This was noted by the Statutory Licensing Committee on 11 January 2023 [SB/20122022/J]

4.0 Legal implications

- 4.1 Part 5 of the Licensing Act 2003 entitled 'permitted temporary activities' detail the statutory powers available to a Licensing Authority when processing a Temporary Event Notice.
- 4.2 Provisions within part 5 allow the temporary carrying on of licensable activities at the

premises which are not authorised by a premises licence or club premises certificate.

- 4.3 A Temporary Event Notice is given by an individual 'premises user' indicating the intentions of the premises user to conduct one or more licensable activities at the premises for no more than 168 hours. A temporary event is subject to certain restrictions to include the requirements that there should be a minimum of 24 hours between events.
- 4.4 The premises user must give the Temporary Event Notice to the Licensing Authority and submit a duplicate to the Chief Officer of Police and Environmental Health (for the area in which the premises are situated). This must be done at least 10 working days (not including the day it is served or the day of the event) before the start of the event period.
- 4.5 The Chief Officer of Police or Environmental Health may object to the holding of the temporary event notice on the grounds that they are satisfied that allowing the premises to be used in accordance with the notice would undermine the licensing objectives and they must issue an Objection Notice to the Licensing Authority, the premises user and any other relevant person explaining the reasons why. When an Objection Notice is received the Licensing Authority must hold a hearing.
- 4.6 At the hearing, the Licensing Authority must have regards to the Objection Notice, give the premises user a Counter Notice if it considers it necessary for the promotion of the licensing objectives. By issuing a Counter Notice, the Licensing Authority stop the event from occurring.
- 4.7 At any time before a hearing is held, a temporary event notice maybe modified to address concerns of the responsible authorities. Once the Temporary Event Notice has been modified, the Licensing Authority must send a copy of the modified notice to all parties.
- 4.8 If Police or Environmental Health objections are not received or are withdrawn the Licensing Authority has no power under the Licensing Act 2003 to prevent permitted temporary events.
- 4.9 When considering what action to take with regards to the Temporary Event Notice the Licensing Committee must have regards to:
 - The Objection Notice
 - The four licensing objectives
 - The Licensing Act 2003
 - The Statutory guidance issued by the Secretary of State in accordance with Section 182 of the Act [amended] and
 - Wolverhampton City Council's Statement of Licensing policy
- 4.10 Premises users are not required to be on the premises for the duration of the event, but at all times, remain liable to prosecution should they cause or allow any provisions of general law to be breached. For example, laws governing sales of alcohol to persons under 18 years [RS/08/03/2024-1].

5.0 Equalities implications

- 5.1 This report has human rights implications for both the premises user and the residents from the local neighbourhood. Refusal of a Temporary Event Notice may have financial implications for a premises user's business and livelihood whereas authorising a Temporary Event Notice may have impact upon the day to day lives of residents living in close proximity to the premises. This report does not have any equality implications.
- 5.2 Article 8(i) of the European Convention of Human Rights provides that everyone has the right to respect for his/her private and family life and his/her home (which includes business premises). This right may be interfered with by the Council on a number of grounds including the protection of rights and freedoms of others. The First Protocol – Article 1 – also provides that every person is entitled to the peaceful enjoyment of his possessions and shall not be deprived of his possessions, except in the public interest and conditions provided for by law. Councillors must accordingly make a decision which is proportionate to the hearing and endeavour to find a balance between the rights of the applicant, residents and the community as a whole.

6.0 All other implications

- 6.1 There are no other implications associated with this report.

7.0 Schedule of background papers

- 7.1 None

8.0 Appendices

- 8.1 Appendix 1 – Temporary Event Notice
- 8.2 Appendix 2 – Location Plan
- 8.3 Appendix 3 – Environmental Health Representations
- 8.4 Appendix 4 – West Midlands Police Representations
- 8.5 Appendix 5 – Current Premises Licence



Licensing Services, 2nd Floor, Civic Centre, St. Peter's Square, Wolverhampton, WV1 1SH

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)	
1. Your name	
Title	Mr Mrs Miss Ms Other (please state) MR
Surname	Chopra
Forenames	Ravi
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr Mrs Miss Ms Other (please state)
Surname	
Forenames	
3. Your date of birth	Day
4. Your place of birth	
5. National Insurance Number	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Post town	Postcode
7. Other contact details	
Telephone numbers	[Redacted]
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address	

(if available)	
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Canalside Bar & Grill 8 Castlecroft Lane Wolverhampton WV3 8JU	
Post town Wolverhampton	Postcode WV3 8JU
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Canalside Bar & Grill 8 Castlecroft Lane Wolverhampton WV3 8JU	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	19/04221/PRE
Club premises certificate number	N/A
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Please describe the nature of the premises below. (Please read note 4)	
Licensed Bar and Grill	

Please describe the nature of the event below. (Please read note 5)
<p>Private function hosted by Raj Hothi to promote her business venture . Attendees shall be professionals. There will be a DJ controlled in house of the owner Ravi Chopra to continue until 0030. Local resident DJ is Gemini Sounds</p> <p>Noise Management will be enforced at the event to ensure there is no noise nuisance caused to local residents . Necessary signage is in place reminding customers/guests to leave quietly and respect local residents.</p> <p>Details of host Raj Hothi are [REDACTED] of 337 Tettenhall Road WV6 0JZ</p>

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol	x	
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club		
The provision of regulated entertainment (Please read note 7)	x	
The provision of late night refreshment	x	
Are you giving a late temporary event notice? (Please read note 8)	n/a	
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
16 th March 2024 -17 th March 2024		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)		
Extended hours requested 2300-0100hrs premises – last orders 0030hrs – premises cleared by 0100hrs		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	UP TO 150	
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	x
	Off the premises only	

	Both	
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Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes xx	No
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority	South Staffs Council	
Licence number	PA1390	
Date of issue	31/12/XX	
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes	No xx
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes	No XX

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes	No xx

If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes	No X
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes	No XX
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes	No XX

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	X
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	X
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	
Made or enclosed payment of the fee for the application	To follow
Signed the declaration in Section 9 below	X

8. Condition (Please read note 18)	
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.	

9. Declarations (Please read note 19)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:



- (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and
- (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.

Signature	
Date	29-02-24
Name of Person signing	Ravi Chopra

For completion by the licensing authority

10. Acknowledgement (Please read note 20)

I acknowledge receipt of this temporary event notice.

Signature	On behalf of the licensing authority
Date	
Name of Officer signing	



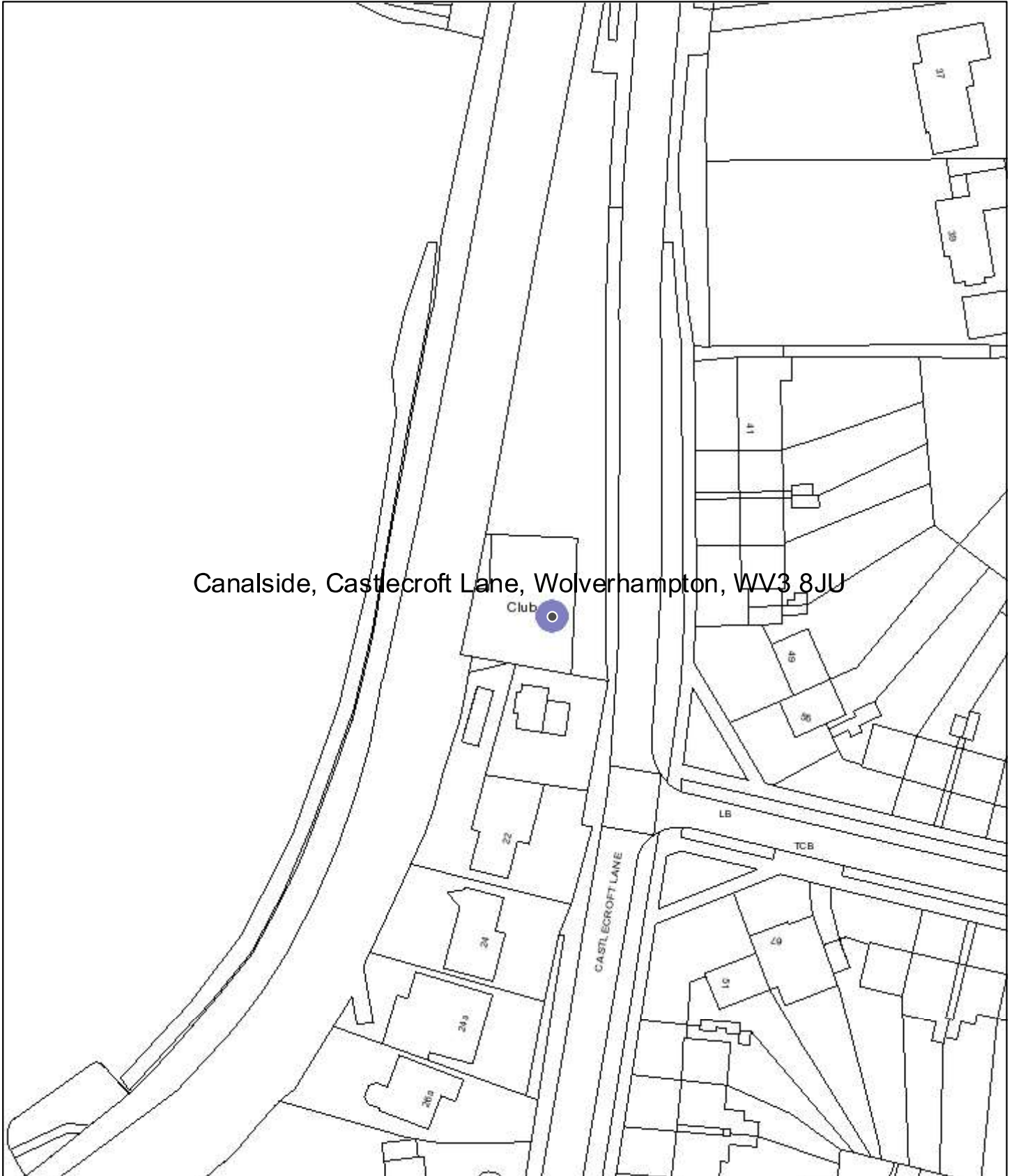





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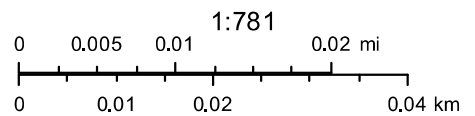
Location Plan

APPENDIX 2



3/7/2024, 11:52:18 AM

 Cumulative Impact Zone



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From: Faye Pearson
Sent: 06 March 2024 14:44
To: Licensing
Cc: [REDACTED]
Subject: TEN - Canalside Bar and Grill, Castlecroft Lane, Wolverhampton, WV3 8JU 16/03/24

Sensitivity: PROTECT

Good Afternoon

The City of Wolverhampton Council, Environmental Health Service, as a Responsible Authority, are refusing this TEN application under the licensing objective of the prevention of public nuisance.

The timing and nature of the event would give rise to nuisance to nearby residents and not uphold the licensing objective of preventing public nuisance.

Kind Regards

Faye

Faye Pearson
Senior Officer
Environmental Health
Commercial Regulation

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

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From: [Redacted], police [Redacted]
Sent: 06 March 2024 17:09
To: Licensing; [Redacted]
Subject: RE: [External]: TEN - Canalside Bar and Grill, Castlecroft Lane, Wolverhampton, WV3 8JU - PRE1379

[Redacted]

Good Afternoon,

West Midlands Police wish to raise formal representations in relation to this TEN application for Canalside Bar and Grill, Castle Croft Road, Wolverhampton, under the Licensing Objectives The Prevention of Crime and Disorder and The Prevention of Public Nuisance.

A review application has been submitted by Wolverhampton City Council Licensing Department in relation to breaches of licensing conditions at this premise where the applicant is the designated premise supervisor and Premise Licence Holder. Breaches highlighted in the application are in regards to CCTV and alcohol being served after scheduled alcohol sale hours.

Mr Chopra has been sent a copy of this representation.

Kind Regards



Kayley Nixon
Police Licensing Officer
Licensing Department

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[Redacted body text]

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Premises Licence

Issued in accordance with The Licensing Act 2003

Name of Premises: Canalside

Address of Premises: Castlecroft Lane
Wolverhampton
West Midlands
WV3 8JU

Premises Licence Number: 23/31527/PRE– Full Variation

Date of Last Update: 26th September 2023

1. Opening hours of the premises

Normal Hours: Monday to Thursday 1700 to 2300 hours
Friday 1600 to 2300 hours
Saturday 1200 to 2300 hours
Sunday 1200 to 2200 hours

Seasonal Variations: None

Non-Standard Hours: A further additional hour into the morning following every Sunday and Monday for each May bank holiday, Spring/Whitsun bank holiday and every August bank holiday weekend.

2. Licensable Activities authorised by the licence and the times the licence authorises the carrying out of these activities:

Activity: **Sale/Supply of alcohol on the premises**

Normal Hours: Monday to Thursday 1700 to 2300 hours
Friday 1600 to 2300 hours
Saturday 1200 to 2300 hours
Sunday 1200 2200 hours
With thirty minutes time to be called for drinking up before closing on all days of the week.

Seasonal Variations: None

Non-Standard Hours: A further additional hour into the morning following every Sunday and Monday for each May bank holiday, Spring/Whitsun bank holiday and every August bank holiday weekend.

Activity: **Sale/Supply of alcohol off the premises**

Normal Hours: Monday to Thursday 1700 to 2100 hours
Friday 1600 to 2100 hours
Saturday to Sunday 1200 to 2100 hours

Seasonal Variations: None

Non-Standard Hours: None

Activity: **Recorded Music**

Normal Hours: Monday to Thursday 1700 to 2300 hours
Friday 1600 to 2300 hours
Saturday 1200 to 2300 hours
Sunday 1200 2200 hours

Seasonal Variations: None

Non-Standard Timing: A further additional hour into the morning following every Sunday and Monday for each May bank holiday, Spring/Whitsun bank holiday and every August bank holiday weekend.

3. Name of the Designated Premises Supervisor if the sale of alcohol is involved

Ravi Chopra
Personal Licence Number - PA1390
Issued by South Staffordshire Council

4. Is access to the premises by children restricted or prohibited

Provision only as prohibited or restricted under the Licensing Act 2003

5. Name, (registered) address of the holder of the premises licence

Ravi Chopra
The Dairy
Nurton Hall Farm
Wolverhampton Road
WV6 7AD

Mandatory Licensing Conditions (Licensing Act 2003)

Mandatory conditions as required by the Act will apply to the licence.

It is the responsibility of the Premises Licence Holder and the Designated Premises Supervisor to ensure that they are conversant and compliant with all current mandatory conditions in relation to the Licensing Act 2003.

Conditions consistent with the Operating Schedule

General

Prevention of Crime & Disorder

An Incident Log must be maintained at the premises and a written record of any incident that occurs at the premises must be appropriately recorded.

Where it is deemed appropriate, the incident must be immediately reported to the West Midlands Police.

An incident log will be kept and produced to all Responsible Authorities upon reasonable request.

CCTV will be kept for 31 days.

At least one member of staff to be on duty who is trained to download the systems image should any member of a responsible authority make a request.

CCTV will cover all public areas where licensable activity takes place and when the premises is open to the public.

CCTV will also cover behind the bar areas, entrance/exits and smoking areas. The time and date will be set correctly.

CCTV to be made available on request and without any undue delay to the police or a member of a Responsible Authority.

Alcohol for consumption on the premises must not be sold less than 15 minutes before the premises' scheduled closing time.

Customers permitted to temporarily leave and then re-enter the premises after 23:00, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.

Only patrons ordering table meals, seated refreshments and/or services shall be permitted to purchase alcohol for supply off the premises.

Any supply of alcohol for consumption off the premises must be within a sealed container.

Public Safety

Lighting around the premises.

The premises will be restricted to a maximum capacity of 200 persons (including staff) and suitable management procedures will be adopted to ensure that the capacity is not exceeded, such as clickers, ticketing or a simple headcount.

This will feature in the Fire Risk Assessment.

The fire alarms system will be installed in accordance with British Standard 5839-1 and a copy of the commissioning certificates for the fire alarm will be provided to the Fire Authority prior to the premises being occupied by members of the public.

Break glass call points will only need to be provided behind the bar and in the kitchen.

The emergency lighting system will be installed in accordance with British Standard 5266-1 and a copy of the commissioning certificates for the emergency lighting will be provided to the Fire Authority prior to the premises being occupied by members of the public.

Maintained and illuminated fire exit signage boxed will be provided above the fire exit and lobby door leading to the front fire exit.

The wooden cladding used to line the walls will be treated with intumescent paint or varnish to achieve surface class spread of flame rating class 1.

The kitchen fire door will be provided with an intumescent strip and cold smoke seal.

The designated premises supervisor shall ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.

Prevention of Public Nuisance

Noise and vibration should not be allowed to emanate from the premises so as to cause nuisance to nearby properties or residents.

All doors and windows to remain closed, except to allow for ingress and exit of customers, during periods of public entertainment.

Alcohol (off sales) shall only be delivered to a residential or business address and shall not be delivered to a person in a public place, e.g., a car park, a street corner, a bus stop etc.

Signs will be displayed visible at all premises exits to request that customers leave the premises and area quietly.

No service of food/drinks will take place outside the building after 2300 hrs, and no alcohol is to be taken into or consumed in the outside seating area between 23:00 and close of business.

A Noise Management Plan will be operated at all times that Regulated entertainment is carried out at the premises and these records will be retained at the premises.

Protection of Children from harm

All staff to be trained in challenge 25.

All appropriate checks will be undertaken by all staff to ensure no sale of alcohol is made to underage persons.

All staff to receive training and refresher training every 6 months on their responsibilities with regard to licensing legislation.

Training to be documented and shown to members of a Responsible Authority upon request.

A challenge 25 policy will be enforced at the premises. All persons appearing to be under the age of 25 will be challenged and will be asked to provide identification in the form of a driving licence/passport/valid proof of age ID card.

An electronic or written refusals log will be maintained at the premises with a record of all refusals of admission or service, including the sale of alcohol. The refusals log will include the basis of a refusal; the person making the decision to refuse; the date and time of refusal. The refusals log will be kept for at least 12 months and will be produced to an officer of a responsible authority upon request.

No children under the age of 16 are permitted in the restaurant after 2100 hrs, with the exception of those attending family celebrations; and only then when accompanied by a supervising adult.

1. All delivery drivers must undertake Challenge 25 verification at the point of delivery for all and any goods at the point of delivery. All transactions are to be documented, detailing the order number, recipient and delivery address. This record is to be made immediately available upon the request of any authorised officer of a Responsible Authority.

2. When age restricted goods are delivered to a customer's address, the person who takes receipt of the goods must be subject to a Challenge 25 verification. Where age verification is required, it must consist of an original valid photographic identity document such as a driving licence, a military identification card or a proof of age card carrying a PASS hologram.

3. The Premises Licence Holder shall maintain an accurate and up to date record of all sales of alcohol made via remotes means. This information shall be made immediately available to the Police and authorised officers when requested.

Conditions attached following Statutory Licence Sub-committee dated 26.09.2023.

A properly calibrated digital CCTV system shall be put in place which covers all entry/exit points of the premises and all areas where alcohol/money is served/taken, all areas where the public have access, to include the immediate curtilage outside the premises which includes the outside seating and smoking areas. The system must be installed and maintained in working order at the premises at all times when the premises is open for business. The system's recorded images and video must be in high definition, in colour, have the correct date and time stamp and be kept for at least 31 days unedited. The footage must enable frontal facial identification of every person entering the premises, in any light condition.

At least one designated member of staff must be trained to use the CCTV system and be available to provide downloads upon request or in any case, within 24 hours of any request made by any authorised officer of a Responsible Authority. Images and video will be downloadable in a suitable format by the Premises Licence Holder and provided to any authorised officer of a Responsible Authority upon "Immediate" request.

An incident log shall be kept at the premises, and made immediately available on request to any authorised officer of a Responsible Authority which must record the following:

- all crimes reported to the venue
- all ejections from the premises
- all complaints received
- all incidents of disorder
- all refusal of the sale of alcohol
- all visits by a relevant authority or emergency service
- any faults detected with the CCTV system

An incident log must be kept detailing the identities where known, of any persons in and outside the venue involved in any altercations, arguments or differences along with CCTV footage which must be completed, checked and signed on a daily basis by the DPS and Premises Licence Holder whenever the premises is open for business and be available for inspection immediately upon request by an authorised officer of a Responsible Authority.

The Premises Licence Holder must notify West Midlands Police of the details of all pre-booked events in writing at least 7 clear days before the event to include the names, contact telephone number, address, date of birth and date of the intended event booker in question, with details of all entertainment to be provided.

The Premises Licence Holder and their staff shall co-operate with West Midlands Police to provide any further information required by the police to enable the police to arrive at an informed risk assessment and decision regarding any anticipated event to be held in the premises.

Any objection raised and communicated by West Midlands Police to any proposed event shall mean that the event cannot be held, so long as its decision is communicated to the Premises Licence Holder 48 clear hours in advance by email or such other means of instantaneous communication it deems fitting.

A minimum of one SIA door supervisor must be engaged at a ratio of 1:100 for any pre booked event held in the premises and for any events including Temporary Event Notices (TENs) held in the premises, and who must:

- risk assess the appropriate number of door supervisors required for any events held in the premises.
- ensure that all door supervisors on duty wear a uniform which clearly identifies them to the public as door supervisors, with high visibility jackets, vests, head gear and luminescent SIA identification holder armbands.
- be equipped where required with individual radio link communication equipment.
- maintain a register for all engaged door supervisor(s) which must be signed at the start and end of any shift and include details of names, employers, telephone numbers and SIA badge numbers.
- Ensure that all door supervisor(s) are briefed in advance of any scheduled events to include details of the event, record start and finish times, and all applicable resources and equipment to be deployed.
- Ensure that door supervisor(s) are equipped with body worn videos at all scheduled events held.
- Ensure that at least one of the door supervisor(s) on duty is equipped with a clicker counter to monitor the number of patrons granted access to the premises. This must be recorded in a daily head count register which must be endorsed with the SIA number and initial of the DS accorded that duty.
- Where door supervisors are deployed, the numbers must be entered into a head count register every hour after 20.00 hours whenever the premises is open for business.

Ensure that any deployed door supervisors note that persons intoxicated through drink or drugs are not granted access to enter the premises.

No customer carrying open bottles shall be allowed to exit or access the premises at any time they are open to the public.

The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build-up of empties in and around the premises including the outside seating area.

All external windows and doors shall be kept closed after 20:00 hours when regulated entertainment is being provided, except in the event of an emergency and for access and egress. All exterior windows and doors shall be maintained in a good state of repair and working order.

The Premises Licence Holder and DPS must conduct regular assessments of the noise emanating from the premises after 20.00 hours on every occasion the premises is used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents.

A written record must be made of those noise assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action to be taken. This record shall be made available immediately upon request by any authorised officer of a Responsible Authority.

There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) appropriately sized notices requiring customers to leave the premises and the area quietly.

The Premises Licence Holder and/or the DPS must conduct regular hourly checks of the premises curtilage to include the provision of receptacles for the collection of litter glasses and bottles in the outside seating and smoking area and to keep the area clean. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action taken. This record shall be made available upon request by any authorised officer of a Responsible Authority.

An effective dispersal policy that ensures the quiet dispersal of patrons outside the immediate curtilage of the venue for up to 30 minutes after the premises shuts for business must be prepared and kept on record.

- a) The dispersal shall be effected using SIA door supervisors where deployed by the venue or such other staff at the behest of the Premises Licence Holder where a pre-booked event or other regulated entertainment takes place.

On evenings when a DJ is employed at the premises, he/she will make an announcement thirty minutes before closing time to remind customers that the venue is situated in a residential area and request that they treat neighbours with respect by leaving the venue as quietly as possible.

No bottles/glasses shall be taken outside the premises after 20.00 hours.

When events are undertaken, door supervisors must monitor occupancy and exit levels by use of a clicker system.

Challenge 25 and "Ask Angela" shall be implemented, and a proof of age policy is to be applied with the accepted means of proof of age being:

- Passport
- Photo Driving Licence
- EU/EEA National ID Card

- A recognised valid photo-id card bearing the PASS hologram
- Any future accredited and accepted proof of age signs shall be displayed stating that the premises operates a Challenge 25 Policy.

No child under the age of 16 shall be admitted to the premises or allowed to remain on the premises after 21.00 hours and in any event when attending the premises, they must be accompanied and supervised by a responsible adult.

Contact numbers for local taxi companies shall be kept and made available to all patrons requiring a taxi.

The Premises Licence Holder shall deploy car park marshals to carry out regular checks of the premises car park at regular intervals from 19.00 hours every day of the week until closing hours to ascertain that patrons' vehicles are properly parked to maximise the space available and to ensure that there is proper access for any emergency vehicles.

All staff employed in the premises must attend a Licensing Act 2003 course at least twice a year provided by a suitably qualified external provider with evidence of this kept and produced upon request to any authorised officer of a Responsible Authority.

Such training shall be documented and recorded. It will record the date and names of those trained and the person providing it. The training shall cover all aspects of the responsible sale of alcohol - Licensing Objectives, age verification, how to detect proxy sales, consequences of underage sales, serving to drunks, refusals, toilet checks and conflict management. The records will be available to be viewed on demand by an authorised officer of a Responsible Authority.

The Premises Licence Holder and/or DPS must ensure that regular monthly meetings are held with local residents to ensure that all concerns and complaints emanating from the premises are made known and dealt with in a mutually acceptable manner that takes onboard affected residents' concerns.

Plans

As submitted with application dated **02.08.2023** and retained by City of Wolverhampton Council.