



**SURREY HEATH BOROUGH COUNCIL
LICENSING ACT 2003**

**Premises Licence
Schedule 12
Part A**

Regulation 33,34

Premises licence number

SHBCPR-0538

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description	
Lakeside Country Club Wharf Road Camberley Surrey GU16 6PT	
Post town: Camberley	Post code: GU16 6PT
Telephone number: 01252 836464	

Where the licence is time limited the dates:
Not applicable

Licensable activities authorised by the licence:
Sale or Supply of Alcohol - Indoors and Outdoors Indoor Sporting Event Boxing or Wrestling - Indoors Performance of Live Music - Indoors Playing of Recorded Music - Indoors Performance of Dance - Indoors Provision of Facilities for Making Music - Indoors Provision of Facilities for Dancing - Indoors Entertainment Similar to Making Music or Dancing - Indoors Provision of late Night Refreshments - Indoors

The times the certificate authorises the carrying out of licensable activities:
<u>Sale or Supply of Alcohol - Indoors and Outdoors</u>
Monday: 12:00hrs - 02:00hrs Tuesday: 12:00hrs - 02:00hrs Wednesday: 12:00hrs - 02:00hrs
22 December 2010

Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Indoor Sporting Event

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Boxing or Wrestling - Indoors

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Performance of Live Music - Indoors

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Playing of Recorded Music - Indoors

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Performance of Dance - Indoors

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Provision of Facilities for Making Music - Indoors

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs

Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Provision of Facilities for Dancing - Indoors

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Entertainment Similar to Making Music or Dancing - Indoors

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Provision of late Night Refreshments - Indoors

Monday: 23:00hrs - 02:00hrs
Tuesday: 23:00hrs - 02:00hrs
Wednesday: 23:00hrs - 02:00hrs
Thursday: 23:00hrs - 02:00hrs
Friday: 23:00hrs - 02:00hrs
Saturday: 23:00hrs - 02:00hrs
Sunday: 23:00hrs - 02:00hrs

The opening hours of the premises

Monday: 12:00hrs - 02:00hrs
Tuesday: 12:00hrs - 02:00hrs
Wednesday: 12:00hrs - 02:00hrs
Thursday: 12:00hrs - 02:00hrs
Friday: 12:00hrs - 02:00hrs
Saturday: 12:00hrs - 02:00hrs
Sunday: 12:00hrs - 02:00hrs

Where the certificate authorises supplies of alcohol whether these are on and/or off supplies:

Sale or Supply of Alcohol - Indoors and Outdoors

Part 2

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence

Robert Ronald Potter
56 Wharf Road
Frimley Green
Camberley
GU16 6PT

Mrs Jacqueline Piper
"Pineacres"
Old Guildford Road
Frimley Green
Surrey
GU16 6PE

Lakeside Country Club
Wharf Road
Frimley Green
Camberley
Surrey
GU16 6PT

Tel: 01252 836464

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

Company 1295561

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

Robert Ronald Potter
56 Wharf Road
Frimley Green
Camberley
Surrey
GU16 6PT

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

SHBCPER - 0578 Surrey Heath Borough Council

Annex 1

Mandatory conditions

S19

i) 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 at

(b) a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

ii) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

S19A

1. – (1) The responsible person shall take all reasonable steps to 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, to substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children –

(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 as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(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;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of sporting event, where that provision is dependant on-

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) 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.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4.- (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale of alcohol.

(2) 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 a holographic mark.

5. The responsible person shall ensure that-

(a) where any of the following alcohol drinks are sold or supplied for consumption on the premises (other than alcohol 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 whiskey: 25ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

S21

Any person carrying out a security activity at the premises in accordance with conditions attached to this licence must be licensed by the Security Industry Authority.

For the purposes of this condition -

(a) "security activity" means an activity to which paragraph 21(1)(a) of that Schedule 2 to the Private Security Industry Act 2001 applies, and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Embedded Conditions

For the sale or supply of alcohol ON the premises the following conditions will apply:

No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

- (1) He is the child of the holder of the premises licence.
- (2) He resides in the premises, but is not employed there.
- (3) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
- (4) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

For the sale or supply of alcohol OFF the premises the following conditions will apply:

- 1. Alcohol shall not be sold in an open container or be consumed in the licensed premises.

For the provision of regulated entertainment and entertainment facilities the following conditions will apply:

- 1. Where the number of children attending the entertainment exceeds 100 the licensee shall ensure that the provisions of Section 12 of the Children and Young Persons Act 1933 are complied with.
- 2. All exit doors shall be kept unlocked and unbolted and the keys of the locks and key operated bolts shall be kept in the possession of a responsible person during the presence of the public.
- 3. The darts playing area shall be restricted to players and officials only.
- 4. A clear space not less than 1.4 metres wide shall be maintained around the ring at boxing and wrestling events.
- 5. Any incident at the premises requiring police investigations into customers activities such as drugs or substance misuse, public disorder or other criminal acts shall be reported to the police immediately and preferably whilst the victim(s), offender(s) and witnesses are still present at the premises. The licence holder or their representative if they are not present at the premises, shall assist the police in any investigations that they undertake.

6. There shall be two door supervisors on duty at the premises at all times when public entertainment is being provided under the terms of this licence. When the number of customers present exceeds 100 there shall for every additional 100 customers or part thereof be one additional door supervisor.
7. Frequent inspections of toilet areas within the premises shall be undertaken for the purpose of reducing the risk of drug and substance abuse and criminal offences on every occasion when public entertainment is being provided at the premises under the terms of this licence.
8. If public entertainment may be provided under the terms of this licence up until 12 am or later, no member of the public shall be admitted or re-admitted during the last 30 minutes prior to the closure of the premise.
9. The CCTV system installed at the premises shall be replaced with more modern equipment in accordance with standard licensing condition 23.1. Appropriate equipment and a sufficient number of cameras shall be installed to record colour images that are clear enough to allow the police to use them to investigate any crimes committed in those areas scanned by the cameras. The areas covered by the cameras shall include both sides of the entrance to the premises and all areas and corridors within the premises open to the public.
10. No persons other than the Police, the licence holder, manager or acting manager shall have access to the recording equipment and recordings that have been made with the equipment. Images from all cameras shall be recorded throughout the time that the public are waiting to gain access to the premises and at all times when they are present at the premises for entertainment provided under the terms of this licence.
11. Recordings made on the system shall be kept for a period of at least 30 days and any videotapes shall not be used on the equipment more than twelve times after which they shall be wiped clean and disposed of.
12. The latest date for installing the new CCTV system shall be 30th April, 2005.
13. On each occasion that entertainment is provided under the terms of this licence, music with a slow beat shall be played at a reduced volume during the last 30 minutes that entertainment is provided. Soft background music with a slow rhythm may be played at a reduced volume while customers are leaving the premises at the conclusion of the entertainment.
14. The toilets shall be available for use at all times when the public are present at the premises.
15. Door staff shall remain on duty until such time as the last member of the public has left the building and the area in immediate vicinity of the premises.
16. Two door staff shall be employed when up to 100 persons are present and thereafter additional door staff shall be employed at a ratio of one to every 100 persons present or part thereof up to a total of 500 persons. For every 200 persons or part thereof present in excess of this number additional door staff shall be provided at a ratio of one to every 200 persons.

Annex 2 - Conditions consistent with the operating Schedule

1. Trained security staff registered as door supervisors by the Security Industry Authority (S.I.A.) shall be employed on the premises at all times when members of the public are present on the site.
2. Published management policy involving procedures for all staff responsible for crime prevention shall be implemented at the premises.
3. A written procedures and policy for control of notice and music volume levels shall be in operation at the premises.
4. No persons under the age of 18 years shall be admitted into the club or licensed bar.

Annex 3 - Conditions attached after a hearing by the licensing authority

Management Plan

1. There shall be no operation of this Premises Licence until a Management Plan approved by Surrey Heath Borough Council's Head of Environment Services, has to the satisfaction of the Head of Environmental Services been implemented at the Licensed Premises.
2. The approved Management Plan will be operated at the Licensed Premises for whenever the said premises are in use as such.
3. The Management Plan for the Licensed Premises will set out the policies for the operation of both processes and systems for the management of the Licensed Premises to include but not limited to the following matters:
 - 3.1 the management and operation of door supervisors to ensure effective door control
 - 3.2 operational plan setting out how management of events will be carried out for when the Premises Licence is being operated at capacity, to includes how the health and safety of customers and guests for such events will be managed
 - 3.3 system of counting in and determining the number of customers, guests and staff at events to ensure that the maximum permitted number is not exceeded.

Capacity

4. The capacity for the Licensed Premises will be restricted to 1662 persons in total including all staff, customers and guests, with no more than 1612 persons being allowed to enter as customers and guests to the premises.
5. The number of persons admitted to the Licensed Premises on any one occasion shall not exceed the maximum occupant capacity (such number to be inclusive of staff and performers working at the premises), and overcrowding in any part of the premises which would interfere with the safety or comfort of the public shall not be permitted.
6. The booking of all events will record the numbers of customers expected or invited to attend and such records shall be made available to the Licensing Authority and or Environmental Services upon written request or for inspection at the Premises.
7. The licence holder shall:
 - 7.1 maintain a written record of the maximum number of customers and guests admitted to the premise on any occasion when the premises is open, to or hired by, the public. The written record should contain the date and type of event plus the maximum number of customers and guests present at the event and the number of staff on duty during the event.
 - 7.2 Records must be maintained for 24 months and be available for inspection by Environmental Health, the Fire Authority and the Licensing Authority at all times when the Premises is open.
 - 7.3 The licence holder must allocate a person to be responsible for collecting the information contained in this condition and must be available to provide this information at any time during such an event to Environmental Services, Fire Authority and Licensing Authority.
8. All events or functions at the Licensed Premises must have a system of counting people into the event/ function which will produce an accurate record recording the number of people in the Licences Premises to ensure that the maximum permitted number is not exceeded.
9. The licence holder, manager or designated premises supervisor should be aware of the number of persons on the premises and shall inform any authorised person on request.
10. A notice, in a format to be prescribed by the Licensing Authority, shall be displayed prominently at the entrance to the premises so as to be visible and easily understood, indicating the maximum number of persons permitted on the Licensed Premises at any one time.

Plastic Glasses

11. When the Licensed Premises are being used for a full capacity event, all cold drinks must be served or supplied in plastic glasses only, unless the original packaging of the drink included the drink in a can in which case the drink can be consumed from the can.
12. The plastic glasses referred above shall be made of toughened glass or plastic and shall be designed not to have a sharp edge when broken.

Layout and Plans

13. All events anticipating full capacity must have the tables set up as follows:
 - 13.1 In accordance with the approved seating plan as shown in Plan for Lakeside Country Club, Seating Plan (02 revision B), dated July 2010, scaled at 1:125 subject to complying with all Fire Safety requirements which would include but not limited to ensuring gangways being maintained to a minimum of 1.05metres and seatways being maintained to a distance to enable the free and safe movement of customers and guests
 - 13.2 All the tables shall be of rectangular design of a width of 550mm and shall be arranged in rows to accommodate no more than 12 seats per row
14. No article shall be attached or hung to or from the back of any seat which would reduce clear width of seat-ways or cause a tripping hazard or obstruction with the exception of suit jackets and handbags.
15. A copy of the approved seating plan(s) shall be kept available at the Licensed Premises and shall be shown to the authorised officers on request.

Toilets & Hand Wash Facilities

16. At all events anticipating a capacity of 1200 or over customers or guests there must be at least nine additional ladies toilets and hand wash facilities provided either within the main Lakeside Country Club or alternatively within close proximity of either the entrance to building or to its rear in locations as previously agreed by the Head of Environmental Services for the avoidance of doubt this condition does not permit the use of pre-existing toilet facilities located in other buildings within the complex. The provision of any temporary toilet and hand washing facilities shall only be permitted as a measure for a maximum period of 12 months from the date of this licence only, thereafter such facilities must be available as a permanent structure.

Annex 4 - Plans

Please see certified plans attached