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Tuesday, 15 November 2016

To: The Members of the **Licensing Committee**
(Councillors: Bill Chapman (Chairman), Ian Sams (Vice Chairman), Nick Chambers, David Allen, Mrs Vivienne Chapman, Surinder Gandhum, Ruth Hutchinson, Paul Ilnicki, Rebecca Jennings-Evans, David Lewis, Oliver Lewis, Bruce Mansell, Nic Price, Pat Tedder, Joanne Potter and Valerie White)

Dear Councillor,

A meeting of the **Licensing Committee** will be held at Council Chamber, Surrey Heath House on **Wednesday, 23 November 2016 at 7.00 pm**. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

Part 1 (Public)

- | | | |
|----------|------------------------------------|---------------|
| 1 | Apologies for Absence | |
| 2 | Minutes of Previous Meeting | 3 - 26 |

To confirm and sign the minutes of the meeting held on 29 June 2016.

3 **Declarations of Interest**

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

- | | | |
|----------|--|----------------|
| 4 | Licensed Driver Assessment Requirements | 27 - 34 |
| | To consider a report setting out proposed changes to the assessment requirements for licensed drivers in Surrey Heath. | |
| 5 | Street Collections Policy | 35 - 46 |
| | To consider a report setting out proposed changes to the Surrey Heath Street Collections Policy. | |
| 6 | Licensing Act 2003 - Summary of Decisions | 47 - 82 |
| | To receive and note a report setting out a summary of licensing decisions taken by the Council since the Licensing Committee's last meeting. | |

Date of Next Meeting

The next scheduled meeting of the Licensing Committee will take place on 15 March 2016 at 7pm.

Minutes of a Meeting of the Licensing Committee held at Council Chamber, Surrey Heath House on 29 June 2016

- + Cllr Bill Chapman (Chairman)
- + Cllr Ian Sams (Vice Chairman)

- | | |
|-----------------------------|-----------------------|
| + Cllr Nick Chambers | + Cllr Jonathan Lytle |
| + Cllr Mrs Vivienne Chapman | + Cllr Bruce Mansell |
| + Cllr Surinder Gandhum | + Cllr Nic Price |
| - Cllr Ruth Hutchinson | + Cllr Joanne Potter |
| + Cllr Paul Innicki | - Cllr Pat Tedder |
| - Cllr David Lewis | - Cllr Valerie White |
| + Cllr Oliver Lewis | |

+ Present

- Apologies for absence presented

1/L Minutes

The minutes of the meeting held on 16 March 2016 were confirmed and signed by the Chairman.

2/L Statement of Gambling Policy

The Committee was reminded that the Council, as a licensing authority, had a duty to undertake various regulatory functions imposed by the provisions of the Gambling Act 2005 and before exercising these functions it must first adopt a "Statement of Policy" indicating how the functions would be exercised. This Statement required review every 3 years.

At its meeting on 16 March 2016 the Committee had considered a draft revised Statement. The draft Statement had subsequently been subject to a 12 week public consultation, which had taken place between 18 March and 12 June 2016. One consultation response had been received.

The Committee was informed that a significant material change had been made to the draft Statement following the consultation by incorporating amendments brought about by the Gambling Commission's new Licence Conditions and Codes of Practice (LCCP), which had come into effect in April 2016. This insertion concerned the requirement for gambling premises to undertake a local risk assessment.

It was reported that the Council's legal officers had suggested a couple of minor typographical amendments, which the Committee agreed to incorporate in the final document.

RECOMMENDED that the Gambling Act 2005 Statement of Policy – 5 October 2016 to 4 October 2019, as attached at Annex A to these minutes, be adopted.

3/L Food Safety Service Plan 2016/17

The Committee was informed that the Food Standards agency required all food authorities to have a Food Safety Service Plan to ensure that national priorities and standards were addressed and delivered locally.

Members considered the draft Food Safety Service Plan for 2016/17, which the Executive would be asked to approve at its meeting on 2 August 2016. The Plan followed the Food Standards Agency's set format.

In order to be considered 'broadly compliant' with food hygiene law, a business would be awarded a food hygiene score of 3 or above. It was noted that the number of food businesses which were 'broadly compliant' remained high at 97%. This figure had increased steadily in the previous few years from 83% in 2009/10. Officers continued to work with the businesses which were not broadly compliant in order to ensure that they improved their standards.

The Committee was advised that the Council continued to support its two Primary Authority Partnerships (PAPs) with Exclusive Hotels, the owner of Pennyhill Park, and Krispy Kreme Doughnuts.

RESOLVED to advise the Executive to approve the Food Safety Service Plan 2016/17, as set out at Annex A to the agenda report.

4/L Licensing Act 2003 - Summary of Decisions

The Committee received details of the decisions taken under delegated powers in respect of licence applications where no representations had been received from the responsible authorities or any other persons.

Chairman

GAMBLING ACT 2005 STATEMENT OF POLICY

05 October 2016 to 04 October 2019

This statement of principles has been prepared following reference to guidance from the Gambling Commission to licensing authorities (5th edition) published in September 2015

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1. Introduction

1.1 General

The Gambling Act 2005 ('the Act') imposes a duty on licensing authorities to exercise various regulatory functions in relation to gambling. Surrey Heath Borough Council ('the Council') is a licensing authority for the purposes of the Act. The main functions of licensing authorities are:

- Licensing premises for gambling activities
- Considering notices given for the temporary use of premises for gambling
- Granting permits for gaming and gaming machines in clubs and miners' welfare institutes
- Regulating gaming and gaming machines in premises licensed for the supply of alcohol
- Granting permits to family entertainment centres for the use of certain lower stake gaming machines
- Granting permits for prize gaming
- Considering occasional use notices for betting at tracks
- Registering small societies' lotteries

Details of gaming machine classifications as dealt with later in this statement are set out in Annexe 1

The Gambling Commission will have responsibility for dealing with personal licences and operating licences.

1.2 Licensing Objectives

The licensing objectives as set out in Section 1 of the Act are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

1.3 Description of Surrey Heath Borough

The Borough of Surrey Heath is situated in the County of Surrey, which contains a total of eleven District Councils. The population of Surrey Heath, according to the 2011 Census, is 86,144. The Borough covers an area of 36.5 square miles which is comprised of a mixture of residential, rural, urban, and heathland areas. These areas are shown on the map attached as Annexe 2.

1.4 Obligation to Publish Statement of Principles

Licensing authorities are required by the Gambling Act 2005 to prepare and publish before each successive period of three years a statement of the principles that they propose to apply in exercising their functions during that period.. This statement must be published before a "Licensing Authority" at least every three years. The statement must also be reviewed from "time to time" and any amended parts re-consulted upon. The statement must be then re-published.

1.5 Local Risk Assessment

The Gambling Commission's Licence Conditions and Code of Practice (LCCP) require gambling premises licence holders to undertake a risk assessment taking into consideration their local information. Further details may be seen at Annex 4 of this document.

1.6 Consultation

This statement of principles has been prepared in consultation with the following persons/bodies:-

- The Chief Officer of Police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

A full list of consultees is attached as Annexe 3.

This statement of policy will take effect from 05 October 2016. It will remain in force for no more than 3 years, but may be reviewed at any time.

1.7 Declaration

This statement of policy has been prepared with due regard to the licensing objectives, the guidance to licensing authorities issued by the Gambling Commission, and with due weight attached to any responses received from those consulted.

This statement of policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

1.8 Responsible Authorities

The contact details of all the Responsible Authorities under the Act are available via the Council's website at www.surreyheath.gov.uk

In exercising the Council's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc

Having regard to the above principles, the Council designates the Surrey Children's Service for this purpose.

1.9 Interested parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. The Act defines interested parties as persons who, in the opinion of the licensing authority;

- a) live sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) have business interests that might be affected by the authorised activities; or
- c) represent persons who satisfy paragraph (a) or (b) *

Whether or not a person is an interested party is a decision that will be taken by the Council on a case-by-case basis. However, the following factors will be taken into account:

- the size of the premises;
- the nature of the premises;
- the distance of the premises from the location of the person making the representation
- the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment);
- the nature of the complainant. This is not the personal characteristics of the complainant but the interests of the complainant which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that “sufficiently close to be likely to be affected” could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) residential hostel for vulnerable adults;
- the ‘catchment’ area of the premises (i.e. how far people travel to visit); and whether the person making the representation has business interests in that catchment area, that might be affected.

This list is not exhaustive and other factors may be taken into consideration in an individual case.

*The Council considers the following bodies/ associations to fall within the category of those who represent persons living close to premises, or having business interests that might be affected by the authorised activities:-

- trade associations:
- trade unions;
- residents and tenants associations;
- ward/ county/ parish councillors
- MP's

This list is not exhaustive and the Council may consider other bodies/ associations & persons to fall within the category in the circumstances of an individual case.

The Council may require written evidence that the person/ association/ body represents an interested party.

1.10 Exchange of Information

The Council regards the lawful and correct treatment of information as very important to the successful and efficient performance of the Council's functions, and to maintaining confidence between the people/ bodies we deal with and ourselves. We ensure that our organisation treats information lawfully and correctly.

The Council may share information in accordance with the following provisions of the Act: -

- Sections 29 & 30 (with respect to information shared between the Council and the Gambling Commission)
- Section 350 (with respect to information shared between the Council and the other persons listed in Schedule 6 to the Act)

In the exercise of the above functions, consideration shall also be given to the common law duty of confidence, the law relating to defamation, the guidance issued by the Gambling Commission and to the Council's policies in relation to data protection and freedom of information.

The Council will adopt the principles of better regulation.

Any information shared between the Council and Surrey Police must also be carried out in accordance with the Surrey Information Sharing Protocol produced by the Surrey Community Safety Unit.

Any person wishing to obtain further information about their rights under the Data Protection Act 1998 or the Freedom of Information Act 2000 may view the Council's policies at www.surreyheath.gov.uk or alternatively contact the Information Governance Manager, Surrey Heath Borough Council, Surrey Heath House, Knoll Road, Camberley GU15 3HD – Tel No. 01276-707100 – e-mail foi@surreyheath.gov.uk

1.11 Equality and Diversity

The Council encourages the promotion of a culturally diverse range of entertainment, which is available to all the community.

The Equality Act 2010 applies to all licensed premises and those who operate them. It also places a legal duty on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It is discriminatory to treat a person less favourably than another person, because that person has one or more of those protected characteristics.

Operators and applicants are obliged by the Act to make reasonable adjustments to help disabled persons access their goods, services and facilities where those persons would be at a substantial disadvantage compared to non-disabled persons and this extends to persons who are workers.

The Council has an Equality Strategy which sets out its approach to equality and diversity and how it implements the public sector equality duty.

1.12 Enforcement

The Council will adopt a risk-based approach to the inspection of gambling premises. This will allow for the targeting of high-risk premises, or those where a breach would have serious consequences. Premises that are low risk and/ or well run will be subject to a less frequent inspection regime.

Where necessary, appropriate enforcement (including prosecution under section 346 of the Act) will be carried out in a fair and consistent manner in accordance with

- The Enforcement Concordat (which the Council signed up to in 1998).
- The Better Regulation and Hampton Principles
- Surrey Heath Borough Council enforcement policies

Copies of the above documents are available to view on the Council's website at www.surreyheath.gov.uk

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

Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Council but will be notified to the Gambling Commission.

2. Premises Licences

2.1 Decision making - general

In accordance with Section 153 of the Act, the Council shall aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the authority's statement of licensing policy

The Council will not have regard to the expected demand for the facilities which it is proposed to provide, nor the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal.

Moral objections to gambling will not be considered by the Council, as they are not a valid reason for rejecting an application for a premises licence.

Each case will be considered on its individual merits. However, in order to assist applicants and objectors alike, this section sets out the general factors that will be taken into account by the Council when considering applications for premises licences.

2.2 Location

The location of premises may be relevant to the promotion of the licensing objectives. In particular, premises located in close proximity to the following may give rise to concern

- schools
- vulnerable adult centres
- residential areas with a high concentration of children

Much will depend upon the type of gambling that it is proposed will be offered on the premises. The Council will, where appropriate, consider the location on a case-by-case basis. If the proposed location does pose a risk to the promotion of the licensing objectives, the applicant will be invited to show how they propose to overcome such concerns.

2.3 Multiple licences/ layout of buildings

Premises are defined in the Act as including 'any place', but no more than one premises licence can apply in relation to any one place. A single building can be subject to more than one premises licence, provided they are for different parts of the building and those parts can reasonably be regarded as being different premises.

Where multiple licences are sought for a building (or a discrete part of a building used for other non gambling purposes), specific issues will need to be considered by the Council before such application(s) can be granted. These include

- the ability of children to gain access to or observe gambling facilities (even accidentally) – entrances and exits from parts of a building covered by more than one premises licence should be separate and identifiable so that the separation of different premises is not compromised and that people (and in particular, children) do not drift into a gambling area.
- the compatibility of the 2 or more establishments; and
- the ability of the establishments to comply with the requirements of the Act.

In accordance with the Gambling Commission guidance, an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

2.4 Conditions

Conditions may be imposed upon a premises licence in a number of ways. These are

- (a) **Mandatory** – as set out in the Act and by the Secretary of State as prescribed in regulations, for all, or classes of licence;
- (b) **Default** – to be prescribed in regulations made by the Secretary of State, to be attached to all or classes of licences unless excluded by the licensing authority;
- (c) **Specific** – conditions that can be attached to an individual licence by the licensing authority.

Conditions imposed by the Council will be proportionate to the circumstances that they are seeking to address. In particular, this Council will ensure that premises licence conditions are:

- relevant to the need to make the proposed building suitable as a gambling facility
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects

Certain matters may not be the subject of conditions. These are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes

2.5 Door Supervisors

It is not a mandatory requirement of the Act to impose a condition relating to door supervision. However, if the Council do consider it necessary to impose a condition on a premises licence requiring the presence of door supervisors, such persons would normally need to hold a licence from the Security Industry Authority (SIA).

This requirement does not apply to door supervisors at licensed casino or bingo premises, who are exempt from the licensing requirements of the Private Security Industry Act 2001. The Council may however impose specific requirements on door supervisors at such premises if considered appropriate in an individual case.

2.6 Adult gaming centres

Persons operating an adult gaming centre must obtain an operating licence from the Commission and a premises licence from the Council. This will allow the operator to make category B, C & D machines available to their customers. No one under the age of 18 is permitted to enter an adult gaming centre.

In considering licence applications for adult gaming centres, weight will be given to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Council will therefore expect applicants to demonstrate that there will be sufficient measures in place to promote this objective.

Applicants are encouraged to consider the following steps:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Location of and entry to premises (so as to minimise the opportunities for children to gain access)
- Notices / signage
- Training for staff on challenging persons suspected of being under-age
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

Please see paragraph 3.4 for details of conditions that may be attached to premises licences authorising adult gaming centres.

2.7 Licensed family entertainment centres

Operators of licensed family entertainment centres will require an operating licence from the Gambling Commission, and a premises licence from the Council. This will allow the operator to make category C & D machines available to their customers.

Children and young persons will be able to enter licensed family entertainment centres and play on the category D machines. They will not be permitted to play on category C machines.

As family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues. Where category C machines are available in licensed family entertainment centres the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

Applicants are therefore encouraged to consider the steps set out at paragraph 2.6 of this statement in order to prevent children and young persons from gaining access to category C machines. In addition, applicants are encouraged to consider the following

- Physical separation of areas
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

Please see paragraph 3.4 for details of conditions that may be attached to premises licences authorising licensed family entertainment centres.

2.8 Tracks

Tracks are sites (including racecourses and dog tracks) where sporting events take place. There are currently no tracks located in Surrey Heath. Operators proposing to provide a track within the Borough will require a premises licence from the Council, but they do not need to obtain an operating licence from the Gambling Commission (although they may have one).

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

It will be a mandatory condition of all track licences that children and young persons are excluded from any areas where facilities for betting are provided, and any area where a gaming machine, other than a category D machine, is situated. Special dispensation from this rule is provided for dog tracks and horse racecourses, on days when racing takes place, in relation to the areas used for betting. On these days families will be entitled to attend the track or racecourse, and children enter the areas where facilities for betting are provided. This race day dispensation does not apply to the areas where gaming machines of category B & C are provided, and the Council will therefore wish to ensure that suitable measures are in place to prevent children from entering such areas.

Applicants are encouraged to consider the steps set out at paragraph 2.6 in order to prevent the access of children and young people to machines of category B & C. In addition, applicants are encouraged to consider the following

- Physical separation of areas

- Measures/training for staff on how to deal with suspected truant school children on the premises

Gaming machines **at tracks**

Holders of betting premises licences in respect of tracks who also hold a pool betting operating licence may make available up to 4 gaming machines (categories B2 to D) on the track. The Council will therefore expect the applicant to demonstrate that suitable measures are in place to ensure that children are prevented from entering areas where machines (other than category D machines) are made available.

Betting machines at tracks

The Council will apply similar considerations to those set out in paragraph 3.11 (in relation to betting machines made available at off-course betting premises) to betting machines made available at tracks.

Condition on rules being displayed

The Council will attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

Applications and plans

The Council will require the following information from applicants for premises licences in respect of tracks: -

- detailed plans for the racetrack itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”)
- in the case of dog tracks and horse racecourses, details of the fixed and mobile pool betting facilities operated by the Tote or track operator, as well as any other proposed gambling facilities

plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

2.9 Casinos

This licensing authority submitted a bid to the Independent Casinos Advisory Panel to license a large casino but this bid was unsuccessful. The bid can be viewed on the Council’s web site on the following link - www.surreyheath.gov.uk The Council is not proposing to pass a resolution under Section 166 of the Gambling Act 2005 stating that no casino premises will be licensed in the Borough, but is aware that it has the power to do so. Any such decision would be made by the Full Council. Should this licensing authority decide in the future to pass such a resolution or the Council is granted authority to issue a casino licence this statement of principles will be updated accordingly.

Potential licence applicants should note that the Council is not authorised to grant a casino licence and that no applications for casino premises licences can be considered. Any applications received will be returned with a notification that the Council is not at present authorised to issue casino licences.

2.10 Betting Premises

This paragraph deals with off-course betting, that is betting that takes place other than at a track (commonly known as a licensed betting office). Operators of betting premises will require an operating licence from the Gambling Commission and a premises licence from the Council.

The holder of a betting premises licence may make available for use up to 4 gaming machines of category B (B2, B3 or B4), C or D.

The Council may, in accordance with section 181 of the Act, restrict the number of betting machines, their nature, and the circumstances in which those machines are made available for use. When considering whether to impose such a condition, the Council will take into account the following: -

- the size of the premises;
- the number of counter positions available for person-to-person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people

Please see paragraph 3.4 for details of conditions that may be attached to betting premises licences.

2.11 Bingo

Operators of premises offering bingo (cash or prize) will require a bingo operating licence from the Gambling Commission, and a premises licence from the Council.

The holder of a bingo premises licence may, in addition to bingo in all its forms, make available for use up to 4 category B gaming machines (B3 & B4) and any number of category C & D machines.

It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

Please see paragraph 3.4 for details of conditions that may be attached to bingo premises licences.

2.12 Temporary Use Notices

Temporary use notices allow the use of premises for gambling where there is no premises licence but where a person or company holding a relevant operators licence wishes to use the premises temporarily for providing facilities for gambling.

There are a number of statutory limits in regards to temporary use notices.

If objections are received to a temporary use notice (from the Police, Gambling Commission, HM Revenues & Custom or any other licensing authority in whose area the premises are situated), the Council must hold a hearing to consider the representation (unless all the participants agree that a hearing is unnecessary).

If the Council, after a hearing has taken place or been dispensed with, considers that the temporary use notice should not have effect, it must issue a counter-notice which may:

- prevent the temporary use notice from taking effect;
- limit the activities that are permitted;
- limit the time period of the gambling; or
- allow the activities to take place subject to a specified condition

The Council will apply the principles set out in paragraph 2.1 of this statement to any consideration as to whether to issue a counter-notice.

3. Permits

3.1 Unlicensed Family Entertainment Centre gaming machine permits

Unlicensed family entertainment centres will be able to offer category D machines if granted a permit by the Council. If an operator of a family entertainment centre wishes to make category C machines available in addition to category D machines, they will need to apply for an operating licence from the Gambling Commission and a premises licence from the Council.

The Council can grant or refuse an application for a permit, but cannot attach conditions.

As unlicensed family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues.

The Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures/training for staff as regards suspected truant school children on the premises, measures/training covering how staff should deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. The Council will also expect applicants to demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed family entertainment centres; that the applicant has no relevant convictions (those that are set out in Schedule 7 to the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

3.2 (Alcohol) Licensed premises gaming machine permits

Premises licensed to sell alcohol for consumption on the premises, can automatically have 2 gaming machines, of categories C and/or D. The holder of the premises licence authorising the sale of alcohol will simply need to notify the Council, and pay the prescribed fee.

The Council can remove the automatic authorisation in respect of any particular premises if;

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act;
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

If a premises wishes to have more than 2 machines, then the holder of the premises licence will need to apply for a permit. The Council shall consider that application having regard to the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act, and any other matters that are considered relevant.

The Council shall determine what constitutes a relevant consideration on a case-by-case basis, but weight shall be given to the third licensing objective i.e. protecting children and vulnerable persons from being harmed or being exploited by gambling. To this end, the Council will expect applicants to demonstrate that there will be sufficient measures in place to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult

machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help.

With respect to the protection of vulnerable persons, the Council will expect applicants to provide information leaflets / helpline numbers for organisations such as GamCare.

It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

The Council can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

The holder of a permit to must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

3.3 Prize gaming permits

Applicants for prize gaming permits should set out the types of gaming that he or she is intending to offer. The applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations; and
- that the gaming offered is within the law.

In making its decision on an application for this type of permit the Council does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance. Weight will be given to child protection issues, and relevant considerations are likely to include the suitability of the applicant (i.e. if the applicant has any convictions which would make them unsuitable to operate prize gaming) and the suitability of the premises. Applicants for prize gaming permits must disclose any previous relevant convictions to the Council.

The Council can grant or refuse an application for a permit, but cannot attach any conditions. However, there are 4 conditions in the Act that permit holders must comply with. These are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

3.4 Club gaming and club machine permits

Members clubs (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (3 machines of categories B4, C or D), equal chance gaming and games of chance.

If a club does not wish to have the full range of facilities permitted by a club gaming permit or if they are a commercial club not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act), they may apply for a club machine permit, which will enable the premises to provide gaming machines (3 machines of categories B4, C or D).

Members clubs must have at least 25 members and be established and conducted “wholly or mainly” for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members’ club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men’s clubs, branches of Royal British Legion and clubs with political affiliations.

An application may only be refused on one or more of the following grounds;

- the applicant does not fulfil the requirements for a members’ or commercial club or and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant’s premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a condition of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or;
- an objection has been lodged by the Gambling Commission or the Police

The Council shall have regard to the guidance issued by the Gambling Commission and (subject to that guidance), the licensing objectives.

There is a ‘fast-track’ procedure available for clubs which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police, and the grounds upon which an authority can refuse a permit are reduced.

The grounds on which an application under the fast track procedure may be refused are;

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

The Council can grant or refuse an application for a club gaming or club machine permit, but cannot attach any conditions. However, there are a number of conditions in the Act that the holder must comply with.

ANNEX 1 – MACHINE CATEGORIES

ANNEX 2 – MAP OF SURREY HEATH BOROUGH (to be attached to the consultation document)

ANNEX 3 – LIST OF CONSULTEES

ANNEX 4 – LOCAL RISK ASSESSMENTS

MACHINE CATEGORIES

Summary of gaming machine categories and entitlements.

Category of Machine	Maximum Stake	Maximum Prize
A	Unlimited No category A gaming machines are currently permitted	
B1	£5	£10,000
B2	£100	£500
B3A	£2	£500
B3	£2	£500
B4	£1	£400
C	£1	£100
D – non-money prize	30p	£8
D – non-money prize (crane grab machines only)	£1	£50
D – money prize	10p	£5
D – combined money prize and non-money prize	10p	£8 (of which no more than £5 may be a money prize)
D – combined money prize and non-money prize (coin pusher or penny falls machines only)	20p	£20 (of which no more than £10 may be a money prize)

Summary of machine provisions by premises.

Premises Type	Machine Category						
	A	B1	B2	B3	B4	C	D
Regional casino (machine/table ratio of 25 - 1 up to maximum)	Maximum of 1250 machines Any combination of machines in categories A to D, within the total limit of 1250 (subject to machine/table ratio)						
Large casino (machine/table ratio of 5 - 1 up to maximum)	Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)						
Small casino (machine/table ratio of 2 - 1 up to maximum)	Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)						
Pre-2005 Act casinos (no machine/table ratio)	Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead						
Betting premises and tracks occupied by Pool Betting	Maximum of 4 machines categories B2 to D (except B3A machines)						
Bingo Premises				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4	No limit C or D machines		
Adult gaming centre				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4	No limit C or D machines		
Family entertainment centre (with premises licence)						No limit on Category C or D machines	
Family entertainment centre (with permit)							No limit on Category D machines
Clubs or miners' welfare institutes with permits					Maximum of 3 machines in categories B4 to D		
Qualifying alcohol licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises with gaming machine permit						Number as specified on permit	
Travelling fair							No limit on Category D machines
	A	B1	B2	B3	B4	C	D

GAMBLING ACT 2005
POLICY STATEMENT - LIST OF CONSULTEES

Chief Officer of Police for Surrey Heath

Clubs

Licensing Committee

Member of Parliament

Citizens Advice Bureau (CAB)

Parish Councils

Public Houses and Betting Shops

Residents Associations

Selection of Groups, Clubs and Organisations

Surrey Heath Business Association

Surrey Heath Community Panel

Surrey Children's Service

The consultation document will be placed on the Council's web site. The document will not be enclosed with letters seeking comments and recipients will be asked to refer to the document via the web site. In addition to seeking comments directly by letter, publicity will also be given to this matter via the media.

Local Risk Assessments

From 6 April 2016, it has been a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under Part 2, section 10.1, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account this Statement of Gambling Policy and the LCCP.

<http://www.gamblingcommission.gov.uk/pdf/Latest-LCCP-and-Extracts/Licence-conditions-and-codes-of-practice.pdf>

Licensees must review (and update as necessary) their local risk assessments:

- a) to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;
- b) when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- c) when applying for a variation of a premises licence; and
- d) in any case, undertake a local risk assessment when applying for a new premises licence.

Licensees must share their risk assessments with the Council when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise on request.

The Council will expect the local risk assessment to consider as a minimum:

- whether the premises is in an area of deprivation
- whether the premises is in an area subject to high levels of crime and/or disorder
- the ethnic profile of residents in the area
- the demographics of the area in relation to vulnerable groups
- the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather

Where specific local risks are identified, the risk assessment should set out how the operator proposes to mitigate and monitor these risks. The risk assessment should also show how vulnerable people, including people with gambling dependencies, are protected.

Other matters that the assessment may include:

- The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.
- Arrangements for monitoring and dealing with under age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by etc.

- The provision of signage and documents relating to games rules, gambling care providers and other relevant information is provided in both English and any other prominent first language for that locality.

- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.

Such information may be used to inform the decision the council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

**Hackney carriage and Private Hire Licensing –
Driving and Medical Assessments**

Portfolio:	Community
Ward(s) Affected:	All

Purpose

To consider a recommendation to accept alternative sources for Hackney Carriages and Private Hire driving assessments.

To consider a recommendation to accept an alternative method for Hackney Carriages and Private Hire driver’s medical reports regarding fitness to drive.

Background

1. The conditions and requirements relating to Hackney Carriage and Private Hire Drivers are regulated by the Council under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 (The Act).

Current Position

2. Every district council which adopted The Act, in the mid-1970s, has had the right to set local conditions and regulations relating to Hackney Carriage and Private Hire Drivers on the grounds of public safety.
3. One of the local conditions set in Surrey Heath related to a requirement for all applicants to successfully pass a driving assessment test set by the Driver and Vehicle Standards Agency (DVSA, and previously DSA) prior to a licence being granted.
4. Another local condition required all licensed drivers to undergo a medical examination upon application and then once every 3 years until the age of 60 and annually thereafter. Some drivers with certain ailments were required to undergo medicals on an annual basis regardless of age.

Taxi Driver Assessments

5. Surrey Heath, along with the majority of Licensing Authorities nationwide, has adopted a requirement that satisfactory completion of a driving assessment was an obligatory step in the application process for a Hackney Carriage or Private Hire Licence.
6. In September 2016, the Council received correspondence from the DVSA, in the form of a national circulation, advising Licensing Authorities that the Taxi Driver Assessments Services currently provided would be withdrawn with effect from 31 December 2016 (Annex 1)
7. The DVSA have recognised the road safety benefits of such an assessment and pointed out that there are other bodies that either may, or do, provide an alternative service.
8. Since receiving notification of the withdrawal of the Taxi Driver Assessments Service officers have sought to identify alternative suppliers and have been in communication

with a number of national organisations with a view to providing applicants with a choice of service providers in order to maintain a high and consistent standard of driving assessments with a realistic waiting time and at a competitive fee.

9. One body identified is The Blue Lamp Trust who already provide a service throughout the county of Hampshire and to one other Surrey District. The Blue Lamp Trust is looking to expand their operation nationwide and have agreed to provide a service to Surrey Heath and other Surrey Authorities with immediate effect. It is considered that entering into an agreement with the Blue Lamp Trust for the provision of driver assessments would enable the Council to maintain a high and consistent standard of licensed drivers in the Borough. A copy of the Trust's webpage can be seen at Annex 2

Driver Medicals

10. The Council has a responsibility to ensure that persons who are granted a licence to drive a Hackney Carriage or Private Hire Vehicle are 'fit and proper' under the provisions of Sections 51 and 53 of The Act and continue to remain so while licensed.
11. One part of this 'fit and proper' test relates to medical standards and the generally accepted practice nationwide is to adopt a similar standard to that used by the DVSA who require a 'Group 2' standard to be applied to every person who holds a lorry or bus licence. The Group 2 standard requires drivers to obtain a medical report from a medical practitioner registered with the General Medical Council (GMC). The applicant then sends the report to the DVSA for assessment by a member of the Secretary of State's Medical Advisory Panel.
12. The Council's current medical advisers for taxi drivers, Park Road Surgery in Camberley, have recommended the same procedure however they have also stated that to collate information relating to a patient not registered with them would be clinically wrong as they do not have ready access to the patient's medical records. They have therefore recommended that this part of the procedure should be conducted by the driver's own GP. The report should then subsequently be reviewed if required by a designated medical advisor.
13. Officers have sourced an alternative medical practitioner, Dr Fraser of Upper Gordon Road Surgery, Upper Gordon Road, Camberley who provides medical advisory services to the Council's Housing Team and the Surrey Heath Clinical Commissioning Group. In addition, Dr Fraser already acts as a Medical Advisor to a neighbouring Licensing Authority and has offered to provide a Medical Advisory service to the Council in respect of medical examination reports made to a Group 2 DVLA standard.
14. The proposed revised procedure would involve drivers obtaining, at their own expense, a medical report from their own doctor. This would be submitted to the Licensing Team and if no medical issues are shown to exist then the licence would be granted. However, if medical issues were apparent the Officers would refer the matter to the Council's medical adviser, initially by the paper report but with the driver attending in person if required, and at the applicant's expense. The medical adviser would then make the decision to grant or refuse the application. This procedure is outlined at Annex 3
15. The frequency of medical re-tests varies amongst Licensing Authorities and this summarised at Annex 4. Some Councils keep close to the DVSA timescales whilst

others, including Surrey Heath, require medicals more frequently. For example, every 3 years from grant rather than a second medical upon reaching the age of 45. Then continuing every 3 years rather than 5 and annually from 60 rather than 65.

16. Members will recall; that in provisions of the Deregulation Act 2015, previously reported to this Committee, the default period for the grant of a driver's licence was relaxed from 1 to 3 years. This falls into line with the triennial criminal record check with the Disclosure and Barring Service (DBS).
17. Officers are of the view that the current 3 year medical frequency should be maintained to dovetail with requirements for Disclosure and Barring Service (DBS) checks, but to include some degree of flexibility with the medical examination where it is out of phase with the DBS, so as to allow a period of up to 5 years between medicals on one occasion only, providing a medical issue requiring an annual check does not exist.

Legislation

18. The provisions of Section 51 and 53 of the Act provides that a licence shall be granted if is satisfied that the applicant is 'fit and proper' to hold a licence. Section 61 provides powers to suspend, revoke or refuse to renew a driver's licence.

Recommendations

19. The Committee is advised to **RESOLVE** that:
 - i. The requirement for all applicants for a licence to drive a Hackney Carriage or Private Hire Vehicle are dependent upon passing a driving assessment specific for taxi drivers and that the requirement for this to be solely obtained from the Driving Standards Agency be removed.
 - ii. The proposed revisions to the Driver Medical Procedures, set out in paragraph 14, above be approved
 - iii. The Council's Licensing Team enter into an arrangement for the provision of a medical advisory service with Dr Fraser, Upper Gordon Road Surgery, Upper Gordon Road, Camberley.
 - iv. The age at which licensed drivers are required to undergo annual medicals be changed from 60 years of age to 65 years of age.
 - v. The application process for licensed drivers be amended to allow a period of up to 5 years between medicals on one occasion only, providing a medical reason requiring an annual check does not exist in order to bring the requirements for the frequency of medical examinations in line with requirements for regular Disclosure and Barring Service checks

Background Papers: None

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Head of Service: Tim Pashen – Executive Head of Community

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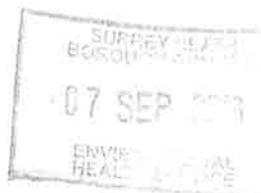
Driver & Vehicle Standards Agency

The Axis
112 Upper Parliament Street
Nottingham
NG1 6LP

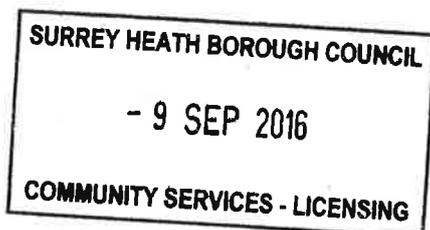
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www.gov.uk/dvsa

Chief Executive
Local Authority
SURREY HEATH
GU15 3HD



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POST ROOM



31 August 2016

DVSA Taxi Driver Assessments

DVSA (and previously DSA) have been conducting Taxi Driver Assessments for participating Local Authorities since 1999. Demand has increased over the years, with a throughput in 2015-16 of approximately 23,000 and a forecast of 28,000 for the business year 2017-18.

These assessments now require considerable examiner resource, at a time when the demand for statutory tests is at an all-time high. The Agency is under pressure to reduce car test waiting times and in order to achieve this, we need to prioritise our activities.

Regrettably, a decision has been made to withdraw the provision of Taxi Assessments with effect from 31 December 2016. We understand that this will be a disappointment and inconvenience to those Local Authorities who currently require their taxi drivers to pass the DVSA assessment.

The Agency also recognises the road safety benefits of such an assessment; therefore, we would point out that there are potential providers such as road safety charities and Driving Instructor representative bodies, who may be interested in providing an alternative service. Details of these organisations can be easily obtained by submitting a general internet search.

Yours faithfully

Neil Wilson
Head of Driver and Driver Training Policy



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Taxi Driver Assessments



Overview

The Blue Lamp Trust is a leading supplier to local authorities of driving assessment tests for taxi licence applicants and existing drivers. Candidates who pass the assessment will have demonstrated a high degree of driving competence allowing them to proceed with their application for a private hire licence.

Benefits

- ▶ Assist local authorities with H&S compliance
- ▶ Reduce driving risk for driver and passengers
- ▶ Improve driving standards of taxi drivers
- ▶ Public peace of mind
- ▶ Proceeds use to secure the homes of the elderly and vulnerable under the "Bobby Scheme"

Taxi Test Structure

The assessment consists of a driving licence and eyesight check followed by a 45 minute driving test across a variety of road types. Each candidate will be asked to perform 2 reversing manoeuvres and possibly an emergency stop. A maximum of 9 driving faults are allowed and a high level of driving competence is required to pass.

Successful candidates will be issued with a copy of their marking sheet and the relevant licencing authority issued with an e-certificate.

Locations

We can deliver this training nationwide

Booking

To **book a taxi test**, call the office on 0300 777 0157, Monday to Friday 09:30 - 16:00

Click Here for Information About the Taxi Test

- £87 (Inclusive of VAT)
- 1 Hour Session
- 1:1 Assessments
- Suitable for Private Hire Licence Applicants

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Portsmouth City Council's Licensing Committee had previously received a report about road traffic incidents involving licensed drivers and other road users in Portsmouth including cyclists and pedestrians. As a consequence, the committee expressed a view that the possibility of driver training should be explored. Consequently, the committee received a report from their officers and a presentation from Mr David Watkins of The Blue Lamp Trust and unanimously resolved to introduce mandatory driver training with effect from July 2016.

The committee were impressed by both the evidenced skills and vision of The Blue Lamp Trust who are now recognised as a preferred local supplier of training in Portsmouth.



The Blue Lamp Trust is a registered company in England and Wales.
Reg'd Company number 07267846 and Reg'd Charity number 1137786. VAT reg number 110741266
Registered address 1 London Road, Southampton, SO15 2AE

Hampshire Constabulary does not endorse any companies, products or services.

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Taxi Driver Medical Examination Process

1. Applicant obtains Surrey Heath report form for a medical examination by a medical practitioner. (to be available on website, in new driver's information pack or sent out upon triennial renewal)
2. Applicant completes part A, makes an appointment with own GP, pays any fee required to his GP and attends his surgery for an examination.
3. GP to complete part B and returns the form to the applicant.
4. Applicant submits part B to SH Licensing Team.
5. If Section 1 VISUAL ACUITY question 1 is marked 'Yes', all other Section are marked 'No' and there are no other medical issues raised, Licensing Team to accept applicant as medically 'fit to drive'.

6. If Licensing Team unable to accept applicant as fit to drive, medical examination report to be sent to Council's Medical Advisor (CMA) for review and assessment regarding DVLA Group 2 requirements, at the applicant's expense. Applicant to pay the required fee (£28) before the paper assessment is made.
7. If CMA certifies as 'fit to drive' (for 1 year or 3 years), form returned to Licensing Team and Licensing Team accept applicant as fit to drive and notify applicant.

8. If CMA certifies as NOT 'fit to drive', form returned to Licensing Team who notify applicant.

9. If CMA requires further tests, information or physical examination at Upper Gordon Road Surgery, applicant to be offered a consultation appointment upon pre-payment of the required fee (£75) which is to be made to the Council.

10. CMA to then certify whether applicant is
 - a. fit to drive (for 1 year or 3 years).
 - b. NOT fit to drive

11. CMA to provide applicant with a certificate and forward an electronic copy to Licensing Team.

12. CMA to invoice Licensing Team monthly for services provided, using applicants forename, surname and dob as reference.

Taxi Driver Medicals - Frequency

	second medical	third medical	annual medical
Surrey Heath	3 years later	3 years later	60 years
Runnymede	3 years later	3 years later	60 years
Waverley	3 years later	3 years later	65 years
Woking	5 years later	5 years later	60 years
Elmbridge	5 years later	5 years later	65 years
Epsom & Ewell	5 years later	5 years later	Biennial from 65 years
Hart	5 years later	5 years later	every 5 years
Windsor & M	5 years later	5 years later	60 years
Reigate & B	45 years of age	3 years later	65 years
Mole Valley	45 years of age	5 years later	60 years
Guildford	45 years of age	5 years later	65 years
Tandridge	45 years of age	no more until	60 years
Spelthorne	50 years of age	5 years later	60 years
Bracknell	50 years of age	5 years later	65 years
DVSA (lorry & bus)	45 years of age	5 years later	65 years

STREET COLLECTION PERMITS POLICY

Portfolio:	Community
Ward(s) Affected:	All

Purpose

To reconsider the allocation of collection days reserved specifically for the Surrey Border Lions and to amend the Street Collection Policy as necessary.

Background

1. This Committee last considered the Council’s Street Collection Policy at a meeting on 3 September 2014, when the policy was updated to make specific provisions for collections by the Royal British Legion in the run up to Remembrance Day. An extract from the minutes of this meeting is attached at Annex 1.
2. It is illegal to hold a Street Collection (to collect money or sell articles for the benefit of charitable or other purposes) without obtaining a Street Collection Licence (SCL) from the Council if that collection is to be held ‘in a street or public place’.
3. Local authorities alone issue SCLs under Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by the Local Government Act 1972 and Schedule 29 of that Act.
4. The Council has issued Regulations under statutory powers. These are laid down by central Government and are largely the same for all authorities.

Current Position

5. The current Street Collection Policy, attached as Annex 2, lays out clear aims and objectives and defines how the Policy should be applied.
6. Paragraph 4 of the current policy states ‘A maximum of four collection days shall be issued to each organisation per calendar year.’
7. Paragraph 7b of the current policystates ‘The Rotary Club of Camberley and the Camberley and Frimley Lions may collect up to three calendar day’s duration during the month of December.’
8. Representatives from the Surrey Border Lions have been in communication with Officers to advise that the Camberley and Frimley Lions have folded and that Surrey Border Lions have taken over all of their commitments and responsibilities for the future. Accordingly they have requested the number of days allocated to their charity specifically, be increased to 3 days annually (Annex 3).

Recommendation

9. The Committee is requested to RESOLVE whether or not the number of days allocated to the Surrey Border Lions should be increased, and for the Street Collection Policy to be amended accordingly.

Background Papers: Current Street Collection Policy (Annex 2)
Representation received – Surrey Border Lions (Annex 3)

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e-mail: derek.seekings@surreyheath.gov.uk

Head of Service: Tim Pashen – Executive Head of Community

Extract of Minutes of a Meeting of the Licensing Committee on 3 September 2014

Minute 2/L Street Collection Permits Policy

The Committee was reminded that, at its meeting on 7 March 2012, it had adopted a revised Street Collection Policy. The Policy stated that a maximum of 4 collection days would be issued to each organisation per calendar year. The Policy also provided that on the Thursday, Friday and Saturday preceding Remembrance Sunday the whole of the Borough would be reserved for the Royal British Legion (RBL).

Members were advised that it was illegal to hold a Street Collection without obtaining a Street Collection Licence if that collection was to be held in a street or public place.

Officers had received a request from the RBL to increase the number of days allocated to the charity from 4 days to 10 days. In addition, it had requested that specific days be reserved for the RBL Poppy Appeal, namely the last Saturday in October and from 1 to 11 November annually. It was noted that this would be a permanent change to the Policy.

RESOLVED that the Street Collection Policy be amended to provide for the Royal British Legion to collect for up to 10 days per calendar year and for the last Saturday in October and 1 to 11 November to be reserved for the Royal British Legion Poppy Appeal.

Note: In accordance with the Members' Code of Conduct Councillor Chris Pitt declared a non-pecuniary interest as he was a member of the Royal British Legion.

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Surrey Heath Borough Council

Street Collection Policy



Legal & Licensing Section

Corporate Governance

Street Collections within the Borough of Surrey Heath

Aims

The aims of the licensing authority are to:

- Safeguard the interests of both public donors and beneficiaries;
- Facilitate well organised collections by bona fide charitable and other institutions and to ensure that the standards set out are met, and;
- Prevent unlicensed collections from taking place.

Objectives

In order to achieve its aims, the licensing authority has identified the major issues and sought to tackle them through this policy with the intention of:

- Ensuring impartiality and fairness in determining applications;
- Accommodating all eligible requests, subject to capacity, and bearing in mind that certain days and locations are especially sought after;
- Providing equality of opportunity for would-be collectors;
- Avoiding causing undue nuisance to the public;
- Setting fair maximum limits for one applicant;

Background

It is illegal in this country to hold a Street Collection to collect money or sell articles for the benefit of charitable or other purposes without obtaining a Street Collection Permit from the Council if that collection is to be held 'in a street or public place'. A 'public place' is a 'place where the public has access'.

It is often assumed that collections held in shop doorways or car parks do not need a Street Collection Permit because they are being held on 'privately owned land'. This is not true, as the legislation does not mention the ownership of the land or treat collections on 'privately owned land' as exempt from the licensing regulations. A shop doorway or car park, when that shop is open for trading, is a 'public place' because the public has access at that time. No other permit or licence would be valid.

A Pedlars Licence, issued by the Police cannot be used for this purpose.

The Council issues Regulations under statutory powers. These are laid down by central Government and are adopted by most authorities.

The Borough of Surrey Heath is divided into the following areas for the purposes of Street Collection Permits.

- Camberley Town Centre
- Frimley
- Frimley Green
- Longacres Garden Centre
- Sainsbury's – Watchmore Park
- Lightwater
- Bagshot
- Bisley
- Chobham
- Heatherside and Deepcut
- West End Windlesham

Policy

1. The Council aims to secure a fair allocation of collection permits amongst the various organisations wishing to undertake collections in the Borough of Surrey Heath.
2. Each Street Collection shall last no longer than one calendar day.
3. Not more than one street collection shall be issued for the same day in the same area of the Borough.
4. A maximum of four collection days shall be issued to each organisation per calendar year.
5. No organisation shall be allowed to collect in the same area more than once in a calendar year.
6. Saturday is known to be a 'favoured day' for street collections. No organisation will be allocated a permit for more than one 'favoured day' in a calendar year in respect of any one area, except for in paragraphs 7 and 8 below.

7. The following charities are allowed more than one collection per calendar year within the same area.
 - a. The Camberley Ex Round Tablers 41 Club who can have two collection days per year
 - b. The Rotary Club of Camberley and the Camberley and Frimley Lions may collect up three calendar days duration during the month of December.
8. The Thursday, Friday and Saturday preceding Remembrance Sunday will be reserved for the British Legion Poppy Appeal.
9. Moving transient collections such as carnival processions, fun runs, bike rides or similar events which involve collecting from the public along a route will require a street collection permit.
10. Such transient permits shall be granted in addition to those mentioned in paragraphs 3, 4, 5 and 6 above.
11. No guarantee can be given that an organisation's preferred day will be allocated to that organisation.
12. Dates cannot be provisionally booked. An application must be submitted to the Licensing section to request a street collection.
13. Where more than one organisation applies for a permit for the same date, the allocation of that date will be determined on a first come first served basis.
14. If the Council is unable to allocate the preferred date, wherever possible, alternatives will be offered.
15. Where the statement of return is not returned or the amount is nil, this will usually result in subsequent applications for a 2 year period being refused.
16. Notwithstanding the existence of this Policy, each application will be considered on its own merits based on the licensing principles detailed in this Policy.
17. Where it is necessary for the Council to depart substantially from this Policy, clear and compelling written reasons for doing so must be given
18. Any such departure needs to be agreed by a Committee resolution.
19. Permits for collections relating to emergency disasters will be considered on a case by case basis, even if they do not fall within any of the considerations listed above. Emergency collections for national/ international disasters will be authorised by the Chairman and Vice Chairman under an Urgent Action if the collection falls outside of the stated policy.

Sharing of Information

The Council will share with other enforcement bodies information supplied by applicants, or acquired in the course of exercising licensing functions, where it is lawful to do so. In particular, personal information will only be disclosed in accordance with the Data Protection Act 1998. This may include requests from the Audit Commission or other regulatory agencies where this is necessary for the detection or prevention of crime or required by law or in connection with legal proceedings. Where applicable, it will be under the relevant Information Sharing Protocol.

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Katharine Simpson

Subject: FW: Frimley & Camberley Lions
Attachments: street collection policy.pdf

From: barrington **Sent:** 31 October 2016 12:22
To: licensing
Subject: Re: LIC/58981/16

Hi Paula
Further to our telephone conversation.

I can confirm that Frimley & Camberley Lions have been disbanded and that Surrey Border Lions have taken over their commitments to support needy people in the area.

I would greatly appreciate it if you were able to allow us to collect on 3rd & 4th of December at Longacres.

Best regards
BARRY AUTY

From: licensing <licensing@surreyheath.gov.uk>
To: barrington auty <>
Sent: Monday, 31 October 2016, 9:11
Subject: LIC/58981/16

Dear Mr Auty,

Please find attached a copy of the Councils Street Collection Policy. The policy states charities may request up to four collections in different areas of the borough per year, only one of the four days may be a Saturday.

I granted Saturday 3/12/2016 as this is historically a more profitable day, but if you would like to change this to Sunday 4/12/2016 instead that is permissible, you will not be able to have both the 3rd and 4th December.

Kind regards,
Paula Barnshaw
Licensing Administration Officer
Surrey Heath Borough Council
Knoll Road
Camberley
Surrey
GU15 3HD

From: barrington auty [<mailto:>]
Sent: 28 October 2016 15:22
To: licensing
Subject: LIC/58981/16

Dear Paula & Derek
Thank you for granting Surrey Border Lions a street collection license.

Unfortunately my application was for two days 3rd & 4th December I had been advised most helpfully by the staff @ S.H.B.C. that only one form was required I even bought the form to the council in person to have it checked over (this is the first licence that I have applied for).

Is it possible for you to grant another licence to cover 4th December 2016.

Many thanks
Barry AUTY

LICENSING ACT 2003 – SUMMARY OF DECISIONS

Portfolio:	Community
Ward(s) Affected:	All

Purpose

To report decisions that have been taken in respect of licence applications that have been dealt with under powers delegated to the Executive Head – Community and to the Licensing Officer and the outcomes of any Licensing Sub-Committee hearings held since the Committee’s last meeting

Background

1. Details of decisions taken under delegated powers in relations to applications, representations etc have to be reported to the Licensing Committee in accordance with the provisions of the Licensing Act 2003.

Current Position

2. In accordance with the provisions of the Licensing Act 2003 powers have been delegated to the Executive Head of Community and to the Licensing Officer to determine applications for premises licences, club premises certificates and personal licences where no representations have been received from responsible authorities or interested parties.
3. If representations are received, consideration has to be given as to whether such representations are relevant, are not vexatious or frivolous and have been submitted in accordance with statutory requirements. No representations have been rejected on the grounds since the last report on these matters to the Committee.
4. When representations have been received powers are delegated to the Licensing Adjudication Sub-Committee to determine the licence following consideration of these representations. Since the Committee’s last meeting on 29 June 2016, one Licensing Sub-Committee hearing has been held. The minutes of the hearing are attached as Annex Ai.
5. A summary of the decisions that have been taken in respect of applications that have been considered and determined since the last meeting of the Committee is attached as Annex Aii. These details are submitted for information only and do not require ratification by the Committee.

Recommendation

6. The Committee is advised to NOTE this report.

Background Papers: None

Author: Derek Seekings 01276 707100
e-mail: derek.seekings@surreyheath.gov.uk

Head of Service: Tim Pashen – Executive Head of Community

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**Minutes of a Meeting of the Licensing
Sub Committee held at Council
Chamber, Surrey Heath House on 19
August 2016**

+ Cllr Bill Chapman
+ Cllr Ruth Hutchinson

+ Cllr Valerie White

+ Present

- Apologies for absence presented

Substitutes: Cllr Ian Sams

In Attendance:

Ian Baird, Event By Event Ltd (Applicant)

Helen Durbridge, Business Development Officer, Surrey Heath Borough Council

Joe Fullbrook, Environmental Health, Surrey Heath Borough Council

Gary Grant, Legal Advisor (for 30 August 2016)

Daniel Harrison, Executive Head: Business, Surrey Heath Borough Council

Melvyn Hayward, Local Resident

James Hitchen, Event By Event Ltd (Applicant)

Laura James, Legal Advisor, Surrey Heath Borough Council (for 19 August 2016)

Alan Kirkland, Representing Mr & Mrs Pavey, Local Residents

Melanie Longden, Southwell Park Residents' Association

Christopher McDonald, Southwell Park Residents' Association

Derek Seekings, Senior Licensing Officer, Surrey Heath Borough Council

Leigh Thornton, Business Services Manager, Surrey Heath Borough Council

1/LS Election of Chairman

RESOLVED that Councillor Bill Chapman be elected Chairman of the Licencing Sub-Committee for 19 August 2016.

2/LS Declarations of Interest

There were no declarations of interest.

For reasons of transparency, it was noted that Surrey Heath Borough council owned the land where the proposed event would take place and was sponsoring the event itself.

3/LS Licensing Act 2003

The Sub-Committee was informed that the hearing had been convened to decide the outcome of an application for a new premises license for London Road Recreation Ground, Grand Avenue, Camberley, GU15 3QH. The application had been made for a license to cover a 31 day period between 1 December 2016 and 1 January 2017. The proposed licence would cover an outdoor ice rink and a

range of associated activities including children's amusements, a refreshments tent and retail stalls.

The Sub-Committee was advised that the application had been correctly completed and the application had been advertised and responsible authorities notified in line with statutory regulations.

The Sub-Committee carefully considered all the information presented, both written and oral, from:

- the Licensing Officer who outlined the issues;
- the Applicants Mr James Hitchens and Mr Ian Baird, Event by Event Limited.
- the Responsible Authorities (1)
- the interested parties (5) who submitted oral and written representations.

together with reference to the Licensing Objectives: Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance, particularly noise nuisance, and Protection of Children from Harm, the Council's own Licensing Policy and the Secretary of State's guidance.

The Sub-Committee noted that one representation had been received from Environmental Health in relation to the application. The applicant had subsequently undertaken to address the concerns raised by Environmental Health in relation to noise and had withdrawn a request for extended opening hours on New Year's Eve. The Responsible Authority stated that they were satisfied with the course of action proposed by the applicant and had no further objections to the application at this time. The Responsible Authority also indicated that they were working with the applicant to address concerns about noise and light nuisance.

The Sub-Committee noted the concerns of the public representations, which included:

Crime and Disorder

- The consumption of alcohol could lead to disorderly conduct. Visitors leaving the attraction in an intoxicated state could impact negatively on local residents. In addition, no reference had been made to what would happen after they had left the licensed area.

Protection of Public safety

- The plan submitted with the application did not show the location of fire safety equipment, toilet facilities or the location of all the attractions that would be on the site. The application should therefore be considered incomplete.
- The proposed pedestrian route through the town centre was not the most direct route and was not considered practical because people would want to take the more direct route along Pembroke Broadway.

Prevention of Public Nuisance

- The proposed location was primarily residential and it was considered an unsuitable place to locate an attraction of this nature.
- The lack of detail and a readable scale in the submitted plan made it difficult to fully understand the impact that the attraction might have on neighbouring properties.
- The roads around the London Road Recreation Ground regularly became congested in the run up to Christmas as drivers queued to access the town centre car parks. The attraction would add additional vehicular and pedestrian traffic to a residential area at an already busy time.
- Visitors would attempt to park in the surrounding roads rather than park in designated car parks. This would impact negatively on local residents.
- No acoustic reports had been submitted by the applicant.
- In addition to disruption during the event, neighbouring residents would experience disruption during the construction and break down of the attraction.
- During the time when the attraction was operational it would require lighting from approximately 4pm onwards. Consequently neighbouring properties would experience light nuisance from an area that was usually unlit after dusk.
- The attraction would result in the all-weather tennis courts, the pavilion and the ornamental gardens being out of action for the duration of the event. This represented a loss of public amenity and thus should be considered as being a public nuisance.
- No limits had been set in relation to the volume of live or recorded music. The applicant's use of the term 'ambient music' was ambivalent.
- Noise from live and recorded music, the public address system, plant and crowds would impact negatively on neighbouring residents.
- The application made no reference to how litter would be dealt with.
- Concern was expressed over the fact that it was not clear who would be responsible for ensuring that the London Road Recreation Ground was empty before it was locked for the night.

Protection of Children from Harm

- A Child Protection Policy had not been submitted.
- Visitors would be walking around with alcoholic drinks in an area where children would be present.

The Sub-Committee took into consideration the oral submissions of the applicants which included:

General Matters

- Event by Event had been operational for over 8 years and had acquired a track record of staging a wide range of high quality open air events around the Country; all of which attracted high visitor numbers including: Winter Wonderland in Hyde Park, the Victorious Festival at Southsea Common and a range of events at the Brighton Pride Festival.

- A Safety Advisory Group (SAG) had been set up to consider a range of safety matters pertaining to the application. The Group's membership included representatives from Surrey Police, Surrey Fire and Rescue Service, Highways, the South Coast Ambulance Service, Parking, Environmental Health and the Licensing Authority. In addition to SAG meetings the applicant had been working closely with individual members of the Group to ensure that the four licensing objectives were met.
- The Event Management Plan was a working document. It would be continually updated in the run up to the event. It did not form part of the operating schedule
- A detailed plan showing all the attractions, any temporary structures and any safety equipment would be submitted to the SAG for approval before the attraction opened.
- In addition to the two main public entrances there would be a third emergency exit at the load in/out point at the rear of the venue onto Southwell Park Road. A section of the surrounding fencing, near the pavilion, would be constructed from special temporary fencing that would be easily broken down in the event that a mass evacuation was required.
- Gaining access to the London Road Recreation Ground at the proposed goods in out point on Southwell Park Road had been discussed with the Council's Greenspaces Team, who held responsibility for the upkeep of the Recreation Ground. The fencing at this point was modular and removal of the one panel needed to secure the necessary access would necessitate the removal of four bolts. In addition, assurances had been given that any shrubs removed would be cared for appropriately for the duration of the event and the flower beds reinstated afterwards.
- A maximum of 1,000 people would be allowed into the venue at any one time. This figure had been based on a calculation of 2 people per square metre and meant that the attraction would experience crowds that were well below the accepted limits for an event of this type.
- There would be approximately 50 people working at the attraction each day. It was expected that the majority of staff would be recruited locally and if they required parking then they would be directed to park in the town centre multi-storey car parks.
- The ice-rink would have a maximum capacity of 200 people at any one time. Although there would be limited opportunities for people to just turn up and skate, the majority of visitors would be expected to pre-book a slot on the ice rink. The booking system would be used to keep numbers below the maximum capacity.
- A local security firm would be contracted to oversee the security and safety of the attraction.
- Event staff would work with the police and the locally employed security company to ensure that any disruption was kept to a minimum. The event would also be part of the town centre radio system so that staff would be able to react to any incidents taking place elsewhere if necessary.
- The set up and break down of the attraction would be controlled by the same regulations that governed the construction industry. Construction activity would be limited to standard office hours and any noisy construction would be for a limited time only and interspersed with periods of quieter construction activity. All deliveries would be timetabled and staggered and would be overseen by a banksman.

- In order to minimise disruption and loss of local amenities, the construction and break down would be phased for example the attractions proposed for the ornamental garden area would be installed last and broken down first.
- The tennis courts were owned and run by Surrey Heath Borough Council on a pay and play basis. It was confirmed that no tennis clubs currently used the courts.

Pedestrian and Vehicular Matters

- The Applicant was working closely with Highways representatives to develop a Traffic Management Plan. This would be submitted as part of the planning application for the event.
- Yellow AA Road signs would be displayed on the main access routes to Camberley town centre directing event traffic to the Knoll Road Multi-storey Car Park, where event visitors would be able to park free of charge. A clearly marked pedestrian route would take visitors through the town centre to the event venue. There would be a clearly designated pick up and drop off point for taxis. Separate provision would be made for coach parties and these would be set out in the Travel Plan. An additional Parking Enforcement Officer would be employed for the duration of the event to help police the area.
- The proposed pedestrian route through Camberley town centre from the car parks to London Road Recreation Ground had been developed in consultation with traffic and highways officers at Surrey County Council and officers at Surrey Heath Borough Council. The proposed route made use of existing pedestrianised areas wherever possible to ensure visitor safety was maintained.
- Surrey Heath Borough Council had applied for a temporary extension of the Controlled Parking Zone in the area. Surrey County Council had confirmed that the Borough Council could use its powers to enforce parking restrictions in the area.
- The locally employed security firm would be expected to work closely with the Parking Enforcement Team to ensure that any problems identified could be appropriately dealt with as quickly and appropriately as possible

Alcohol

- The supply and consumption of alcohol would not be the primary focus of the event.
- The application included a request for a licence for off-sales of alcohol so that stall holders could sell alcohol that could be given as gifts for example craft beers. Any off-sales of alcohol would be made in sealed containers.
- Visitors would not be able to bring alcohol into the event with them.

Light and Noise Matters

- The event would be lit using a combination of low level festoon lighting and directional floodlights. All the lighting would be white/yellow low intensity lighting and any floodlights would be positioned so that they were fixed below the surrounding boundary fences and directed onto the event

attractions. The main lighting would be turned off after the event closed at 9.30pm.

- A battery back-up would be used to ensure that exit routes were lit in the event of a power failure.
- Two types of music would be in use during the event: background music and live music. The background music would be kept at such a level that it would be below conversational level. The live music would be used to provide an additional attraction and would punctuate the background music at key points during the day. It was envisaged that the live music would take the form of community and school choirs and the Salvation Army and similar bands putting on performances for a maximum of 90 minutes at a time. Timings were not set in stone. The Applicant indicated that they would be happy to discuss timetabling of the live music with local residents to ensure that disruption as kept to a minimum.
- Public announcements would be kept to a minimum. Whenever possible skaters would be informed that their time on the ice had finished by the broadcasting of a single tone of a short duration. If public announcements were to be made then these would be broadcast through the system used for the background music.
- The event venue would have a fixed power supply with generators being supplied to a number of the standalone stalls. All the generators would be of the bio-diesel hybrid type and would run intermittently during the day. At the end of each day all the generators would be turned off and the venue would be silent out of hours.
- The main plant would be decibel rated; the chillers used for the ice rink had a decibel rating in the region of 52 decibels at 10metres.
- Any infrastructure would be placed in such a way to mitigate any impact on neighbouring properties.
- An agreement had been reached with Environmental Health that no additional music or plant noise should be audible within 1metre of any façade that contained a window or door. A number of noise level readings would be taken before the event opened and these would be averaged to determine a background noise level that should not be exceeded.

Vulnerable Groups

- The applicant had held discussions with Surrey Fire and Rescue Service in relation to both fire safety and the protection of vulnerable groups.
- A robust Child Protection Policy, based on detailed policies that had been tested at previous events run by the Applicant, would be in place for the duration of the attraction.
- To further ensure the safety and welfare of vulnerable groups for the duration of the attraction the applicant would work with a specialist event safety company, Tiger Tea, who they had collaborated with at previous events.
- A first aid bay manned by DBS checked staff would be located in the refreshment tent.
- The area covered by the licence would be open to any one of any age although it was expected that children under a certain age would be accompanied by an adult.

- Children under the age of sixteen would only be allowed on the ice rink if they were accompanied by an adult and limits would be placed on the number of children that one adult could supervise at any one time.

Waste

- A Waste Management Plan would be used to reduce waste.
- All food would be sold in recyclable or compostable packaging and drinks would be served in reusable plastic glasses.
- Litter bins would be placed at all exit points and visitors would be encouraged by staff at the gates to place rubbish in these as they left.
- In the event that it was not possible to gain direct access to a sewer then grey and black water would be collected in tanks for removal.

It was agreed that the Licensing Sub-Committee would adjourn until Tuesday 30 August 21016 at 10am to enable the following documents to be scrutinised by the Sub-Committee:

- **A detailed plan of the proposed attraction**
- **An up to date Event Management Plan**
- **A Traffic Management Plan**
- **A list of conditions proposed by the Applicant**

Minutes of Reconvened Meeting of the Licensing Sub Committee held on 30 August 2016

Having scrutinised the additional documents, the Sub Committee requested clarification on a number of points and the responses are set out below:

Light and Noise Matters

- The discrepancy between the decibel levels proposed in the Event Management Plan and the proposed conditions was due to the fact that the Event Management Plan proposed to measure noise levels at the façade of the dwellings whilst the proposed conditions would measure noise levels at a point that was further away from dwellings.
- The impact of an increase in noise levels of 10 decibels above background would be attenuated by a normal door or window.
- The 15 minute average reading meant that a number of readings would be taken for 15 minute periods during the course of the day and then averaged to get a single background noise level at a particular point.
- The proposed noise level measuring points had been suggested by Environmental Health. The Applicant indicated that they would be happy to change these if the Sub Committee considered alternative points would be more appropriate for example 30 Southwell Park Road was closer to the perimeter of the attraction than some of the original proposed points.
- The Applicant indicated that they would be willing to be flexible on the number of days that live amplified music would be broadcast.
- It was confirmed that noise levels would be monitored on an hourly basis by event staff using calibrated hand held monitors. Records would be kept and these would be made available for inspection.

- It was agreed that additional noise monitoring would be carried out by Environmental Health representatives.
- It was confirmed that any floodlights used would have cowls/shades to ensure that light was directed appropriately.
- It might be necessary to spray the rink with super cold water in order to maintain a good skating surface. This would be done overnight and would require lighting to ensure even application. It was confirmed that other than this and any essential security lighting the attraction would be dark after it closed in the evening.

Event Safety and Security Matters

- It was stressed that 3 was the absolute minimum number of trained and certified security personnel that would be on duty at all times. The majority of visitors would book their attendance at the attraction in advance and this would enable the organisers to predict when additional security staff would be needed. The Applicant would be working with a local security firm who had the capacity to provide additional security staff at short notice if required.
- The Applicant indicated that they would accept a condition limiting the number of people at the attraction at any one time to a maximum of 1,000.

Litter and Waste

- Event staff would be deployed to work alongside Council staff to pick up litter in the area surrounding the attraction. Rather than impose a list of roads that should be covered by these teams it was considered that it would be more appropriate to monitor the situation and deploy staff according to need.
- It was clarified that toilet facilities would be provided in-line with industry guidelines. There would be a minimum of 16 toilet units and 5 urinals placed at various positions across the site. In addition there would be 3 baby change positions on site.

Pedestrian and Vehicular Matters

- It was clarified that the 10am start time stated in the Traffic Management Plan was the time that any traffic management activities would need to commence before the attraction opened in order for them to be fully effective.
- It was confirmed that the attraction would not be open on Christmas Day.
- The Applicant indicated that they would adhere to the following standard construction industry working hours during the set up and break down periods:
 - Monday to Friday 8am – 6pm
 - Saturday 8am – 1pm
 - Sunday/Bank Holiday – No work permitted
- It was clarified that the parking bay on Southwell Park Road would only be completely suspended during the event set up and breakdown periods. When the attraction was running access at this point would be limited to traders and delivery drivers and suspension of only a limited number of

parking bays would be required. The access point would be monitored by security staff when the attraction was operational.

- It was stressed that the eventual access point would be narrower than that shown on the plan. A wider than necessary access point was shown to enable any changes to be easily implemented if these became necessary for safety or access reasons.
- Any construction traffic would be directed appropriately to ensure minimal disruption to residential properties.

General Matters

- The Council's Greenspaces Team had confirmed that creating the access point onto Southwell Park Road would necessitate the removal of a Rhododendron, which was considered to be a weed, and two Cordyline plants. It was confirmed that the flower bed would be reinstated appropriately once the event had finished.
- The applicants indicated that they would be happy for the SAG to have input and final approval of any plans and policies.

In reaching their decision, the Sub Committee took into consideration the representations made in relation to traffic, noise, public safety and loss of public amenity. However, the concerns did not meet the threshold that would undermine the four licensing objectives. From the representations made, the Sub Committee had confidence that the Applicant would ensure that the attraction was well managed and would trade as a responsible body, with a clear plan and policies in place to deal with any issues. In addition, they were assured that the Applicant would recruit staff who would be instructed to ensure that the site, as a licensed premise, within their sphere of control was well managed and people abusing the site would be challenged.

The decision making process was a matter of judgement by the Sub Committee having weighed all the evidence provided by the interested parties and the Applicant the evidence came down clearly in favour of granting the licence. The Applicant had clearly addressed their minds to the processes and policies required to ensure that the licensing objectives were promoted. It had to be recognised that whilst the objectors raised objections under the 4 licensing objectives, the evidence in support of the objections had little evidential support and when weighed in the balance carried little weight. A number of the representations made by the objectors did not relate to the licensing objectives and as such they were not matters that the Sub Committee could consider.

The Sub Committee took into consideration that only one Responsible Authority had made a representation and this had subsequently been withdrawn following discussions between the two parties when a compromise had been reached. The Sub Committee noted that, as part of their planning processes, the Applicant had spoken with a number of Responsible Authorities including the Police, Fire and Rescue Service, Licensing Authority and the Ambulance Service and were committed to working with these Responsible Authorities until the attraction had been closed, the build taken down and the Recreation Ground restored to its original state.

The Sub Committee was aware that there were a number of objections and that those objections were coordinated. However, the objections were broadly based on what might happen rather than what would happen. On balance, the Sub Committee decided that granting the new premises licence, in line with the conditions set out at Annex A of these minutes, would promote the four licensing objectives; Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance, and Protection of Children from Harm. The Sub Committee found no evidence to justify refusing the new application.

The Sub Committee's Legal Advisor, Mr Gary Grant, shared the conditions that the Sub Committee proposed to impose on the premises licence with the Applicant, the Licensing Authority and the Interested Parties present to enable them to comment on them before a decision was passed.

RESOLVED that the application for a new Premises License at London Road Recreation Ground, Grand Avenue, Camberley GU15 3QH shall be granted, in line with the conditions set out at Annex A of these minutes.

Minute Annex - Camberley on Ice Licence Decision

Chairman

SURREY HEATH BOROUGH COUNCIL

LICENSING SUB-COMMITTEE

(HEARING DATES: 19 & 30 AUGUST 2016)

NEW PREMISES LICENCE APPLICATION FOR “CAMBERLEY ON ICE”

NOTICE OF DETERMINATION

1. The applicants, Event by Event Ltd, have applied for a new time-limited Premises Licence relating to London Road Recreation Ground, Grand Avenue, Camberley, Surrey GU15 3QH. They wish to hold a single-event, to be known as “Camberley on Ice” for a 32-day period from 1 December 2016 to 1 January 2017 (“the event”).
2. The event will include the construction of a temporary public ice-rink, a “skate-lodge”/refreshments tent, Christmas retail market stalls, a bandstand and a limited number of amusements for young attendees. Food and beverage will be sold among other items. The event, as suggested in the application, will include the sale of alcohol from 13:00 – 21:00hrs daily (on and off the premises) but with a start time of 11:30hrs on Saturday and Sunday. In addition, regulated entertainment will be provided, namely live music (e.g. school choirs/bands, Salvation Army Band and singers), recorded music and the performance of dance both indoors and outdoors from 11:00 – 21:00hrs daily. The music will, according to the application, “*be played across the site at a low ambient level for the duration of the opening hours*”. The opening hours of the premises will be 11:00 – 21:30hrs daily. Following a representation from the Environmental Health Officer (“EHO”) the applicant no longer seeks extended hours for New Year’s Eve and this satisfies the EHO’s original objection. The applicant has also agreed not to operate on Christmas Day. The EHO remains a party to these proceedings.

3. Four representations from “other persons” were received objecting to the application citing one or more of the licensing objectives. These include a representation from the Southwell Park Residents Association whose honorary legal advisor, Mr Christopher McDonald, has made substantial oral submissions to us. Their concerns echo those of the other residents who have also made representations and include the following issues:
 - a. The unsuitability of the location given its proximity to residential premises and congested local roads.
 - b. Inadequacy of detail in the application.
 - c. Noise disturbance and public nuisance.
 - d. Crime and disorder and anti-social behaviour.
 - e. Light pollution.
 - f. Traffic congestion and parking management.
 - g. The potential impact on the Recreation Ground (including to shrubbery and trees) and the temporary deprivation of recreational facilities (e.g. tennis courts) and loss of public amenity in general.
 - h. The welfare of children and other visitors.
 - i. Disruption to local residents and businesses both during the event and in the set-up and take down of the attractions.
4. One representation from the Business Services Manager of Surrey Heath Borough Council, was made in support of the application and cited the local benefits to be accrued by the event taking place and the good track record of the experienced applicant. It is noteworthy that none of the statutory responsible authorities charged with safeguarding the licensing objectives (including the police) have made a representation objecting to this application.
5. We have considered all the written representations (including supporting documentation submitted before both hearing dates) and oral submissions made by the parties.
6. This event is, in our view, likely to be enjoyed by many visitors including local residents and in particular families with children. It is likely to benefit the wider

community both economically and socially by drawing in visitors and trade, as indicated by the Council's Business Service Manager and the applicant. However, we recognise that this event has the real potential to disturb and inconvenience some residents who live nearby. We have taken this issue seriously and given it considerable thought.

7. The Licensing Act 2003 and its associated Guidance provides that applications for premises licences should be granted unless doing so would undermine the licensing objectives of preventing crime and disorder, preventing public nuisance or jeopardise public safety or the protection of children from harm. We have also considered and taken into account our own Statement of Licensing Policy.
8. Notwithstanding the Council's interest in owning this land, the licensing sub-committee has approached this case in a "quasi-judicial" manner and wholly independently. We did not need to be reminded, as we were during the course of the hearing, of our duty to act impartially and fairly to all parties.
9. In all licensing cases we have to carry out a careful balancing exercise. Where risks to the licensing objectives are identified we have looked to see whether conditions attached to the premises licence will assist in mitigating those risks so any resulting disturbance is not unreasonable or disproportionate.
10. We have been assisted by the submissions of those who have attended the hearings to represent the views and concerns of residents. They have done a considerable service to themselves and for their neighbours.
11. The application was initially heard on 19 August 2016 but in the course of that hearing it seemed clear to us that insufficient attention had been paid by the applicant to meeting the proper concerns of local residents. The hearing was therefore adjourned until today 30 August. We wish to thank the applicant for their work during this interim period in seeking to meet residents' concerns. It has helped us to reach our balanced decision.

12. Throughout this matter we have considered what steps are appropriate and proportionate to promote the licensing objectives.
13. In our judgement this **premises licence can be granted in a manner that promotes the licensing objectives although it will be subject to strict conditions** designed to minimise the risk of disturbance and inconvenience to nearby residents in particular.
14. We recognise, however, that it is inevitable that some residents and local businesses will be impacted by an event of this scale. Indeed, the only way of avoiding *any* impact from such licensed premises would be to never permit such events to take place. Such an approach would, in our opinion, be to the overall detriment of our community. We have heard that the present site is the only practicable one in the locality to hold the event.
15. We have been reminded of the observations of the Court of Appeal in the case of Hope and Glory [2011] EWCA Civ 31 , where Toulson LJ said [at paragraph 42]:

Licensing decisions often involve weighing a variety of competing considerations: the demand for licensed establishments, the economic benefit to the proprietor and to the locality by drawing in visitors and stimulating the demand, the effect on law and order, the impact on the lives of those who live and work in the vicinity, and so on. Sometimes a licensing decision may involve narrower questions, such as whether noise, noxious smells or litter coming from premises amount to a public nuisance. Although such questions are in a sense questions of fact, they are not questions of the "heads or tails" variety. They involve an evaluation of what is to be regarded as reasonably acceptable in the particular location. In any case, deciding what (if any) conditions should be attached to a licence as necessary and proportionate to the promotion of the statutory licensing objectives is essentially a matter of judgment rather than a matter of pure fact.

16. This is also reflected in Surrey Heath Borough Council's Statement of Licensing Policy which states (at paragraph 72):

"The Council will endeavour to strike a fair balance between the needs of licence holders, the patrons of the licensed premises and the effect that those licensed premises will have on local residents particularly with regards to disturbance and noise"

17. On balance, we believe the benefits to the wider public interest outweigh the proper private concerns raised by some residents although we do not dismiss them and have specifically sought to address those concerns in the strict conditions we will impose on the Premises Licence.

18. A legal issue was raised at the first hearing relating to the suggested inadequacy of the original plan attached to the Premises Licence application. We accept that the original plan did not satisfy all the requirements of regulation 23 of the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005). The applicant has submitted a new plan that better fulfils the requirements of the regulations. We have considered carefully whether this defect has caused any real prejudice to any interested party (in the widest sense) and whether there has been "substantial compliance" with the regulations. In doing so we have been referred to the principles established in the High Court cases of R (D&D Bar Services Ltd) v Romford Magistrates Court [2014] EWHC 213 and R (Akin t/a Efe's Snooker Club) v Stratford Magistrates' Court, (Unreported, 28.11.14, QBD).

19. We do not believe this defect has caused any real prejudice that this licensing process cannot cure and, indeed there is no evidence before us to suggest otherwise. We also consider that the submission of the two plans amounts to substantial, if not perfect, compliance with the regulations. In the absence of any real prejudice we do not consider that the interests of justice requires this application to be dismissed on procedural grounds and so we have dealt with it on its merits. We also note that this issue has, rightly in our opinion, not been vigorously pursued by any party.

20. Our decision is to grant the premises licence application to the extent of the hours and licensable activities applied for. However the premises licence will be subject to a number of comprehensive and robust conditions which are appropriate and proportionate in promoting the licensing objectives and are designed to mitigate potential disturbance to local residents. Those conditions are attached at Annex A
21. Nothing in this licensing decision is intended to, or can lawfully, relieve the applicant of the need to obtain the appropriate planning permission and complying with the terms of that permission.
22. Finally, may we wish the applicant good luck with this event and remind them of their continuing and paramount duty to operate this event in a manner that minimises the impact on local residents and promotes the licensing objectives at all times. In line with our Statement of Licensing Policy, they have a duty to act as “*good neighbours to residents and to other business interests in the area*”. As responsible operators with a good track record we are confident this will be achieved and encourage the applicant to communicate with and respond to all reasonable residential concerns in the planning and operating stages of this event.
23. The applicant or any person who has made representations have the right to appeal this decision to the magistrates’ court within 21 days.
24. Thank you all for coming and for participating in this hearing.

Meeting concluded.

Annex A

CAMBERLEY ON ICE

Premises Licence Conditions: non-mandatory conditions

1. The event must comply with the recommendations of the Safety Advisory Group. These recommendations shall include, but are not limited to, the following areas:
 - a. Site security
 - b. Event timetable
 - c. Major incident plan including emergency evacuation plan
 - d. Event control structure – site management and key responsibilities
 - e. Communications strategy and management including radio provision
 - f. Stewarding and crowd safety/audience management including details of steward training
 - g. Fire safety
 - h. Medical/first aid provision
 - i. On-site welfare information including lost children
 - j. Child Safety policy (including Challenge 25 procedures for identifying the age of persons seeking to purchase alcohol).
 - k. Traffic management plan to be approved by a recognised traffic management expert (including provision for stewards/security to be posted at key locations to ensure the protection of adjoining residences and businesses).
 - l. Parking plan and parking controls
 - m. Noise management and limitation. (This must include a noise assessment plan prepared by a recognised acoustic expert indicating how the noise conditions will be complied with).
 - n. Lighting (in particular to avoid unreasonable light pollution and glare to nearby residential premises).
 - o. Food hygiene and food safety
 - p. Sanitation/toilet facilities (including baby-changing facilities)
 - q. Electrical installations
 - r. Amusement, attractions and promotional displays
 - s. Provisions for disabled people

- t. Water provision
 - u. Special effects
 - v. Waste management/litter strategy
 - w. Detailed site layout plan
 - x. Details of all structures to be used, including stages and barriers
 - y. Public information and public address systems
 - z. Set up, clean up and de-rigging arrangements
 - aa. Illegal drugs policy – including a log of all confiscations and proposals to store confiscated drugs.
 - bb. Staff training (including records of training)
 - cc. Information to be provided to visitors in advance of the event to remind them of the residential location and to be sensitive to creating any disturbance whether in person or by use of vehicles.
2. No more than 1,000 attendees shall be on the premises at any one time.
 3. The set-up and take-down of the event will take place during normal permitted “construction” hours (i.e. Monday – Friday 08:00- 18:00hrs, Saturday 08:00 – 13:00hrs, Sunday and Bank Holidays no work allowed).
 4. The performances of amplified live music, not generated from the ice rink, shall be limited to ninety minutes for each day and on up to 12 days during the licensable period. The noise emitted shall be no more than 10db LAeq (15 minutes) above the existing background level LA90 (10 minutes) when measured or predicted at 1 metre from the closest boundary of any nearby residential receiver.*
 5. Noise emitted by maintenance equipment used intermittently to maintain the ice surface shall be no more than 10dB LAeq (15 minutes) above the existing background level LA90 (10 minutes) when measured or predicted at 1 metre from the closest boundary of any nearby residential receiver.*
 6. The level of amplified music from the ice rink and any public address system, measured as a five minute LAeq, to be no more than 10 dBA above the existing background level

LA90 (10 minutes), when measured at 1 metre from the closest boundary of any nearby residential receiver.*

7. Noise emitted from temporary plant and equipment such as refrigeration compressors and generators used to maintain the ice, and any equipment and plant providing services to the ice rink, bars or commercial outlets such to be no more than 10 dB LAeq (15 Minutes) above the existing background level LA90 (10min) when measured or predicted at 1 metre from the closest boundary of any nearby residential receiver.*
8. *NB: The measuring points of the nearby residential receivers referred to above are to be advised by SAG and will include:
 - (a) 23, 30 and 32 Southwell Park Road
 - (b) 43 & 46 Grand Avenue (the measuring at 46 Grand Avenue need only take place if it is reasonably practicable to take such measurements at this premises given its particular layout).
9. Local background levels LA90 and methods by which the applicant intends to ensure compliance with licensed music conditions to be submitted and agreed with officers of the Environmental Health Department of the Council at least 28 days prior to the ice rink being opened to the public.
10. To minimise noise and emissions, the location and details of plant and equipment serving the ice rink, bars and commercial outlets on site to be submitted and agreed by the licensing authority at least 28 days before the site opens to the public.
11. All artificial lighting at the event must be switched off by 21:30 hrs daily (save for lighting essential for the safety of people on the site and those exiting). The footprint produced by artificial lighting on the premises must not extend into the curtilage of any adjacent residential property.

12. Off-sales of alcohol must be made in sealed containers and not for immediate consumption.
13. All records and logs required to be kept as a condition of this licence (or recommended by the Safety Advisory Group) are to be maintained for at least 12 months and made available for inspection by authorised officers of the Council and the Police.
14. No event shall take place until the following safety-certificates have been provided to, and approved by, the appropriate health and safety officer:
 - a. Certification for all temporary structures on site, including stages, marquees, lighting towers and other structures.
 - b. Electrical safety certificates for all supplies on site, including mains supply and any portable or other generator.
 - c. Safety certification for any fairground ride on site.
 - d. Safety certification for any scaffolding or rigging.
15. No person under the age of 18 shall be permitted to consume alcohol on the premises.
16. All core event staff and personnel will be issued with a radio and will be in contact with the event control centre.
17. All SIA licensed door staff will use radios to contact each other and will wear hi-visibility arm bands and/or high-visibility jackets or vests with their SIA badge clearly on display.
18. All stewards will wear high visibility jackets or vests and should be clearly identifiable as stewards.
19. There shall be at least one personal licence holder present whilst the bar is in operation.
20. The Designated Premises Supervisor, or their designated deputy, shall be present at the licensed premises when it is open to the public.

21. All drinks for consumption on the premises will be served in plastic/polycarbonate glasses.
22. No person intoxicated through drink or drugs shall be permitted to enter or remain on the premises.
23. The premises shall maintain an incident and alcohol refusals log.
24. Following the event, and in consultation with Surrey Heath Borough Council, the site and effected surrounding areas shall be cleaned and returned to its condition prior to the event.
25. Local residents* shall be advised of any use of the premises no less than one month before any event takes place and a manned contact telephone number provided for the event's management staff to swiftly deal with complaints, queries or concerns both before, during and after the event. (* i.e. residential premises in Southern Road, Lower Charles Street, Grand Avenue, Southwell Park Road, Firwood Drive, France Hill Drive, The Avenue (between junction with London Road and the southernmost junction of Heatherley Road).
26. A minimum of 3 SIA door supervisors shall be on duty at all times the venue is open to the public.
27. Security will be posted at key locations, as identified within the Event Management Plan and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residences and businesses.
28. Potential attendees will be reminded of the residential location via digital media in advance of the event and clear signage throughout the event site will be used to remind and inform event goers of the residential nature of the site.
29. The venue shall not operate on Christmas Day.

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**Premises Licences Approved Under Delegated Powers
Between 01 June 2016 and 31 October 2016**

Premises		Application Type	Application Date	Licence Number
7BONE BURGER CO	16 PARK STREET, CAMBERLEY, GU15 3PL	Application for Premises Licence	16/06/2016	SHBCPR-16342
AMAZON UK SERVICES LTD	UNIT 9, TRADE CITY FRIMLEY, LYON WAY, FRIMLEY, CAMBERLEY, GU16	Variation of Premises Supervisor	13/07/2016	SHBCPR-16337
Agincourt Nightclub	THE AGINCOURT, 487 LONDON ROAD, CAMBERLEY, GU15 3JA	Minor Premises Variation	29/06/2016	SHBCPR-00519
BELLA ITALIA	3 THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Variation of Premises Supervisor	14/07/2016	SHBCPR-08247
BILL'S RESTAURANT LTD	42 PARK STREET, CAMBERLEY, GU15 3PL	Variation of Premises Supervisor	30/08/2016	SHBCPR-14312
Byron Hamburgers Ltd	7 THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Variation of Premises Supervisor	10/08/2016	SHBCPR-15324
CAMBERLEY TENPIN	UNIT L2, THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Minor Premises Variation	13/06/2016	SHBCPR-06215
CAMBRIDGE HOTEL	121 LONDON ROAD, CAMBERLEY, GU15 3LF	Variation of Premises Supervisor	06/06/2016	SHBCPR-05164
CAMBRIDGE HOTEL	121 LONDON ROAD, CAMBERLEY, GU15 3LF	Variation of Premises Supervisor	06/06/2016	SHBCPR-15323
CENTRAL STORES	7-9 DEAN PARADE, CAMBERLEY, GU15 4DQ	Variation of Premises Supervisor	11/07/2016	SHBCPR-05106
CENTRAL STORES	7-9 DEAN PARADE, CAMBERLEY, GU15 4DQ	Transfer of Premises Licence Holder	11/07/2016	SHBCPR-05106
CENTRAL STORES	7-9 DEAN PARADE, CAMBERLEY, GU15 4DQ	Variation of Premises Licence	08/08/2016	SHBCPR-05106
Camberley Cricket Club	Camberley Cricket Club, Upper Verran Road, Camberley, Surrey, GU15 2JL	Variation of Premises Supervisor	05/07/2016	SHBCPR-12298
Co-operative Food	6 THE SQUARE, BAGSHOT, GU19 5AY	Variation of Premises Supervisor	24/10/2016	SHBCPR-00542
Co-operative Food	6 THE SQUARE, BAGSHOT, GU19 5AY	Variation of Premises Supervisor	21/06/2016	SHBCPR-00542
DUKE OF YORK	88-90 HIGH STREET, CAMBERLEY, GU15 3RS	Variation of Premises Supervisor	26/08/2016	SHBCPR-00057
EL PIC TAPAS	177 LONDON ROAD, CAMBERLEY, GU15 3JS	Variation of Premises Supervisor	06/06/2016	SHBCPR-00587
FAIRWEATHER GOLF ACADEMIES LTD	8 PARK STREET, CAMBERLEY, GU15 3PL	Application for Premises Licence	10/06/2016	SHBCPR-16341
Frimley Green Service Station	257 FRIMLEY GREEN ROAD, FRIMLEY GREEN, CAMBERLEY,	Variation of Premises Supervisor	29/07/2016	SHBCPR-10273
HILLIER GARDEN CENTRE	HILLIER GARDEN CENTRE, LONDON ROAD, WINDLESHAM, GU20 6LQ	Variation of Premises Supervisor	22/09/2016	SHBCPR-13300

Premises		Application Type	Application Date	Licence Number
MILLER & CARTER BAGSHOT	MILLER AND CARTER, 39 LONDON ROAD, BAGSHOT, GU19 5EG	Variation of Premises Supervisor	27/07/2016	SHBCPR-00598
MILLER & CARTER BAGSHOT	MILLER AND CARTER, 39 LONDON ROAD, BAGSHOT, GU19 5EG	Variation of Premises Licence	21/07/2016	SHBCPR-00598
MY LOCAL	2 WHARF ROAD, FRIMLEY GREEN, CAMBERLEY, GU16 6LE	Transfer Premises Licence	25/07/2016	SHBCPR-13305
MYTCHETT SF CONNECT	150 Mytchett Road, Mytchett, Camberley, Surrey, GU16 6AE	Change of Address	17/10/2016	SHBCPR-00575
MYTCHETT SF CONNECT	150 Mytchett Road, Mytchett, Camberley, Surrey, GU16 6AE	Variation of Premises Supervisor	31/08/2016	SHBCPR-00575
Macdonald Frimley Hall Hotel	FRIMLEY HALL HOTEL, FRIMLEY HALL DRIVE, CAMBERLEY, GU15	Variation of Premises Supervisor	12/07/2016	SHBCPR-05160
Macdonald Frimley Hall Hotel	FRIMLEY HALL HOTEL, FRIMLEY HALL DRIVE, CAMBERLEY, GU15	Variation of Premises Supervisor	08/09/2016	SHBCPR-05160
McCOLLS	38-40 FRIMLEY HIGH STREET, FRIMLEY, CAMBERLEY, GU16 7JF	Variation of Premises Supervisor	05/07/2016	SHBCPR-16339
NANDO'S CHICKENLAND LTD	UNIT R3, THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Variation of Premises Supervisor	15/08/2016	SHBCPR-08248
PIZZA EXPRESS	PIZZA EXPRESS, 52 Park Street, Camberley, Surrey, GU15 3PT	Variation of Premises Supervisor	05/07/2016	SHBCPR-05126
Pine Ridge Golf & Ten Pin Bowling Club	Pine Ridge Golf Centre, Old Bisley Road, Frimley, Camberley, Surrey,	Variation of Premises Supervisor	27/10/2016	SHBCPR-08233
SAINSBURY'S	199 Guildford Road, Bisley, Woking, Surrey, GU24 9DL	Variation of Premises Supervisor	05/07/2016	SHBCPR-14308
SURREY ARMS	71-73 HIGH STREET, CAMBERLEY, GU15 3RB	Variation of Premises Supervisor	28/09/2016	SHBCPR-00544
SURREY ARMS	71-73 HIGH STREET, CAMBERLEY, GU15 3RB	Variation of Premises Supervisor	06/06/2016	SHBCPR-00544
SURREY ARMS	71-73 HIGH STREET, CAMBERLEY, GU15 3RB	Variation of Premises Supervisor	29/07/2016	SHBCPR-00544
Sainsbury's	6 CAMBRIDGE WALK, CAMBERLEY, GU15 3SW	Variation of Premises Supervisor	10/06/2016	SHBCPR-00516
Sainsbury's	6 CAMBRIDGE WALK, CAMBERLEY, GU15 3SW	Variation of Premises Supervisor	29/06/2016	SHBCPR-00516
Sainsbury's Supermarket	J SAINSBURY PLC, BLACKWATER VALLEY ROAD, CAMBERLEY, GU15	Minor Premises Variation	04/10/2016	SHBCPR-00540
TESCO STORES LIMITED	TESCO, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ	Variation of Premises Supervisor	27/07/2016	SHBCPR-12297
THE CO-OPERATIVE	2 BAGSHOT ROAD, CHOBHAM, WOKING, GU24 8BP	Variation of Premises Supervisor	24/10/2016	SHBCPR-12296
THE CO-OPERATIVE FOOD	57-61 GUILDFORD ROAD, LIGHTWATER, GU18 5SA	Variation of Premises Supervisor	28/07/2016	SHBCPR-05103
THE LOVELY BUBBLY CO LTD	13 FOXLEIGH GRANGE, BISLEY, WOKING GU24 9AQ	Application for Premises Licence	14/10/2016	SHBCPR-16346

Premises		Application Type	Application Date	Licence Number
THE PARK IN CHOBHAM	THE PARK IN CHOBHAM, STATION ROAD, CHOBHAM, WOKING, GU24	Variation of Premises Supervisor	31/08/2016	SHBCPR-00053
THE PERFECT WINE LIST LTD	17 ADMIRALTY WAY, CAMBERLEY, GU15 3DT	Application for Premises Licence	21/07/2016	SHBCPR-16345
THE SURREY CRICKETERS	THE SURREY CRICKETERS, 55 CHERTSEY ROAD, WINDLESHAM,	Variation of Premises Supervisor	28/09/2016	SHBCPR-05163
THE SURREY CRICKETERS	THE SURREY CRICKETERS, 55 CHERTSEY ROAD, WINDLESHAM,	Variation of Premises Supervisor	15/08/2016	SHBCPR-05163
THE WHEATSHEAF	THE WHEATSHEAF, CUMBERLAND ROAD, CAMBERLEY, GU15 1RF	Variation of Premises Supervisor	30/09/2016	SHBCPR-00521
The Arena Leisure Centre	ARENA LEISURE CENTRE, GRAND AVENUE, CAMBERLEY, GU15 3QH	Variation of Premises Supervisor	22/09/2016	SHBCPR-05116
The Windmill	THE WINDMILL PH, LONDON ROAD, WINDLESHAM, GU20 6PJ	Minor Premises Variation	21/07/2016	SHBCPR-00520
Travelodge Camberley	511 LONDON ROAD, CAMBERLEY, GU15 3JE	Change of Address	10/10/2016	SHBCPR-06214
Travelodge Camberley Central	1 PARK LANE, CAMBERLEY, GU15 3FX	Change of Address	10/10/2016	SHBCPR-12290
Vue Cinema	VUE, THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3PG	Variation of Premises Supervisor	24/06/2016	SHBCPR-08250
	79-81 WINDSOR ROAD, CHOBHAM, WOKING, GU24 8LD	Application for Premises Licence	18/07/2016	SHBCPR-16344
	RECREATION GROUND, GRAND AVENUE, CAMBERLEY, GU15 3QH	Application for Premises Licence	01/07/2016	SHBCPR-16343

***Club Certificates Approved Under Delegated Powers Between
01 June 2016 and 31 October 2016***

No results found

**Personal Licences Approved Under Delegated Powers
Between 01 June 2016 and 31 October 2016**

Name		Licence Number
Alaveras	Ioannis	SHBCPER-16032
Ayers	Aaron Vincent	SHBCPER-16034
Bailey	Ian Mark Douglas	SHBCPER-16029
Balal	Ganga	SHBCPER-16025
Carroll	David	SHBCPER-11707
Clark	Samantha Emma	SHBCPER-16038
Clifford	James Daniel	SHBCPER-16023
Cobb	Matthew	SHBCPER-09578
Damien	Vinith	SHBCPER-15967
Dineen	Chris	SHBCPER-16036
East	Natalie	SHBCPER-16031
Flyn	Alan James	SHBCPER-16001
Foster	Alexander Samuel James	SHBCPER-13803
Francis	James David	SHBCPER-16027
Gumbrell	Rob	SHBCPER-05346
Harpley	Clive Christopher	SHBCPER-06366
Hetzel	Emma	SHBCPER-07421
House	Brittany Jane	SHBCPER-16037
Humphreys	Adam David Albert	SHBCPER-16039
Jones	David	SHBCPER-0528
Kangayi	Perkins	SHBCPER-16041
Lock	Martin John	SHBCPER-07427
Morehead	Andrew James	SHBCPER-05327
Pascu	Marcela Nicoleta	SHBCPER-16024
Peacock	Tracy	SHBCPER-14895
Reynolds	Matthew James	SHBCPER-16020
Robertson	Alexander	SHBCPER-0556
Samut	Murat	SHBCPER-05229
Sims	Luke	SHBCPER-16026
Smith-Ogg	Jodie	SHBCPER-06367
Stephens	Lesley Ann	SHBCPER-16022
Sunderland	Kelly Louise	SHBCPER-16019
Sutherland	Hollie Rebecca	SHBCPER-13822
Taggart	Ben	SHBCPER-16030
Thompson	Jack Keith	SHBCPER-16035
Varghese	Sminu Thachirathu	SHBCPER-16028
Webb	Andrew Roger	SHBCPER-16042

Name**Licence Number**

Wellden

Peter David

SHBCPER-16021

Wetherill

Erin Rosina

SHBCPER-16040

Winter

Louise Anne

SHBCPER-16033

Temporary Event Notices Received Between 01 June 2016 and 31 October 2016

(No representations have been received from the Police in respect of any of the notices listed and all events have been authorised to take place)

Event Date	Premises Name	
18-Jun-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
20-Aug-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
20-Aug-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
17-Sep-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
17-Sep-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
17-Sep-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
15-Oct-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
22-Oct-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
4-Jun-2016	THE CEDAR TREE	1 HIGH STREET, BAGSHOT, GU19 5AG
25-Jun-2016		11 BURR HILL LANE, CHOBHAM, WOKING, GU24 8QD
29-Oct-2016	Camberley Working Mens Club	15-17 OBELISK WAY, CAMBERLEY, GU15 3SD
23-Jul-2016	Chobham Club	50 Windsor Road, Chobham, Woking, Surrey, GU24 8LD
3-Aug-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
11-Aug-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
29-Aug-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
30-Oct-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
29-Oct-2016		52 WINDSOR ROAD, CHOBHAM, WOKING, GU24 8LD
25-Jun-2016	THREE MARINERS	56 HIGH STREET, BAGSHOT, GU19 5AW
25-Jun-2016		75 High Street, Bagshot, Surrey, GU19 5AH

Event Date	Premises Name	
9-Jul-2016	FAIRWEATHER GOLF ACADEMIES LTD	8 PARK STREET, CAMBERLEY, GU15 3PL
14-Jun-2016	DUKE OF YORK	88-90 HIGH STREET, CAMBERLEY, GU15 3RS
29-Jul-2016	DUKE OF YORK	88-90 HIGH STREET, CAMBERLEY, GU15 3RS
21-Jul-2016	Bisley Recreation Ground	BISLEY RECREATION GROUND, GUILDFORD ROAD, BISLEY, WOKING
26-Jun-2016	Bisley Village Hall	BISLEY VILLAGE GREEN, GUILDFORD ROAD, BISLEY, WOKING, GU24 9EG
14-Oct-2016	Bagshot County Infant School	Bagshot County Infant School, School Lane, Bagshot, Surrey, GU19 5BP
2-Jul-2016	St Lawrence Primary School	Bagshot Road, Chobham, Woking, Surrey, GU24 8A
7-Oct-2016	St Lawrence Primary School	Bagshot Road, Chobham, Woking, Surrey, GU24 8A
20-Aug-2016	Camberley Bowls Club	CAMBERLEY BOWLING CLUB, SOUTHWELL PARK ROAD, CAMBERLEY, GU15 3QQ
25-Jun-2016	THE CEDAR TREE	CEDAR TREE, 1 HIGH STREET, BAGSHOT, GU19 5AG
23-Jul-2016	THE CEDAR TREE	CEDAR TREE, 1 HIGH STREET, BAGSHOT, GU19 5AG
13-Aug-2016	THE CEDAR TREE	CEDAR TREE, 1 HIGH STREET, BAGSHOT, GU19 5AG
8-Oct-2016	THE CEDAR TREE	CEDAR TREE, 1 HIGH STREET, BAGSHOT, GU19 5AG
1-Jul-2016		CHARTER OAK HOUSE, 6 HEATHSIDE PARK, CAMBERLEY, GU15 1PT
1-Oct-2016	Chobham Club	CHOBHAM CLUB, 50 Windsor Road, Chobham, Woking, Surrey, GU24 8LD
19-Jun-2016	Chobham Cricket Club	CHOBHAM CRICKET CLUB, 56A HIGH STREET, CHOBHAM, WOKING, GU24 8AA
28-Jul-2016	Chobham Parish Pavilion	CHOBHAM PARISH PAVILION, RECREATION GROUND, STATION ROAD, CHOBHAM, WOKING, GU24 8AZ
17-Jul-2016		CHURCH OF ST PETER AND ST JOHN, CAESARS CAMP ROAD, CAMBERLEY, GU15 4ED
14-Oct-2016	Camberley and Bagshot Catholic Parish	CHURCH OF ST PETER AND ST JOHN, CAESARS CAMP ROAD, CAMBERLEY, GU15 4ED
9-Jul-2016	COWORTH-FLEXLANDS SCHOOL	COWORTH FLEXLANDS, CHERTSEY ROAD VALLEY END, CHOBHAM, WOKING, GU24 8TE
2-Jul-2016	Connaught County Junior School	Connaught County Junior School, Manor Way, Bagshot, Surrey, GU19 5JY
25-Jun-2016	Crawley Ridge County Infant School	Crawley Ridge County Infant School, Crawley Ridge, Camberley, Surrey, GU15 2AJ

Event Date	Premises Name	
15-Jul-2016	Cross Farm County Infant School	Cross Farm County Infant School, Gresham Way, Frimley Green, Camberley, Surrey, GU16 6LZ
11-Jun-2016		Dolphin Hill, Branksome Park Road, Camberley, Surrey, GU15 2AQ
5-Jun-2016	Windlesham Field of Remembrance	FIELD OF REMEMBRANCE, KENNEL LANE, WINDLESHAM, GU20 6DT
11-Jun-2016	Windlesham Field of Remembrance	FIELD OF REMEMBRANCE, KENNEL LANE, WINDLESHAM, GU20 6DT
22-Jul-2016	Windlesham Field of Remembrance	FIELD OF REMEMBRANCE, KENNEL LANE, WINDLESHAM, GU20 6DT
15-Sep-2016	Frimley Lodge Park	FRIMLEY LODGE PARK, STURT ROAD, FRIMLEY GREEN, CAMBERLEY, GU16 6HY
16-Aug-2016	RANDALLS	GROUND FLOOR, 1 THE SQUARE, LIGHTWATER, GU18 5SS
11-Jun-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
25-Jun-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
30-Jun-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
2-Jul-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
16-Oct-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
26-Oct-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
23-Jun-2016	Hammond Community Junior School	Hammond Community Junior School, Badger Drive, Lightwater, Surrey, GU18 5TS
9-Jul-2016	Heather Ridge County Infant School PTA	Heather Ridge County Infant School, Martindale Avenue, Camberley, Surrey, GU15 1AY
7-Jul-2016	Kings International College For Business and the Arts	Kings International College For Business And The Arts, Watchetts Drive, Camberley, Surrey, GU15 2PQ
25-Jun-2016		LYNDHURST SCHOOL, 36 THE AVENUE, CAMBERLEY, GU15 3NE
2-Jul-2016	Lakeside County Primary School	Lakeside County Primary School, Alphington Avenue, Frimley, Camberley, Surrey, GU16 8LL
3-Jul-2016	Lightwater Village School	Lightwater Village School, Catena Rise, Lightwater, Surrey, GU18 5RD
1-Jun-2016		MULTI STOREY CAR PARK, ALBERT ROAD, CAMBERLEY, GU15 3RP
24-Jun-2016	Mytchett Primary School	Mytchett County Primary School, Hamesmoor Road, Mytchett, Camberley, Surrey, GU16 6JB
15-Jul-2016	Mytchett Primary School	Mytchett County Primary School, Hamesmoor Road, Mytchett, Camberley, Surrey, GU16 6JB

Event Date	Premises Name	
9-Sep-2016	Mytchett Primary School	Mytchett County Primary School, Hamesmoor Road, Mytchett, Camberley, Surrey, GU16 6JB
18-Jun-2016	NATIONAL WESTMINSTER BANK	NATIONAL WESTMINSTER BANK, 45 Park Street, Camberley, Surrey, GU15 3PA
16-Jun-2016	NOVARTIS PHARMACEUTICALS UK LTD	NOVARTIS, 200 FRIMLEY BUSINESS PARK, FRIMLEY, CAMBERLEY, GU16 7SR
16-Jun-2016	NOVARTIS PHARMACEUTICALS UK LTD	NOVARTIS, 200 FRIMLEY BUSINESS PARK, FRIMLEY, CAMBERLEY, GU16 7SR
21-Sep-2016	NOVARTIS PHARMACEUTICALS UK LTD	NOVARTIS, 200 FRIMLEY BUSINESS PARK, FRIMLEY, CAMBERLEY, GU16 7SR
21-Sep-2016		PARK VIEW, RIVERSIDE WAY, CAMBERLEY, GU15 3YL
2-Jul-2016		PLAYING FIELD, SOMME ROAD, DEEPCUT, CAMBERLEY
10-Jun-2016	Prior Heath Infant School	PRIOR HEATH INFANT SCHOOL, 2 PRIOR ROAD, CAMBERLEY, GU15 1DA
11-Jun-2016		Pennypot Cottage, Pennypot Lane, Chobham, Woking, Surrey, GU24 8DG
2-Jul-2016	Ravenscote Community Junior School	RAVENSCOTE COMMUNITY JUNIOR SCHOOL, OLD BISLEY ROAD, FRIMLEY, CAMBERLEY, GU16 9RE
11-Jun-2016		RECREATION GROUND, GRAND AVENUE, CAMBERLEY, GU15 3QH
14-Oct-2016	Friends of Sandringham School	SANDRINGHAM COUNTY INFANT SCHOOL, SANDRINGHAM WAY, FRIMLEY, CAMBERLEY, GU16 9YF
8-Sep-2016	St Lawrences Church Hall	ST LAWRENCES CHURCH, HIGH STREET, CHOBHAM, WOKING, GU24 8AF
27-Sep-2016	St Lawrences Church Hall	ST LAWRENCES CHURCH, HIGH STREET, CHOBHAM, WOKING, GU24 8AF
7-Oct-2016		ST PAULS CHURCH HALL, CRAWLEY RIDGE, CAMBERLEY, GU15 2AD
4-Jun-2016	St Peters Church Hall	ST PETERS CHURCH HALL, 1 PARSONAGE WAY, FRIMLEY, CAMBERLEY, GU16 8HZ
3-Sep-2016	St Peters Church Hall	ST PETERS CHURCH HALL, 1 PARSONAGE WAY, FRIMLEY, CAMBERLEY, GU16 8HZ
10-Sep-2016	St Peters Church Hall	ST PETERS CHURCH HALL, 1 PARSONAGE WAY, FRIMLEY, CAMBERLEY, GU16 8HZ
16-Jul-2016		STALL, THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3PT
2-Jul-2016	Street trading application	STREET RECORD, CYPRUS ROAD, DEEPCUT, CAMBERLEY
16-Jul-2016	St Annes Church	St Annes Church, Church Road, Bagshot, Surrey, GU19 5EQ
2-Jul-2016	St Augustine Roman Catholic Primary School	St Augustine Roman Catholic Primary School, Tomlinscote Way, Frimley, Camberley, Surrey, GU16 8PY

Event Date	Premises Name	
9-Jul-2016	St Augustine Roman Catholic Primary School	St Augustine Roman Catholic Primary School, Tomlinscote Way, Frimley, Camberley, Surrey, GU16 8PY
15-Oct-2016	St Augustine Roman Catholic Primary School	St Augustine Roman Catholic Primary School, Tomlinscote Way, Frimley, Camberley, Surrey, GU16 8PY
30-Sep-2016	ST PETERS CHURCH	St Peters Church, Frimley Green Road, Frimley, Camberley, Surrey, GU16 8AG
30-Oct-2016	ST PETERS CHURCH	St Peters Church, Frimley Green Road, Frimley, Camberley, Surrey, GU16 8AG
8-Jul-2016	Agincourt Nightclub	THE AGINCOURT, 487 LONDON ROAD, CAMBERLEY, GU15 3JA
18-Jun-2016	The Rectory	THE RECTORY, CLEWS LANE, BISLEY, WOKING, GU24 9DY
4-Jun-2016	TRINGHAM HALL	TRINGHAM HALL, BENNER LANE, WEST END, WOKING, GU24 9JP
3-Jul-2016	TRINGHAM HALL	TRINGHAM HALL, BENNER LANE, WEST END, WOKING, GU24 9JP
15-Oct-2016	TRINGHAM HALL	TRINGHAM HALL, BENNER LANE, WEST END, WOKING, GU24 9JP
2-Jul-2016	Tomlinscote County Secondary School	Tomlinscote County Secondary School, Tomlinscote Way, Frimley, Camberley, Surrey, GU16 8PY
24-Jun-2016	Valley End C of E Infant School	VALLEY END CHURCH OF ENGLAND INFANT SCHOOL, VALLEY END ROAD, CHOBHAM, WOKING, GU24 8TB
1-Jul-2016	Chobham Village Hall	VILLAGE HALL, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ
17-Sep-2016	Chobham Village Hall	VILLAGE HALL, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ
24-Sep-2016	Chobham Village Hall	VILLAGE HALL, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ
10-Sep-2016		WEST END VILLAGE GREEN, BENNER LANE, WEST END, WOKING, GU24 9JP
9-Jul-2016	Windlesham Village County Infants School	WINDLESHAM VILLAGE COUNTY INFANT SCHOOL, SCHOOL ROAD, WINDLESHAM, GU20 6PD

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