



**Schedule 12
Part A
Premises Licence**

Regulation 33,34

Premises licence number	2016/00807/01SPRD
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Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description,	
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Wiggle
188 Above Bar Street
Southampton
SO14 7DW

Telephone number	
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Where the licence is time limited the dates	
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Not applicable

Licensable activities authorised by the licence	
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Recorded music
Performances of dance
Anything similar to live music, recorded music or performances of dance
Provision of late night refreshment
Supply by retail of alcohol

The times the licence authorises the carrying out of licensable activities	
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Recorded music	
Monday	10:00 - 06:00
Tuesday	10:00 - 06:00
Wednesday	10:00 - 06:00
Thursday	10:00 - 06:00
Friday	10:00 - 06:00
Saturday	10:00 - 06:00
Sunday	10:00 - 06:00

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Performances of dance

Monday	10:00 - 06:00
Tuesday	10:00 - 06:00
Wednesday	10:00 - 06:00
Thursday	10:00 - 06:00
Friday	10:00 - 06:00
Saturday	10:00 - 06:00
Sunday	10:00 - 06:00

Anything similar to live music, recorded music or performances of dance

Monday	10:00 - 06:00
Tuesday	10:00 - 06:00
Wednesday	10:00 - 06:00
Thursday	10:00 - 06:00
Friday	10:00 - 06:00
Saturday	10:00 - 06:00
Sunday	10:00 - 06:00



Provision of late night refreshment

Monday	23:00 - 05:00
Tuesday	23:00 - 05:00
Wednesday	23:00 - 05:00
Thursday	23:00 - 05:00
Friday	23:00 - 05:00
Saturday	23:00 - 05:00
Sunday	23:00 - 05:00



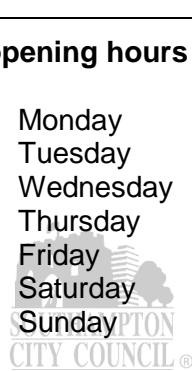
Supply by retail of alcohol

Monday	10:00 - 05:00
Tuesday	10:00 - 05:00
Wednesday	10:00 - 05:00
Thursday	10:00 - 05:00
Friday	10:00 - 05:00
Saturday	10:00 - 05:00
Sunday	10:00 - 05:00



The opening hours of the premises

Monday	10:00 - 06:00
Tuesday	10:00 - 06:00
Wednesday	10:00 - 06:00
Thursday	10:00 - 06:00
Friday	10:00 - 06:00
Saturday	10:00 - 06:00
Sunday	10:00 - 06:00



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

Alcohol is supplied for consumption both on and off the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Sylvan Glade Ltd.
1 Ojs Industrial Park
Claybank Road
Portsmouth
PO3 5SX

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

08935209

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

Jacqueline Kim Bailey

[REDACTED]

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

Licence Number: 2014/02159/02SPEN
Licensing Authority: Southampton City Council

This premises licence is issued by Southampton City Council as licensing authority under part 3 of the Licensing Act 2003 and regulations made thereunder

Dated this 1st day of March 2016;

Head of Legal & Democratic Services

Licensing – Southampton City Council
Southampton & Eastleigh Licensing Partnership
PO Box 1767
Southampton
SO18 9LA

Annex 1 – Mandatory Conditions

1 No supply of alcohol shall be made under the premises licence:

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

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

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

3 Where any condition of this licence requires that, at specified times, one or more individuals must be at the premises to carry out a security activity, each such individual must be licensed by the Security Industry Authority, unless the Private Security Industry Act 2001 does not require them to be so licensed.

4 (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

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

6 (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

7 The responsible person must ensure that

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures

(i) beer or cider: ½ pint;

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

8 1 A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2 For the purposes of the condition set out in paragraph 1 —

(a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) 'permitted price' is the price found by applying the formula —

$$P = D + (D \times V)$$

where—

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence —
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) 'value added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.

3 Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.

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

Annex 2 – Conditions consistent with the operating Schedule

1 No more than 60 (sixty) persons shall be present in on the ground floor and no more than 80 (eighty) persons shall be present on the first floor in the place licensed at any one time.

2 Licensable activities are permitted on New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day.

3 1) CCTV

The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system will be able to cope with strobe lighting (where used) and all levels of illumination throughout the premises as well as outside areas.

CCTV warning signs to be fitted in public places.

The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation.

The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.

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Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police on request when investigating allegations of offences or criminal activity. Any images recovered must be in a viewable format on a disc. Footage supplied in a digital format on CD or DVD will also have a copy of the CCTV system software enabled on the disc to allow playback.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Hampshire Western Police Licensing Unit within 24 hours.

2) Incident book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.

Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.

If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry.

At the close of business on each day the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

3) Refusals book

A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis by the manager/manageress.

The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority.

The record of refusals will be retained for 12 months.

4) Challenge 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.

Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and the persons date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

'Challenge 25' posters shall be displayed in prominent positions at the premises.

5) Training-

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication. Records will be kept of such training which must be signed and dated by the member of staff who has received that training.

All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training. In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol. The test will consist of a minimum of ten questions of which the pass rate is 80%. Anyone who fails to reach the prescribed pass rate will be retrained and re-tested. Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol

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until the pass rate is attained. There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session.

All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible Authority upon request. Training records will be kept for a minimum period of two years. Training records will be kept on the licensed premises to which they relate to.

The DPS should also complete a nationally recognised Level 2 DPS course or equivalent depending on provider.

6) Last entry

The last entry of any customer to the premises will be 0400 hours (DEPENDANT ON PERMITTED HOURS), save for customers already within the premises who step outside to smoke.

Patrons permitted to temporarily leave and then re-enter the premises, (e.g. to smoke) shall not be permitted to take drinks or glass containers with them.

7) SIA Security Staffing

There will be a minimum of 2 SIA registered door supervisors on duty at the premises whilst the premises is operating.

8) Toilet Checks

The public toilets within the premise shall be checked every 30 minutes when the premises are open for a licensable activity. A record shall be kept by the premise and presented on request by Hampshire constabulary. Toilet check records shall be kept for a minimum period of 3 months.

9) Dispersal Policy

A dispersal procedure will be adopted during the last trading hour to ensure minimal disturbance to neighbours and to tackle the problem of anti-social behaviour and crime. Door supervisors will remove all drinks from any customer who attempts to leave the venue carrying one.

All areas of the premises will be checked at the end of each evening to ensure all customers have left safely.

Door staff wearing High Visibility fluorescent Upper Clothing will patrol the outside perimeter of the front of the premises at the end of each evening (for at least an additional 15 minutes or until persons are dispersed from the immediate area) to ensure the safe and quiet dispersal of customers. Any customers congregating or loitering outside after leaving the premises will be asked to depart quickly and quietly. Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quickly and quietly.

10) Management

A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.

11) Waste

No collections of waste or recycling materials (including bottles) from the premises shall take place between 23:00 and 08:00 on the following day.

British Summer Time.

An extra hour is permitted on the day that British Summer time commences.

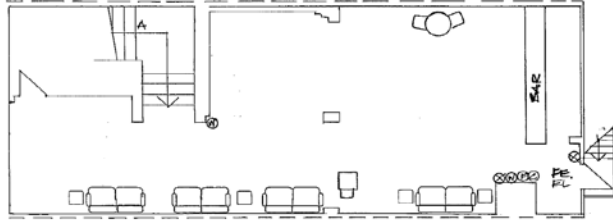
Annex 3 – Conditions attached after a hearing by the licensing authority

1 To comply with the following conditions:

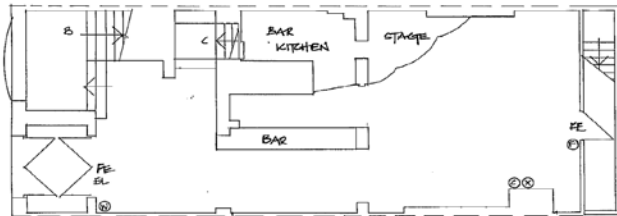
(a) the recommendations contained in Stage 1 of the Acoustics be carried out to the satisfaction of the Environmental Health Officer and consideration be given, as necessary, to Stage 2 works as recommended in the report.

(b) To investigate and comply with any planning requirements.

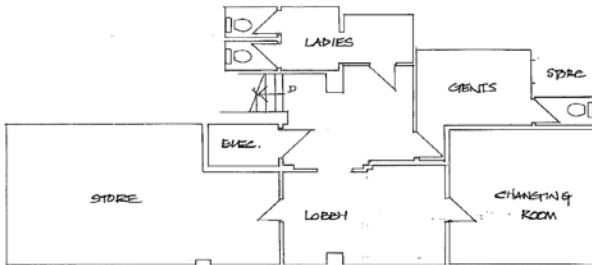
Annex 4 – Plans



FIRST FLOOR



GROUND FLOOR



BASEMENT

KEY

- ⊗ Break Glass Fire Point
- ⊙ Water Fire Extinguisher
- ⊕ Foam Fire Extinguisher
- ⊖ CO2 Fire Extinguisher
- FE Fire Exit
- EL Emergency Light
- Area of variation of Licensable activity
Where alcohol is sold or consumed, recorded music is played, where hot food or drink may be supplied after 23:00 and where other kinds of regulated entertainment takes place.



LOCATION PLAN
Scale 1:1250 OS LU 1000463216

A		26/11/15		Client Revision		01	
DEREK TREAGUS ASSOCIATES ARCHITECTURAL SERVICES No3-The Townhouse, 20 Nelson Road, Southsea, Hampshire PO5 2AS Tel: 07956 624294 Email: derek.treagus@entworld.com							
Project							
188 ABOVE BAR STREET, SOUTHAMPTON, HAMPSHIRE							
Client							
Sylvan Glade Ltd							
Subject							
Floor Plans Drawing							
Date: Nov 2015				Scale: 1:100 @ A2			
Rev: A				Dwg. No: 15/471/01			
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