

Licensing (Licensing and Gambling) Sub-Committee

Tuesday, 5th March, 2024
at 4.00 pm

PLEASE NOTE TIME OF MEETING

Virtual Meeting

This meeting is open to the public

Members

Three Members drawn from the Licensing Committee

Contacts

Democratic Support Officer
Emily Goodwin

Email: Emily.Goodwin@southampton.gov.uk

Executive Director Place

Adam Wilkinson

Email: Adam.Wilkinson@southampton.gov.uk

PUBLIC INFORMATION

The Members of the Licensing Committee are Councillors M Bunday, Beaurain, Mrs Blatchford, Kenny, Letts, Moulton, Noon, Powell-Vaughan, Whitbread and Windle.

Role of the Sub-Committee

The Sub-Committee deals with licences for which the Council is responsible under the Licensing Act 2003 and Gambling Act 2005, including:-

- Determination of applications for review of premises licences and club premises certificates;
- Determination of representations to applications for premises licences and club premises certificates, variations and various permits;
- Determination of police objections to applications for:
 - Variation of designated premises supervisors
 - Transfer of premises licences
 - Personal licences for the sale of alcohol
- Determination of objections to temporary event notices.

Relevant Representations

Those who have made relevant representations may address the meeting about the matter in which they have an interest. New matters, not raised within a written representation, can not be relied upon at the hearing.

When dealing with Licensing Act matters the Sub-Committee must only take into account the following statutory Licensing Objectives:-

- prevention of crime and disorder
- public safety
- prevention of public nuisance
- protection of children from harm

Likewise, when dealing with Gambling Act matters the Sub Committee must only take into account the statutory Licensing Objectives below:-

- 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, and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

Southampton: Corporate Plan 2022-2030 sets out the four key goals:

- Strong Foundations for Life.- For people to access and maximise opportunities to truly thrive, Southampton will focus on ensuring residents of all ages and backgrounds have strong foundations for life
- A proud and resilient city - Southampton's greatest assets are our people. Enriched lives lead to thriving communities, which in turn create places where people want to live, work and study
- A prosperous city - Southampton will focus on growing our local economy and bringing investment into our city.
- A successful, sustainable organisation - The successful delivery of the outcomes in this plan will be rooted in the culture of our organisation and becoming an effective and efficient council.

Fire Procedure:- In the event of a fire or other emergency a continuous alarm will sound, and you will be advised by Council officers what action to take.

Access:- Access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Smoking policy:- The Council operates a no-smoking policy in all civic buildings.

Mobile Telephones:- Please switch your mobile telephones to silent whilst in the meeting

Use of Social Media:- The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room, you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Dates of Potential Meetings for the Municipal Year Meetings are scheduled on a weekly basis usually at 4pm on a Wednesday evening.

CONDUCT OF MEETING

Terms of Reference

The terms of reference are contained in the Council's Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Rules of Procedure

The meeting is governed by the Licensing Act 2003 (Hearings) Regulations 2005 and the Council Procedure Rules as set out in Part 4 of the Constitution, so far as it is applicable.

Quorum 3

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council, and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or

b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision-making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 **ELECTION OF CHAIR**

To appoint a Chair for the purposes of this meeting.

2 **DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

3 **STATEMENT FROM THE CHAIR**

4 **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)** (Pages 1 - 4)

To approve and sign as a correct record the Minutes of the meeting held on 24 January 2024 and to deal with any matters arising, attached.

5 **EXCLUSION OF THE PRESS AND PUBLIC - LEGAL ADVICE**

At a predetermined point during the consideration of all items the Sub-Committee may move into private session in order to receive legal advice when determining issues.

The parties to the hearing, press and public, unless otherwise excluded by the Licensing Act 2003 (Hearings) Regulations 2005, will be invited to return immediately following that private session at which time the matter will be determined and the decision of the Sub-Committee will be announced.

6 **APPLICATION FOR NEW PREMISES LICENCE - BASEMENT, 35-36 OXFORD STREET, SOUTHAMPTON SO14 3DS** (Pages 5 - 54)

Application for New Premises Licence - Basement, 35-36 Oxford Street, Southampton, SO14 3DS

Monday, 26 February 2024

Executive Director Communities, Culture & Homes

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Public Document Pack Agenda Item 4

SOUTHAMPTON CITY COUNCIL
LICENSING (LICENSING AND GAMBLING) SUB-COMMITTEE
MINUTES OF THE MEETING HELD ON 24 JANUARY 2024

Present: Councillors Mrs Blatchford, M Bunday and Powell-Vaughan

32. **ELECTION OF CHAIR**

RESOLVED that Councillor M Bunday, as Chair of the Licensing Committee, would be Chair for the purposes of this meeting.

33. **DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

Councillor Blatchford declared that she was a Councillor for the Ward in which the premises sits and did not have any other connection with the premises concerned.

34. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED: that the minutes for the Sub- Committee meetings on 23 October 2023, 25 October 2023 and 16 November 2023 be approved and signed as a correct record.

35. **EXCLUSION OF THE PRESS AND PUBLIC**

The Chair moved that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of item 7 based on Categories 1 and 2 of paragraph 10.4 of the Access to Information Procedure Rules. The information contained therein is potentially exempt as it relates to individual personal details and information held under data protection legislation.

The Chair moved that in accordance with the Licensing Act 2003 (Hearings) Regulations 2005, the hearing should proceed with the press and public excluded. The papers contain allegations relating to criminal offences and personal details and the public interest in doing so outweighed the public interest in the hearing in accordance with Regulation 14.

RESOLVED that having applied the public interest test the hearing should proceed with the press and public excluded.

36. **EXCLUSION OF THE PRESS AND PUBLIC - LEGAL ADVICE**

RESOLVED that the Sub-Committee move into private session in order to receive legal advice when determining issues, the parties to the hearing press and the public unless otherwise excluded by the Licensing Act 2003 (Hearings Regulations 2005), would be

invited to return immediately following that private session at which time the matter would be determined and decision of the Sub-Committee announced.

37. **HEARING TO CONSIDER SUITABILITY OF A PERSONAL LICENCE HOLDER FOLLOWING CONVICTION OF A RELEVANT OFFENCE**

All parties will receive formal written confirmation of the decision and reasons.

This hearing was held as a remote hearing with all parties participating virtually using Microsoft Teams.

The Sub-Committee determined that the hearing should proceed with the press and public excluded. This decision was made in accordance with the Licensing Act 2003 (Hearings) Regulations 2005. The papers contain details of convictions and personal details, and it was determined that the public interest in doing so outweighed the public interest in the hearing in accordance with Regulation 14.

The Sub-Committee has considered very carefully the report of the Service Director of Place and all of the evidence presented today by the Licensing Enforcement Officer with input from the Police. It has given due regard to the Licensing Act 2003, the Licensing Objectives, statutory guidance and the adopted statement of Licensing Policy. The Human Rights Act 1998, the Crime and Disorder Act 1998 and the Equality Act 2010 were borne in mind whilst making the decision.

The Sub-Committee heard written and oral representations from the personal licence holder who is also the DPS of the premises in question.

The Sub-Committee made its decision on the basis of all of the evidence submitted, both in writing and given orally at the Hearing.

Considering all the above, the Sub-Committee has decided to revoke the licence with immediate effect for the reasons below.

Reasons

The Sub-Committee had concerns that the account the personal licence holder provided was not always consistent with information/details provided by the police officer who attended from Hampshire Constabulary. It also appeared that the licence holder did not necessarily appreciate the level of responsibility in being in such a position as personal licence holder and DPS of the premises in question.

It was noted that the offence the personal licence holder had been convicted of was a serious one, namely Grievous Bodily Harm under Section 18 and that the harm resulted in the loss of four teeth with excessive force having been used alongside a lack of control. The matter was heard in the Crown Court, rather than the Magistrates Court due to the severity and seriousness of the offence and the level of harm caused to the victim. It was also noted that the conviction was a first conviction and that a suspended prison sentence was imposed despite this due to the seriousness and gravity of the offence.

It was considered that in order for the licence to be suspended rather than revoked the sub-committee would need to have confidence in the personal licence holder that they will not act in a similar way again in future and this was not the case. It was noted that the police stated in writing that they would be in support of the licence being revoked. In addition, it was considered that the licence would need to be revoked rather than suspended in order

for public trust and confidence to be maintained in the local authority and their licensing functions.

The licence is therefore to be revoked with immediate effect and surrendered to Southampton City Council Licensing Officers within 7 days.

There is a statutory right of appeal against this decision.

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Agenda Item 6

DECISION-MAKER LICENSING (LICENSING & GAMBLING) SUB COMMITTEE

SUBJECT HEARING TO CONSIDER AN APPLICATION FOR GRANT OF A PREMISES LICENCE – **Basement 35 - 36 Oxford Street Southampton SO14 3DS**

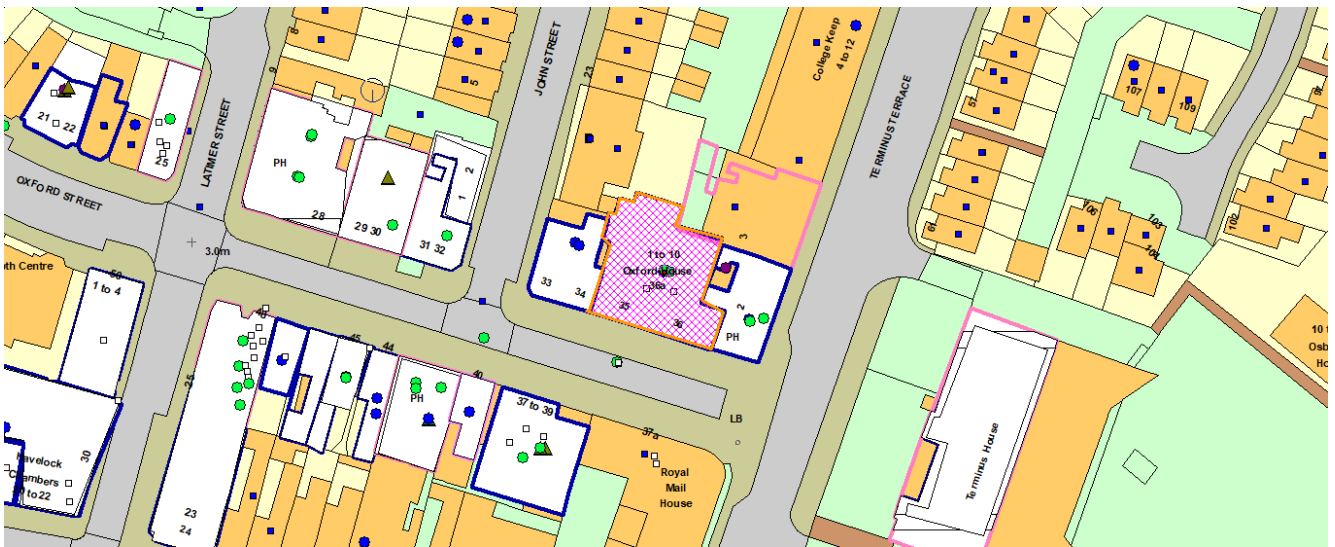
DATE OF HEARING Tuesday 5th March 2024 at 16.00hrs

REPORT OF SERVICE DIRECTOR – PLACE

E-mail licensing@southampton.gov.uk

Application Date : 16th January 2024 Application Received 16th January 2024

Application Valid : 16th January 2024 Reference : **2024/00304/01SPRN**



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Representations from Responsible Authorities

Responsible Authority	Satisfactory?
Safeguarding Children	Satisfactory
Fire Service	Agreed Condition
Environmental Health - Licensing	Agreed Conditions
Home Office	Satisfactory

Public Health Manager	Satisfactory	
Planning & Sustainability - Development Control - Licensing	Satisfactory	
Police - Licensing	Pre-Agreed Conditions	
Trading Standards	Satisfactory	
Other Representations		
Name	Address	Contributor Type
Mr Colin Beaven	5 Oxford Mews Latimer Street Southampton SO14 3EE	Resident

Legal Implications

The legislation specifically restricts the grounds on which the sub-committee may refuse an application for grant of a premises licence, or impose conditions. The legislation provides for a presumption of grant of an application for a premises licence, subject to the determination of the application with a view to promoting the licensing objectives in the overall interests of the local community. In doing so the sub-committee must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- its own statement of licensing policy
- the Statutory Guidance

An application may be refused in part and thereby only permit some of the licensable activities sought.

An applicant for grant of a premises licence whose application has been refused, or who is aggrieved by conditions imposed, may appeal against the decision to the Magistrates' Court. Any other person, who made a valid representation, may appeal to the Magistrates' Court against the decision to grant the application or against any conditions imposed.

In considering this application the sub-committee is obliged to consider the application in accordance, in particular, with both the Licensing Act 2003(Hearings) Regulations 2005 (as amended) and the rules of natural justice

The practical effect of this is that the sub-committee must make its decision based on evidence submitted in accordance with the legislation and give adequate reasons for reaching its decision.

Only persons that made relevant representations or their representative, within the time limits, will be allowed to present evidence and this will be restricted to the points raised in their written representation. Any evidence used to expand upon specific points already raised in a written representation should be served upon all parties in good time before the hearing date in order to allow proper consideration. A failure to properly serve any such additional evidence in advance is likely to mean it cannot be produced or relied upon at the hearing.

The sub-committee must also have regard to:

- *The Crime and Disorder Act 1998*
Section 17 of the Crime and Disorder Act 1998 places the sub-committee under a duty to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.
- *The Human Rights Act 1998*
The Act requires UK legislation to be interpreted in a manner consistent with the European Convention on Human Rights. It is unlawful for the sub-committee to act in a way that is incompatible (or fail to act in a way that is compatible) with the rights protected by the Act. Any action undertaken by the sub-committee that could have an effect upon another person's Human Rights must be taken having regard to the principle of proportionality - the need to balance the rights of the individual with the rights of the community as a whole. Any action taken by the sub-committee which affect another's rights must be no more onerous than is necessary in a democratic society. The matters set out in this report must be considered in light of the above obligations.

Copies of the application for grant of a premises licence and the representations to it are annexed to this report.

Equality Act 2010

Section 149 of the Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act. It also requires the Council to advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. This means having due regard to the need to removing or minimising disadvantages suffered, taking steps to meet the needs of persons, encouraging persons to participate in public life, tackling prejudice and promoting understanding. The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

SUMMARY

This application is for a new premises licence for a private members club which will be limited to 21 year olds and over.

Applicant	Mr Demetrakis Hajiantoni
Designated Premises Supervisor	None Specified

Licensable Activities.

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

Live music

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

Recorded music

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

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

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

Provision of late night refreshment

Monday	23:00 - 01:30
Tuesday	23:00 - 01:30
Wednesday	23:00 - 01:30
Thursday	23:00 - 01:30
Friday	23:00 - 01:30
Saturday	23:00 - 01:30
Sunday	23:00 - 01:30

Supply by retail of alcohol

Monday	12:00 - 01:30
Tuesday	12:00 - 01:30
Wednesday	12:00 - 01:30
Thursday	12:00 - 01:30
Friday	12:00 - 01:30
Saturday	12:00 - 01:30
Sunday	12:00 - 01:30

Conditions consistent with the operating Schedule

1 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 retested. Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol 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.

2 MEMBERSHIP

The premises will operate a membership system limited to 21 year olds and over. Access to the premises will be limited to members and their guests save for privately booked functions which can be booked by non-members and be attended by non-members. A person will be able to become a member by presenting either a valid passport or driving licence. Address details must be verified by the venue. This scheme will include a photograph of every member and admittance will only be granted to those who present a valid membership card or those who have been signed in by the member. For the avoidance of doubt a member will only be able to sign in four guests on any given occasion. The details of the guests will be recorded and kept by the club for a minimum period of six months and will be made available to police on request. Details that must be recorded of guests are to include a photograph, name, address and date of birth.

The time of entry of the guest must be recorded on the admittance form they have completed. All records of members will be made available on request of Hampshire Constabulary. A member will only be allowed to admit guests on six separate occasions in a calendar year.

3 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. 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 digital format and be uploaded to Police CCTV systems which the premise will become a user. 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.

4 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.

5 REFUSAL LOG

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 store 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. Identification seizures should also be recorded.

6 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, HM Forces ID card 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.

7 SIA DOOR SUPERVISORS

All references in this licence to door supervisors shall mean door supervisors licensed pursuant to the Private Security Industry Act 2001 by the Security Industry Authority. The licensee shall ensure that all door supervisors engaging in licensable conduct (as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001) at the place licensed are licensed in accordance with the provisions of the Private Security Industry Act 2001. The Licensee(s) shall maintain a duty register giving details of every person at the place licensed engaging in licensable conduct, as defined in

section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001, and the Licensee(s) shall immediately provide, on request by any authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority, the following details: -

- (i) The licence number, name, date of birth and residential address of that person;
- (ii) The time at which that person commenced that period of duty, with the signed acknowledgement of that person;
- (iii) The time at which that person finished that duty that period of duty, with the signed acknowledgement of that person;
- (iv) any times during the period of duty when the person was not on duty;
- (v) If that person is not an employee of the Licensee(s), the name of the person by whom that person is employed or through whom the services of that person were engaged;
- (vi) The duty register shall be so kept that it can be readily inspected by an authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority.
- (vii) The duty register shall comprise of a bound book with pages consecutively numbered and the Licensee(s) shall ensure that it is kept in a secure environment in order to prevent unauthorised access or alteration to the same.

A minimum of two SIA registered door supervisors shall be on duty on a Thursday, Friday and Saturday evening, Christmas Eve, New Year's Eve, bank holidays and other days preceding a bank holiday from 21 00hrs until closing. On all other occasions when the premises are open for licensable activities, the provision of SIA door staff will be subject to a risk assessment. The risk assessment and rationale behind the decision made will be recorded and the records will be kept for 12 months and will be available for inspection immediately on request by Hampshire Constabulary and any responsible authority.

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. This will include: -

DJ announcements will be used to encourage gradual dispersal and to remind customers to leave quietly. Door supervisors will remove all bottles and glasses 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 and a signed record of these checks to kept on the premises at all times and to be made available to the Police upon request. 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 PUBWATCH SCHEME

The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular pub watch meetings or meetings of any similar scheme, so long as such a scheme is in existence and welcomes participation of the venue representative.

This application was submitted before the new CIP area was approved. Hampshire Constabulary had pre-agreed conditions before submission of the application (shown above in the operating schedule) and Environmental Health and the Fire Service have agreed conditions with the applicant.

Included In Report

Application
Plan x 2
Police Confirmation of Pre-agreed Conditions
Environmental Health Agreed Conditions
Fire Agreed Condition
1 x Public Representation
Hearing Procedure

From: Licensing <Licensing@southampton.gov.uk>

Sent: 16 Jan 2024 02:39:06

To: IdoxDMSLicensing@southampton.gov.uk

Cc:

Subject: FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

Attachments: Scan 16 Jan 2024-2.pdf, IMG_2608-3.jpg

From: Southampton City Council <noreply@southampton.gov.uk>

Sent: Tuesday, January 16, 2024 1:48 PM

To: Licensing <Licensing@southampton.gov.uk>; licensing@hampshire.police.uk; Environmental Health <Environmental.Health@southampton.gov.uk>; Food Safety <Food.Safety@southampton.gov.uk>; CsProtection Admin <csprotection.admin@hantsfire.gov.uk>; Trading Standards <Trading.Standards@southampton.gov.uk>; Planning <planning@southampton.gov.uk>; Safeguarding Children Licensing <SafeguardingChildren.Licensing@southampton.gov.uk>; Public Health <Publichealth@southampton.gov.uk>; alcohol@homeoffice.gov.uk

Subject: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

Southampton and Eastleigh Licensing Partnership

Licensing authority: Southampton

- Copy to
- Hampshire Constabulary
- Hampshire and Isle of Wight Fire and Rescue Service
- Environmental Health
- Trading Standards
- Planning
- Safeguarding Children
- Environmental Health
- Public Health
- Home Office

Case reference number: 76W6F4X3

Payment reference: 430333691

Payment amount: £190.00

Premises address: 35-36 Basement Oxford Street, Southampton, SO14 3DS

This email has been automatically generated so please do not reply to this message.

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

Application reference:	76W6F4X3
-------------------------------	----------

Before you begin

I confirm that I have read and understood	True
--	------

About the premises

Premises address or location	35-36 Basement Oxford Street, Southampton, SO14 3DS
UPRN	
Local Authority:	Southampton
Which band/rateable value best describes your premises?	Band B: £4301 - £33000
Non-domestic rateable value of premises (£)	14750

Applicant type

Applying as	An individual(s)
Additional option	I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

Details of individual 1

Name	Mr Demetrakis Hajiantoni
Date of birth	██████████
Age	
Address	ABBEY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB
Email address	████████████████████
Phone number	██████████
Work entitlement proof	Upload document
Files uploaded	0
Is this a joint application?	No

Operating schedule

When do you want the licence to start?	01/03/2024
Details of the premises	Section M: Membership Conditions The premises will operate a membership system limited to 21 year olds and over. Access to the premises will be limited to members and their guests save for

privately booked functions which can be booked by non-members and be attended by non-members.

A person will be able to become a member by presenting either a valid passport or driving licence.

Address details must be verified by the venue.

This scheme will include a photograph of every member and admittance will only be granted to those who present a valid membership card or those who have been signed in by the member.

For the avoidance of doubt a member will only be able to sign in four guests on any given occasion.

The details of the guests will be recorded and kept by the club for a minimum period of six months and will be made available to police on request.

Details that must be recorded of guests are to include a photograph, name, address and date of birth.

The time of entry of the guest must be recorded on the admittance form they have completed.

All records of members will be made available on request of Hampshire Constabulary.

A member will only be allowed to admit guests on six separate occasions in a calendar year.

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.

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 digital format and be uploaded to Police CCTV systems which the premise will become a user.

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. Training

(i)

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.

(ii)

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.

(iii)

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 retested.

Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol 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.

(iv)

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.

3. 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.

4. 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 store 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. Identification seizures should also be recorded.

5. 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, HM Forces ID card 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.

6. SIA Door Supervisors

All references in this licence to door supervisors shall mean door supervisors licensed pursuant to the Private Security Industry Act 2001 by the Security Industry Authority.

The licensee shall ensure that all door supervisors engaging in licensable conduct (as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001) at the place licensed are licensed in accordance with the provisions of the Private Security Industry Act 2001.

The Licensee(s) shall maintain a duty register giving details of every person at the place licensed engaging in licensable conduct, as defined in section 25 and paragraph 8 of schedule 2 of the Private Security Industry Act 2001, and the Licensee(s) shall immediately provide, on request by any authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority, the following details: -

(i)

The licence number, name, date of birth and residential address of that person;

(ii)

The time at which that person commenced that period of duty, with the signed acknowledgement of that person;

(iii)

The time at which that person finished that duty that period of duty, with the signed acknowledgement of that person;

(iv)

any times during the period of duty when the person was not on duty;

(v)

If that person is not an employee of the Licensee(s), the name of the person by whom that person is employed or through whom the services of that person were engaged;

(vi)

The duty register shall be so kept that it can be readily inspected by an authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority

(vii)

The duty register shall comprise of a bound book with pages consecutively numbered and the Licensee(s) shall ensure that it is kept in a secure environment in order to prevent unauthorised access or alteration to the same.

A minimum of two SIA registered door supervisors shall be on duty on a Thursday, Friday and Saturday evening, Christmas Eve, New Year's Eve, bank holidays and other days preceding a bank holiday from 21 00hrs until closing.

On all other occasions when the premises are open for licensable activities, the provision of SIA door staff will be subject to a risk assessment.

The risk assessment and rationale behind the decision made will be recorded and the records will be kept for 12 months and will be available for inspection immediately on request by Hampshire Constabulary and any responsible authority.

7. 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.

8. Dispersal Policy. Page 17

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

	<p>behaviour and crime. This will include:</p> <ul style="list-style-type: none"> - DJ announcements will be used to encourage gradual dispersal and to remind customers to leave quietly. - door supervisors will remove all bottles and glasses from any customer who attempts to leave the venue carrying one. <p>All areas of the premises will be checked at the end of each evening to ensure all customers have left safely and a signed record of these checks to be kept on the premises at all times and to be made available to the Police upon request.</p> <p>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.</p> <p>Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quickly and quietly.</p> <p>9. Pubwatch scheme</p> <p>The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular pub watch meetings or meetings of any similar scheme, so long as such a scheme is in existence and welcomes participation of the venue representative.</p>
Are 5,000 or more people expected to attend the premises at any one time	No
What licensable activities do you intend to carry out from the premises?	Films, Live music, Recorded music, Anything of a similar description to that falling within live music, recorded music, or performance of dance, Provision of late night refreshment, Supply of alcohol
Please provide more information	Might hire occasional performers for various entertainment.
<u>Licensable activities</u>	
Licensable activity: Live music	
Activity	Live music
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59
Friday	00:00-02:00 and 12:00-23:59

Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Please provide any additional information about this activity	Music will be amplified.
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations
Please state when intend to use the premises outside of the times listed above	No variations
Licensable activity: Recorded music	
Activity	Recorded music
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59
Friday	00:00-02:00 and 12:00-23:59
Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Please provide any additional information about this activity	Music will be amplified
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state	No variations.

when intend to use the premises outside of the times listed above	
Licensable activity: Supply of alcohol	
Activity	Supply of alcohol
Will the supply of alcohol be for consumption on or off the premises?	On the premises
There is no DPS at this time	true
Monday	00:00-01:30 and 12:00-23:59
Tuesday	00:00-01:30 and 12:00-23:59
Wednesday	00:00-01:30 and 12:00-23:59
Thursday	00:00-01:30 and 12:00-23:59
Friday	00:00-01:30 and 12:00-23:59
Saturday	00:00-01:30 and 12:00-23:59
Sunday	00:00-01:30 and 12:00-23:59
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.
Licensable activity: Provision of late night refreshment	
Activity	Provision of late night refreshment
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-01:30 and 12:00-23:59
Tuesday	00:00-01:30 and 12:00-23:59
Wednesday	00:00-01:30 and 12:00-23:59

Thursday	00:00-01:30 and 12:00-23:59
Friday	00:00-01:30 and 12:00-23:59
Saturday	00:00-01:30 and 12:00-23:59
Sunday	00:00-01:30 and 12:00-23:59
Please provide any additional information about this activity	Music will be amplified.
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.
Licensable activity: Films	
Activity	Films
Will the activity take place indoors or outdoors?	Indoors
Monday	12:00-23:00
Tuesday	12:00-23:00
Wednesday	12:00-23:00
Thursday	12:00-23:00
Friday	12:00-23:00
Saturday	12:00-23:00
Sunday	12:00-23:00
Please provide any additional information about this activity	Music will be amplified.
Please state any seasonal variations, where the activity will occur on additional days	No variations.

during certain months	
Please state when intend to use the premises outside of the times listed above	No variations.
Licensable activity: Anything of a similar description to that falling within live music, recorded music, or performance of dance	
Activity	Anything of a similar description to that falling within live music, recorded music, or performance of dance
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59
Friday	00:00-02:00 and 12:00-23:59
Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Please provide any additional information about this activity	Might hire occasional performers for various entertainment.
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.
<u>Adult entertainment</u>	
Any adult entertainment or services, activities, other	N/A

entertainment or matters additional to the use of the premises that may give rise to concern in respect to children	
--	--

Public opening hours

Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59
Friday	00:00-02:00 and 12:00-23:59
Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Seasonal variations	No variations.
Where you intend the premises to be open to the public at different times to those listed above, please list these	No variations.

Licensing objectives

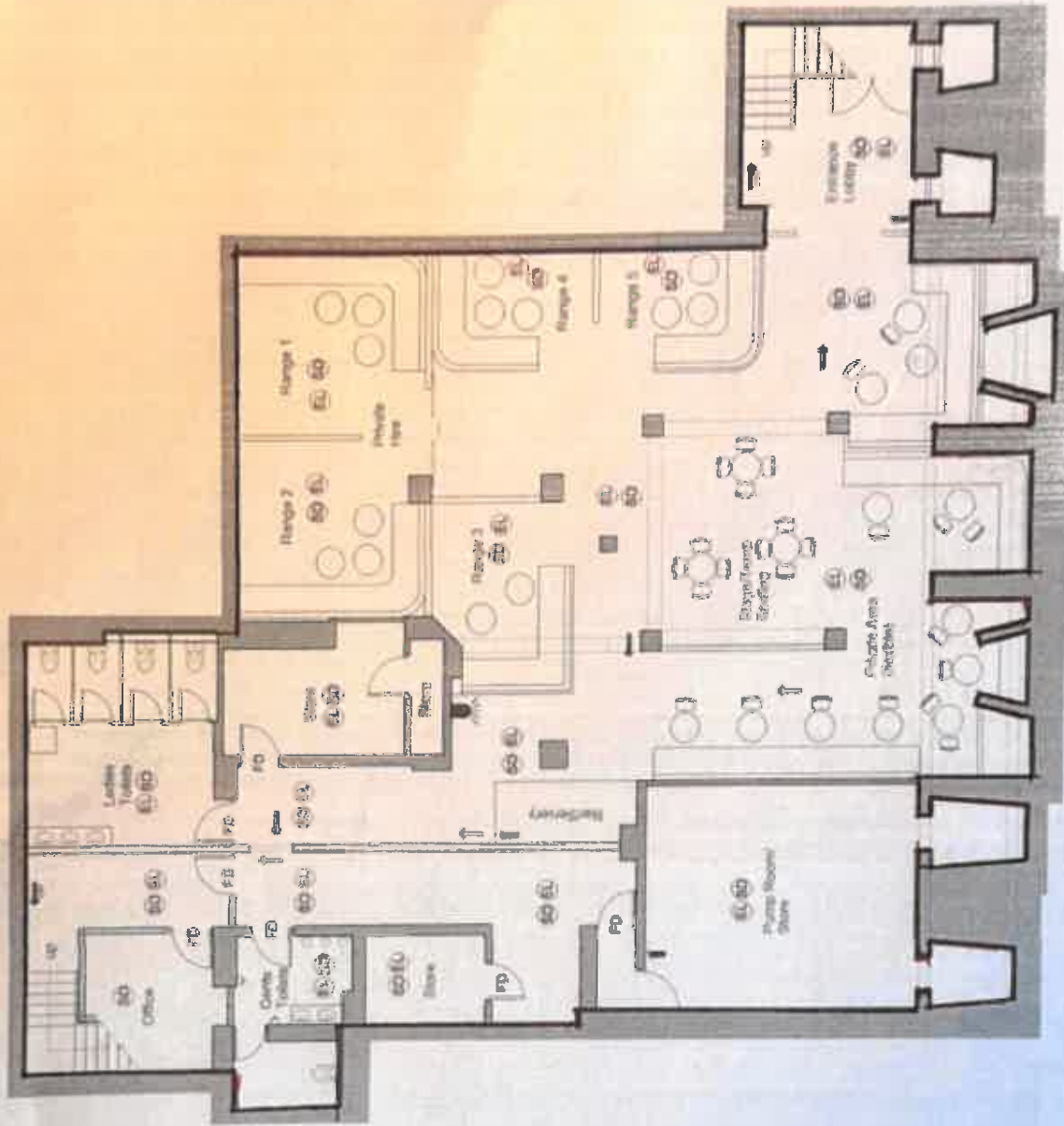
1. The prevention of crime and disorder	To install CCTV at the entrance of the premises, along with all areas covering the basement.
2. Public safety	To contact the fire authority to inspect the premises so as to comply with all the regulations. A fire safety risk assessment has been compiled.
3. The prevention of public nuisance	As it's to be a members bar / club, access will only be allowed by proof of membership. The entrance will be monitored by staff. The music and entertainment is below street level and acoustic panels may be installed as per planning requirements to minimise noise emissions.
4. The protection of children from harm	All of the outside area leading to the premises, will at all times be kept clean. After every evening, staff will ensure that the front of the premises are free from any undesirable mess.
General steps taken to achieve all four objectives	With it being a members bar / club, the emphasis will be on a strict code of conduct. Any person found not to comply will have their membership revoked. A list of house rules will be issued to applicants to sign before their membership is considered.

Total file uploads	
<u>Checklist</u>	
Please check which of the following you have completed	Uploaded plan of the premises, Understood that a copy of this application will be sent to the relevant authorities, Understood I must advertise my application, Understood that if I do not comply with the above requirements my application will be rejected
<u>Contact details</u>	
Contact name	Demetrakis Hajiantoni
Address	ABBAY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB
Contact email	██████████
Contact phone number	██████████
<u>Fee exemption</u>	
Believes exempt to fees under legislation	No
<u>Declaration</u>	
I hereby agree to abide by the statements set out above	True
The designated premises supervisor (DPS) named in this application is entitled to work in the UK (and is not subject to condition preventing them from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work checking service which confirmed their	

right to work	
Are you signing on behalf of the applicant(s)	No
Name of person signing/notifier	Demetrakis Hajiantoni


LEGEND

- SD Smoke Detector
- EL Emergency Lighting
- EM Emergency Exit
- FD Fire Doors
- FE Fire Extinguisher
- ER Exit Route
- FS Fire Sounder



Basement Plan 1:100

Scale Bar 1:100 @ A3

Drawings to show Proposed Layout of Basement of 35-36 Colford Street		1:100	
Basement Layout Licensing Drawing			
Misses D Hubbard & Wright			
35-36 Colford Street, Southampton, SO14 3QS			
03/01/2024		<p>A</p>	



Block Plan. 1.500 scale



Scale Bar 1:500 @ A3

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3 - 2024/00304/01SPRN
Date: 18 January 2024 12:52:01
Attachments: [Scan 16 Jan 2024-2.pdf](#)

From: Hawley, Mark (25491) [REDACTED] >
Sent: Thursday, January 18, 2024 10:53 AM
To: Jimmy Hajiantoni [REDACTED]; Licensing <Licensing@southampton.gov.uk>
Subject: FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

This Message Is From an External Sender

[Report Suspicious](#)

This message came from outside your organisation.

Dear Licensing,

The offered conditions attached to the application have been agreed with me pre application as suggested within the 182 guidance. As such, if you are minded to grant the licence be copy them verbatim.

Kind regards

Mark

PC 25491 Mark HAWLEY

Police Alcohol Licensing Officer
Licensing & Alcohol Harm Reduction Team
Southampton Central Police Station
Southampton
SO15 1AN

[REDACTED]
[REDACTED]
[REDACTED]

From: Scott, Lee (25597) <[REDACTED]>
Sent: 17 January 2024 17:56
To: Hawley, Mark (25491) [REDACTED]
Cc: Terry, Rachael (6741) <[REDACTED]>
Subject: FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

Mark,

You happy to do this one as you met with the chap

Lee

From: Terry, Rachael (6741) [REDACTED] >
Sent: 17 January 2024 10:11
To: Scott, Lee (25597) [REDACTED] >
Subject: FW: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

Hello Lee

May I please pass this to you? Many thanks

Rachael 😊

From: Southampton City Council <noreply@southampton.gov.uk>
Sent: 16 January 2024 13:48
To: licensing@southampton.gov.uk; Licensing & Alcohol Harm Reduction Team Mailbox

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: Application for a premises licence to be granted under the Licensing Act 2003 - 76W6F4X3

Southampton and Eastleigh Licensing Partnership

Licensing authority: Southampton

Copy to
Hampshire Constabulary
Hampshire and Isle of Wight Fire and Rescue Service
Environmental Health
Trading Standards
Planning
Safeguarding Children
Environmental Health
Public Health
Home Office

Case reference number: 76W6F4X3

Payment reference: 430333691

Payment amount: £190.00

Premises address: 35-36 Basement Oxford Street, Southampton, SO14 3DS

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

2003

Application reference: 76W6F4X3

Before you begin

I confirm that I have read and understood True

About the premises

Premises address or location 35-36 Basement Oxford Street, Southampton, SO14 3DS

UPRN

Local Authority: Southampton

Which band/rateable value best describes your premises? Band B: £4301 - £33000

Non-domestic rateable value of premises (£) 14750

Applicant type

Applying as An individual(s)

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

Details of individual 1

Name Mr Demetrakis Hajiantoni

Date of birth 31/10/1956

Age 67

Address ABBEY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB

Email address [REDACTED]

Phone number [REDACTED]

Work entitlement proof Upload document

Files uploaded 0

Is this a joint application? No

Operating schedule

When do you want the licence to start? 01/03/2024

Details of the premises Section M:
Membership Conditions
The premises will operate a membership system limited to 21 year olds and over.

Access to the premises will be limited to members and their guests save for privately booked functions which can be booked by non-members and be attended by non-members.

A person will be able to become a member by presenting either a valid passport or driving licence.

Address details must be verified by the venue.

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CCTV warning signs to be fitted in public places.

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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.

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(i)

The licence number, name, date of birth and residential address of that person;

(ii)

The time at which that person commenced that period of duty, with the signed acknowledgement of that person;

(iii)

The time at which that person finished that duty that period of duty, with the signed acknowledgement of that person;

(iv)

any times during the period of duty when the person was not on duty;

(v)

If that person is not an employee of the Licensee(s), the name of the person by whom that person is employed or through whom the services of that person were engaged;

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The duty register shall be so kept that it can be readily inspected by an authorised Officer of the Licensing Authority, Police Officer, or authorised Officer of the Security Industry Authority

(vii)

The duty register shall comprise of a bound book with pages consecutively numbered and the Licensee(s) shall ensure that it is kept in a secure environment in order to prevent unauthorised access or alteration to the same.

A minimum of two SIA registered door supervisors shall be on duty on a Thursday, Friday and Saturday evening, Christmas Eve, New Year's Eve, bank holidays and other days preceding a bank holiday from 21 00hrs until closing.

On all other occasions when the premises are open for licensable activities, the provision of SIA door staff will be subject to a risk assessment.

The risk assessment and rationale behind the decision made will be recorded and the records will be kept for 12 months and will be available for inspection immediately on request by Hampshire Constabulary and any responsible authority.

7. 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.

8. Dispersal Policy.

A dispersal procedure will be adopted during the last

	<p>trading hour to ensure minimal disturbance to neighbours and to tackle the problem of anti-social behaviour and crime. This will include:</p> <ul style="list-style-type: none"> - DJ announcements will be used to encourage gradual dispersal and to remind customers to leave quietly. - door supervisors will remove all bottles and glasses from any customer who attempts to leave the venue carrying one. <p>All areas of the premises will be checked at the end of each evening to ensure all customers have left safely and a signed record of these checks to kept on the premises at all times and to be made available to the Police upon request.</p> <p>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.</p> <p>Any customers congregating or loitering outside after leaving the premises will be asked to depart quickly and quietly.</p> <p>Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quickly and quietly.</p> <p>9. Pubwatch scheme</p> <p>The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular pub watch meetings or meetings of any similar scheme, so long as such a scheme is in existence and welcomes participation of the venue representative.</p>
Are 5,000 or more people expected to attend the premises at any one time	No
What licensable activities do you intend to carry out from the premises?	Films, Live music, Recorded music, Anything of a similar description to that falling within live music, recorded music, or performance of dance, Provision of late night refreshment, Supply of alcohol
Please provide more information	Might hire occasional performers for various entertainment.
<u>Licensable activities</u>	
Licensable activity: Live music	
Activity	Live music
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59

Friday	00:00-02:00 and 12:00-23:59
Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Please provide any additional information about this activity	Music will be amplified.
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations
Please state when intend to use the premises outside of the times listed above	No variations
Licensable activity: Recorded music	
Activity	Recorded music
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59
Friday	00:00-02:00 and 12:00-23:59
Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Please provide any additional information about this activity	Music will be amplified
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.
Licensable activity: Supply of alcohol	
Activity	Supply of alcohol
Will the supply of alcohol be for consumption on or off the premises?	On the premises
There is no DPS at this time	true
Monday	00:00-01:30 and 12:00-23:59
Tuesday	00:00-01:30 and 12:00-23:59
Wednesday	00:00-01:30 and 12:00-23:59
Thursday	00:00-01:30 and 12:00-23:59
Friday	00:00-01:30 and 12:00-23:59
Saturday	00:00-01:30 and 12:00-23:59
Sunday	00:00-01:30 and 12:00-23:59

Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.
Licensable activity: Provision of late night refreshment	
Activity	Provision of late night refreshment
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-01:30 and 12:00-23:59
Tuesday	00:00-01:30 and 12:00-23:59
Wednesday	00:00-01:30 and 12:00-23:59
Thursday	00:00-01:30 and 12:00-23:59
Friday	00:00-01:30 and 12:00-23:59
Saturday	00:00-01:30 and 12:00-23:59
Sunday	00:00-01:30 and 12:00-23:59
Please provide any additional information about this activity	Music will be amplified.
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.
Licensable activity: Films	
Activity	Films
Will the activity take place indoors or outdoors?	Indoors
Monday	12:00-23:00
Tuesday	12:00-23:00
Wednesday	12:00-23:00
Thursday	12:00-23:00
Friday	12:00-23:00
Saturday	12:00-23:00
Sunday	12:00-23:00
Please provide any additional information about this activity	Music will be amplified.
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.

Licensable activity: Anything of a similar description to that falling within live music, recorded music, or performance of dance	
Activity	Anything of a similar description to that falling within live music, recorded music, or performance of dance
Will the activity take place indoors or outdoors?	Indoors
Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59
Friday	00:00-02:00 and 12:00-23:59
Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Please provide any additional information about this activity	Might hire occasional performers for various entertainment.
Please state any seasonal variations, where the activity will occur on additional days during certain months	No variations.
Please state when intend to use the premises outside of the times listed above	No variations.
<u>Adult entertainment</u>	
Any adult entertainment or services, activities, other entertainment or matters additional to the use of the premises that may give rise to concern in respect to children	N/A
<u>Public opening hours</u>	
Monday	00:00-02:00 and 12:00-23:59
Tuesday	00:00-02:00 and 12:00-23:59
Wednesday	00:00-02:00 and 12:00-23:59
Thursday	00:00-02:00 and 12:00-23:59
Friday	00:00-02:00 and 12:00-23:59
Saturday	00:00-02:00 and 12:00-23:59
Sunday	00:00-02:00 and 12:00-23:59
Seasonal variations	No variations.
Where you intend the premises to be open to the public at different times to those listed above, please list these	No variations.
<u>Licensing objectives</u>	
1. The prevention of crime and	To install CCTV at the entrance of the premises,

disorder	along with all areas covering the basement.
2. Public safety	To contact the fire authority to inspect the premises so as to comply with all the regulations. A fire safety risk assessment has been compiled.
3. The prevention of public nuisance	As it's to be a members bar / club, access will only be allowed by proof of membership. The entrance will be monitored by staff. The music and entertainment is below street level and acoustic panels may be installed as per planning requirements to minimise noise emissions.
4. The protection of children from harm	All of the outside area leading to the premises, will at all times be kept clean. After every evening, staff will ensure that the front of the premises are free from any undesirable mess.
General steps taken to achieve all four objectives	With it being a members bar / club, the emphasis will be on a strict code of conduct. Any person found not to comply will have their membership revoked. A list of house rules will be issued to applicants to sign before their membership is considered.
<u>Supporting documents</u>	
Total file uploads	
<u>Checklist</u>	
Please check which of the following you have completed	Uploaded plan of the premises, Understood that a copy of this application will be sent to the relevant authorities, Understood I must advertise my application, Understood that if I do not comply with the above requirements my application will be rejected
<u>Contact details</u>	
Contact name	Demetrakis Hajiantoni
Address	ABBEY VIEW FOUNTAINS PARK, SOUTHAMPTON, SO31 5HB
Contact email	██████████
Contact phone number	██████████
<u>Fee exemption</u>	
Believes exempt to fees under legislation	No
<u>Declaration</u>	
I hereby agree to abide by the statements set out above	True
The designated premises supervisor (DPS) named in this application is entitled to work in the UK (and is not subject to condition preventing them	

from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work checking service which confirmed their right to work	
Are you signing on behalf of the applicant(s)	No
Name of person signing/notifier	Demetrakis Hajiantoni

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From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: FW: Premises Licence Application EH Agreed Conditions - 2024/00304/01SPRN
Date: 08 February 2024 11:05:52

From: Taylor, Matthew [REDACTED] >
Sent: Thursday, February 8, 2024 10:33 AM
To: Licensing <Licensing@southampton.gov.uk>
Subject: FW: Premises Licence Application

Good Morning Licensing,

Please see the email trail below, the applicant has agreed to have the below conditions on their licence, therefore we make representation on the application, but based on the agreed amendments, a hearing is not necessary.

Please let me know if you require any further information.

Kind Regards
Matthew Taylor
Principal Environmental Health Officer
Directorate for Place
Southampton City Council

From: Jimmy Hajiantoni [REDACTED] >
Sent: Wednesday, February 7, 2024 8:46 AM
To: Taylor, Matthew <[REDACTED]>
Subject: Re: Premises Licence Application

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You have not previously corresponded with this sender.

Hi Matthew

Many thanks for your comments and please add your recommendations to the application. Having been involved with the building for the past 24 years it is paramount to me that every effort should be taken into consideration when it comes to proper procedures being carried out involving the general public and the residents nearby.

Regards
D.Hajiantoni

Sent from my iPad

On 6 Feb 2024, at 11:40, Taylor, Matthew [REDACTED] >
wrote:

Dear Mr Demetrakis Hajiantoni

Environmental Health have been consulted on your application for 35-36
Basement Oxford Street, Southampton, SO14 3DS

Your application is for a members bar/club operating daily until 2am.

I note residential properties in the area of your proposed business therefore
I want to ensure that adequate controls are documented on the licence that
will help with the Prevention of Public Nuisance.

I note that you have provided comments within your application form
regarding signage and SIA operatives. Can I request the addition of the
below conditions in order to formalise the conditions on your licence for the
Prevention of Public Nuisance section?

*No noise generated on the premises or by its associated plant or equipment
shall emanate from the premises nor vibration be transmitted through the
structure of the premises which gives rise to a nuisance*

A Dispersal Policy will at all times be in operation.

*No waste or recyclable materials, including bottles, shall be moved,
removed from or placed in outside areas between 22.00 hours and 08.00
hours on the following day.*

*The Premises Licence Holder shall ensure that any patrons smoking
outside the premises do so in an orderly manner and are supervised by
staff so as to ensure that there is no public nuisance or obstruction of the
public highway*

*Notices shall be prominently displayed at all exits requesting patrons to
respect the needs of local residents and businesses and leave the area
quietly*

If you are happy to accept the additional conditions noted above (in italics)
please reply to me and I will ask our licensing team to add these to your
licence should the decision be to grant your licence.

If you would like to discuss the wording to any of the above conditions
please do not hesitate to contact me, I am normally happy to change the
wording as long as it provides adequate protection to local residents.

Kind Regards
Matthew Taylor
Principal Environmental Health Officer

Directorate for Place
Southampton City Council



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Our Privacy Policy (<http://www.southampton.gov.uk/privacy>) explains how we handle your personal data



For the attention of the Licensing Officer
Southampton and Eastleigh Licensing Partnership
Civic Centre
Southampton
SO14 7LY

Date: 12 February 2024

Enquiries To: Kayleigh Munden

My Reference: F6/KM/00834632

Mobile Tel: 07918 888131

Your Reference: 76W6F4X3

Email: [REDACTED]

To Whom it May Concern

Licensing Act 2003

Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS

I am in receipt of a copy of the application for the grant of a premises Licence dated **16 January 2024**.

Having examined the submitted plan proposals of the premises and information in our files I would notify you that Hampshire & IOW Fire and Rescue Service (The Fire and Rescue Authority) does not wish to make representations to the licensing Authority at this time.

However, we would ask that the below condition be given within this license:

The license will not take effect until written permission has been given by Hampshire & IOW Fire and Rescue Service (The Fire and Rescue Authority) that the premises is able to be safely occupied to our satisfaction.

It is not the policy of the Fire and Rescue Authority to carry out re-inspections of licensed premises except under specific circumstances. I am, therefore, unable to confirm that the existing standards are satisfactory.

Guidance documents covering the standards required in the various classes of premises are available for download or purchase from the communities and local government website at:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible>

Alternatively, you can refer to our business fire safety pages on our website at:

<http://www.hantsfire.gov.uk/forbusiness>

A copy of this letter has been forwarded to Mr Demetrakis Hajiantoni, Joint Landlord for information.

Any queries concerning these matters may be directed to the officer detailed above, but any correspondence should be addressed to me.

Please quote our reference number on all correspondence.

Yours faithfully

[Redacted signature]

Authorised Fire Safety Inspecting Officer
On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

cc: [Redacted] Mr Demetrakis Hajiantoni

From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: FW: Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS (00834632)
Date: 13 February 2024 10:35:49

From: Jimmy Hajiantoni [REDACTED] >
Sent: Tuesday, February 13, 2024 10:21 AM
To: Licensing <Licensing@southampton.gov.uk>
Subject: Re: Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS (00834632)

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This message came from outside your organisation.

Hi

Having read the response from the fire authority I agree to the recommendations they have required
D.Hajiantoni

Sent from my iPhone

On 12 Feb 2024, at 12:12, Licensing <Licensing@southampton.gov.uk> wrote:

Jimmy

We have received this from the fire service. Can you reply to this e-mail today to say that you agree to this condition being added to the licence.

Tricia Young
Licensing Officer

Please note I am only in the office on Monday, Tuesday and Thursday at the present time

Southampton and Eastleigh Licensing Partnership
Southampton City Council

E-mail: licensing@southampton.gov.uk

Web: www.southampton.gov.uk/licensing or www.eastleigh.gov.uk/licensing

Post: Licensing – Southampton City Council
Civic Centre Southampton SO14 7LY

From: CS Protection Admin [REDACTED] >

Sent: Monday, February 12, 2024 11:37 AM

To: Licensing <Licensing@southampton.gov.uk>

Cc: [REDACTED]

Subject: Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS

To Whom it May Concern

Please find attached correspondence regarding Basement, Oxford House, 35-36 Oxford Street, Southampton, SO14 3DS.

Please can the license response letter from us dated 20 January 2024 be withdrawn and the attached letter in its place.

Kind Regards

<image001.jpg>

**Emily
Stenlake**

**Business Support Team Administrator
Business Support**

**Working Days – Monday, Tuesday and
Thursday**



[<image002.jpg>](#)

[<image003.jpg>](#)

[<image004.jpg>](#)

[<image005.jpg>](#)

Headquarters
Leigh Road, Eastleigh
Hampshire, SO50 9SJ

[<image006.jpg>](#)

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From: [Young, Tricia](#) on behalf of [Licensing](#)
To: [Idox DMS Licensing](#)
Subject: FW: Comments for Licensing Application 2024/00304/01SPRN
Date: 14 February 2024 09:04:58

From: publicaccess@southampton.gov.uk <publicaccess@southampton.gov.uk>
Sent: Tuesday, February 13, 2024 5:29 PM
To: Licensing <Licensing@southampton.gov.uk>
Subject: Comments for Licensing Application 2024/00304/01SPRN

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 5:28 PM on 13 Feb 2024 from Mr Colin Beaven.

Application Summary

Address: 35 - 36 Oxford Street Southampton SO14 3DS
Proposal: Premises Licence
Case Officer: Tricia Young
[Click for further information](#)

Customer Details

Name: Mr Colin Beaven
Email: [REDACTED]
Address: 5 Oxford Mews, Latimer Street, Southampton SO14 3EE

Comments Details

Commenter Type: Neighbour
Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 5:28 PM on 13 Feb 2024 Given that the City Council has designated Oxford Street a stress area, this licence should not be granted. Were the licence granted, all the activities listed in the application should cease at midnight (11 p.m. on Sundays).
The rationale for this objection matches concerns that led to the creation of the stress area; they have been well-rehearsed in relation to other recent local proposals. Evidence from the police shows that Oxford Street sees high levels of crime and disorder, especially late at night, when a number of establishments seek to outdo each other in antisocial practices. The presence of late night police patrols every weekend indicates that the situation threatens to get out of control and demonstrates that public safety is at risk. This is not just from disruptive behaviour or excessive

alcohol consumption but also simply from volume and throughput, with an alarming quantity of establishments and patrons in such a concentrated area. Drivers park at random and obstruct access to garages, ignoring traffic restrictions and no entry signs, and taxis form long queues without the necessary space to do so, obstructing traffic in the process and dodging customers who spill onto roads from bars and pavements. It is all a fundamentally unsafe modus operandi, with overprovision that can border on the toxic. The council was right to make such proposals rebuttable through a stress area, and out of concerns about safety, public nuisance and the threat of crime and disorder the proposal should not go forward.

Procedure – Applications etc. under the Licensing Act 2003 or Gambling Act 2005

1. A hearing will be held to decide applications, etc., under the Licensing Act 2003, where there have been relevant representations from one or more of the responsible authorities or other persons. The parties to the hearing will have the chance to be heard. They are also entitled to be helped or represented by another person if due written notice is given in advance.
2. Hearings will take place before a Sub-Committee comprising three members of the Licensing Committee. One of these members will be elected Chair of the Sub-Committee for that hearing.
3. Please note that for day time hearings the Sub-Committee will normally adjourn for lunch at 1:00 p.m. and that comfort breaks will be taken at the discretion of the Chair at appropriate points during the meeting.

Preliminary matters

4. The Chair will introduce those present.
5. The Chair will check whether any of the Sub-Committee members has a “disclosable pecuniary”, “personal” or “pecuniary” interest.
6. The Chair will check whether all the parties are present at the hearing, and if any are not, whether they have told the Council that they do not wish to attend or be represented. If any party who was expected to attend has not done so, the Sub-Committee will decide whether to hold the hearing in that party’s absence, or to adjourn it to another date. Hearings will be adjourned if the Sub-Committee considers this necessary in the public interest, if that is possible. If the Sub-Committee decides to hold the hearing in a party’s absence, they will still consider any written information received.
7. In the case of an application for variation or a new licence, the Sub-Committee’s legal advisor will ask the applicant or their advisor for confirmation that the required public notices have been displayed where they can conveniently be read from the exterior of the premises and that notice was given in a local newspaper within eleven working days of the day on which the application was received by the licensing authority.
8. Normally, hearings will be open to the public. However, the Sub-Committee may exclude the public from the hearing (or part of it) if they think the public interest in doing so outweighs the public interest in having the hearing in public. If the public are excluded, any of the parties to the hearing, and/or anyone helping or representing them, may also be excluded.
9. The Chair will propose a motion that the public and the press be excluded from the hearing while the Sub-Committee considers the matter. Ordinarily the legal advisor and democratic support officer will remain (see paragraph 30 (b) below).
10. The Openness of Local Government Bodies Regulations 2014 provide an entitlement for the public to film, photograph and audibly record (“record”) public meetings. However, by virtue of Schedule 6, paragraph 58 of the Licensing Act 2003 and section 101 (15) of the Local Government Act 1972, Licensing Act 2003 hearings are not covered by the entitlement to film as of right. The Council’s general approach is to encourage openness and transparency in all its dealings and the general presumption is that filming or recording of hearings shall generally be permitted where due notice has been provided in advance of the hearing. Nonetheless the following shall apply:

- i) Filming / recording / photographing hearings shall only be permitted with the express permission of the Chair. Such permission may include restrictions to protect children, vulnerable persons or others that object to being filmed / photographed / recorded.
 - ii) Requests to film / record / photograph should be made with sufficient notice in advance of the hearing. Late requests may not be granted if there shall be a delay to proceedings as a result.
 - iii) Every party to the hearing and any witnesses shall have the opportunity to object and those representations shall be considered by the Sub-Committee.
 - iv) No filming, photography or sound recording shall be permitted of any person under 18 years of age.
 - v) No person shall be put under any pressure to consent to such and no payment for such consent shall be given.
 - vi) The Chair shall have the final say as to whether any filming, photography or recording is allowed (including the extent to which permission is granted e.g. the parts of the meeting, the individuals concerned or the arrangement of the recording equipment).
 - vii) All directions given by the Chair shall be fully complied with and the Chair shall have the absolute discretion to withdraw permission to film, photograph or record in the event the same causes an obstruction or interferes with the general conduct of the hearing, including the impeding of the giving of proper evidence.
11. A party may have asked for someone else to appear at the hearing to make a point or points that may help the Sub-Committee reach a decision. It is up to the Sub-Committee to decide whether that person should be heard, although permission will not be refused unreasonably. Such a person is referred to as a “witness” in this procedure.
12. Where application has been made, in advance of the hearing, that it should be conducted in private (e.g. by the Police in review or summary review proceedings) reports shall be prepared and presented as confidential so that the Committee can make a meaningful determination in accordance with Regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005 to exclude the press and public. It is important to note that reports presenting Licensing Act 2003 matters are not required to be published in advance. However, certain limited information must be published in accordance with the Licensing Act 2003 (Licensing Authority’s Register) (Other Information) Regulations 2005 and section 8 of the Licensing Act 2003.
13. The Chair will then explain the procedure that will follow.

General information on the conduct of the hearing

14. Each party is entitled to:
- (a) Give further information in response to any point that the Council told them before the hearing they would like clarified;
 - (b) With the permission of the Chair, seek clarification on any point by any other party;
 - (c) Address the Sub-Committee.
15. Members of the Sub-Committee may also seek clarification of any party or witness.
16. At the Chair’s discretion, the Sub-Committee’s legal advisor may ask any questions he or she thinks are relevant.

17. Unless the Council has requested in advance that a particular point be clarified, new documentary or other evidence may not be submitted for the first time at the hearing, unless all the other parties agree.
18. Members of the Sub-Committee will have read all the papers included in the agenda for the hearing before the hearing starts. The parties are requested not to spend unnecessary time repeating evidence which is already in the papers and which is not disputed.
19. Evidence that is not relevant to the case, or to the promotion of the four licensing objectives, will be disregarded.

Hearing Procedure

20. If any party has asked permission for a witness or witnesses to appear, the Sub-Committee will decide whether they should be heard (see paragraph 10 above).
21. All parties will be allowed a similar (and maximum) amount of time to put their case, and ask questions of other parties, subject to the Chair's discretion to not hear repetitive matters or questions.

The applicant

22. The applicant for the licence (or their representative) or the applicant in review proceedings, may present their case.
23. If the Sub-Committee permits, the applicant may call those witnesses whose names have been provided in advance to support their application.
24. Where a group of witnesses wish to speak in support of the application for similar reasons, one person should, where possible, act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.
25. The Chair will invite those making representations to seek clarification on any point made by the applicant. The Chair will decide in which order those making representations will be invited to put their questions.
26. Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may also seek clarification of the applicant or any of their witnesses.

The representations

27. Where there is more than one person making a representation, the Chair will decide the order in which they may put their case. If there is a representation from one or more of the responsible authorities, their representatives will normally be invited to put their case first.
28. The following procedure will apply to each person making a representation in turn:-
 - (a) The person making a representation (or their representative) may present their case.
 - (b) If the Sub-Committee permits, the person making a representation may call those witnesses whose names have been provided in advance to support their objection.
 - (c) Where a group of witnesses wish to speak in support of the objection for similar reasons, where possible, one person should act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.

- (d) The Chair will invite the applicant to seek clarification on any points made by those making representations.
- (e) Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may seek clarification of those making representations or any witnesses.

Summing up

29. The Chair will invite each person making a representation to make a final statement or sum up their case.

30. The Chair will invite the applicant to make a final statement or sum up their case.

Sub-Committee's decision

31.

- (a) At the end of the hearing the Sub-Committee will move to private session whilst it considers the matter.
- (b) The Sub-Committee's legal advisor will remain to provide legal advice and the democratic services officer will remain to record the decision. Details of any legal advice will be recorded and referenced in the decision and reasons.
- (c) The parties will be invited to wait to be informed of the outcome.
- (d) As soon as the decision is reached, the public and press will be invited to return to the room in which the hearing took place, and the Chair will announce the decision and the reasons for it.
- (e) If a room is available, the Committee may retire to deliberate and make its decision
- (f) All parties will be formally notified in writing of the decision and reasons as soon as possible.

In most cases the Sub-Committee will announce the decision at the conclusion of the hearing. In certain cases where this is not possible due to time constraints (and the Hearings Regulations permit – Regulation 26 (1) sets out those hearings where delay is not possible) the decision shall be made within 5 working days beginning with the day of the hearing or the last day of the hearing.

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