

## Swale Borough Council

**Report to:** Licensing Sub – Committee (Under the Licensing Act 2003)  
**Date:** 23rd March 2017  
**Report Author:** Angela Seaward – Senior Licensing Officer  
**Subject:** Queenborough Social Club, North Road, Queenborough, Sheerness, Kent,  
ME11 5EN

### **Purpose and summary of report:**

To consider an application, to which a representation has been made, for a new Premises Licence application under the Licensing Act 2003 – application reference number SHE/SWALE/189/0666

### **Recommendations:**

The Committee is asked to determine the application and decide whether to grant a licence. Members asked to consider the application on its merits.

**Background papers:** The Licensing Act 2003  
DCMS Guidance Documents issued under Section 182 of the Licensing Act 2003 as amended.  
Swale Borough Council Statement of Licensing Policy.

**Contacts:** Angela Seaward at [angelaseaward@swale.gov.uk](mailto:angelaseaward@swale.gov.uk)  
Telephone: 01795 417286

The Licensing Act 2003 Act requires the Council to publish a 'Statement of Licensing Policy' that sets out the policies the Council will general apply to promote the licensing objectives when making decision on applications made under the Act. The Policy will be available at the meeting for reference purposes.

Under the 2003 Act, it is the duty of all licensing authorities that, in carrying out their functions, they must have regard to guidance issued by the Secretary of State under section 182. The Guidance cannot anticipate every possible scenario or set of circumstances that may arise. Provided that the licensing authority has properly understood and considered the Guidance, it may depart from it when it has reason to do so. However, as the licensing authority is under a duty to have regard to the Guidance, it will need to give full reasons for its departure from it. This would be a key consideration for the courts should departure from the Guidance result in a determination which gives rise to an appeal or judicial review. Should the need arise the Guidance will be available at the meeting for reference purposes.

The Licensing Authority must, under the Act refer any application for hearing to the Licensing Panel, if relevant representations are made by a responsible authority or other person. A copy of the Council's approved procedure for hearings of the Panel in relation to an application, along with a copy of the Hearings Regulations has been circulated to all parties prior to the meeting.

**Report Title: Queenborough Social Club, North Road, Queenborough, Sheerness, Kent, ME11 5EN**

Application for: A premises licence to be granted under the Licensing Act 2003.

**Purpose of the report**

The report advises Members of an application for a Premises Licence to be granted under the Licensing Act 2003, made by Queenborough Social Club, in respect of the premises Queenborough Social Club, North Road, Queenborough, Sheerness, Kent, ME11 5EN (Appendix A and B) in respect of which one representation (Appendix C) has been received from an other person.

The Police have made representation as agreed conditions (Appendix D).

**Issues to be decided**

1. Members are asked to determine whether to (i) grant subject to conditions consistent with the Operating Schedule modified to such an extent as considered appropriate for the promotion of the licensing objectives and any mandatory condition, (ii) grant excluding any of the licensable activities applied for, (iii) grant refusing to specify a premises supervisor, or (iv) reject the application.

**2. Background**

The Licensing Act requires the Council as licensing authority to carry out its various licensing functions so as to promote the following four licensing objectives:

- i) the prevention of crime and disorder;
- ii) the protection of public safety;
- iii) the prevention of public nuisance: and
- iv) the protection of children from harm

**3. The Application**

- a. On 26<sup>th</sup> January 2017 an application was received from Queenborough Social Club for the grant of a premises licence under section 17 of the Licensing Act 2003 in respect of premises Queenborough Social Club at North Road, Queenborough, Sheerness, Kent, ME11 5EN, however due to the advert not being published in time, the consultation was re-started from 8<sup>th</sup> February 2017. The application is for provision of Indoor Sporting Events, Live and Recorded Music and Sale of Alcohol. The proposed hours of operation are:

**Opening Hours**

*Monday- Friday 12:00 – 01:00  
Saturday & Sunday 11:30 – 01:00*

- b. A copy of the application, which includes the operating schedule that details the steps the applicant intends to take to address the licensing objectives, is shown as Appendix A
- c. The application has been correctly advertised in the local press and a notice has been displayed for the whole of the consultation period.

d. The proposed Designated Premises Supervisor is Mrs Jacqueline Champ

## **Representations**

Responsible authorities:

- Kent and Medway Fire & Rescue Service – No representations
- Kent County Council Trading Standards – No representations
- Kent County Council Social services Children & Families – No representations
- Planning Department – Swale Borough Council – No representations
- Environmental Pollution – Swale Borough Council – No representations
- Kent County Council Public Health – No representations.
- Kent Police seek the attachment of the following conditions to clarify those proposed in the operating schedule, and assist in the promotion of the licensing objectives – Representation is shown as Appendix D

Conditions proposed by the Police:

### **Condition one**

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.

(a) Cameras shall encompass all ingress and egress to the premises, fire exits and all

areas where the sale and supply of alcohol occurs.

(b) Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially (if not stored by hard drive) and kept for a period of 31 days and handed to Police upon reasonable request.

(c) Key staff nominated by the data controller will be trained in the operation of the CCTV & will be capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.

(d) The recording equipment and any discs/tapes shall be kept in a secure environment under the control of the data controller.

(e) In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer as soon as reasonably practicable (ie by the next working day)  
(licensing.north.division@kent.pnn.police.uk)

### **Condition two**

All persons that sell or supply alcohol to customers must have licensing training.

(a) Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.

(b) Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.

(c) Training records must be kept on the premises and shall contain the nature, content and frequency of all training.

(d) Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority upon reasonable request either electronically or hard copy.

### **Condition three**

The premises licence holder or designated premises supervisor must keep an incident register.

(a) Staff to be trained to complete an incident book/records immediately after the incident but no later than the end of their shift.

(b) The register must be kept on the premises and will detail

(i) Day, date and time of incident

(ii) Nature of incident

(iii) Resolution

(iv) Each entry is to be checked and signed by the DPS/duty manager no later than 1 week after the entry has been made.

(c) The register must be made available to Police, Police Licensing Officers and authorised officers from the Local Authority upon reasonable request either electronically or hard copy.

### **Condition four**

At all times when the premise has been hired by a non-member or is hosting an event a risk assessment will be completed to assess the requirement for door supervisors. If door supervisors are required there will be a minimum of 2 door supervisors at any one

time. All risk assessment will be kept for a minimum of 6 months and will be made available to Police and Local authority licensing officers upon reasonable request.

- e. There has been one valid representation received from Chris Le Couteur. Their comments are shown as Appendix C.

Responsible Authority / Other person	Licensing Objective	Associated Documents	Appendix
Other person	Public Nuisance Crime and disorder	Letter	C

#### 4. Policy Considerations

The following provisions of the Secretary of State's Guidance apply to this application:

Chapter 2 – The licensing objectives

Chapter 8 – Applications for premises licences

Chapter 9 – Determining applications

Chapter 10 – Conditions attached to Premises Licences

The following paragraphs of the Council's Statement of Licensing Policy apply to this application:

Sections 2.1 to 2.4 – These sections set out the Council's approach with regard to licensing and details other mechanisms to deal with potential problems.

Section 1.1 to 1.4 – These sections set out the four licensing objectives and identifies matters that may be relevant to the promotion of each licensing objective.

#### 5. Determining the application – Options of the Panel

The Panel must, when reaching a decision on the outcome of the application, take into account the licensing objectives. Having had proper regard to the matters above the Panel may:

1. Grant the licence subject to such conditions as are consistent with the operating schedule accompanying the application; modified to such an extent as the Licensing sub-committee considers appropriate for the promotion of the licensing objectives and any relevant mandatory condition.
2. Exclude from the licence any of the licensable activities applied for.
3. Refuse to specify a person in the licence as premises supervisor.

4. Reject the application.

Members of the Licensing Act 2003 – Licensing Sub – Committee are reminded of their duty under the Section 17 of the Crime and Disorder Act 1989 to consider the crime and disorder implications of their decisions and the Licensing Authority’s responsibility to co-operate in the reduction of crime and disorder in the Borough.

**Section 17 of the Crime and Disorder Act 1998** states:

“Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those function on, and the need to do all that is reasonably can to prevent crime and disorder in its area”.

## **6. Implications Assessment**

The decision should be made with regard to the Secretary of the State’s guidance and the Council’s Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the Policy clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal / challenge is increased.

## **7. Human Rights**

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- Article 8 – Right to respect for private and family life.
- Article 1 of the First Protocol – Protection of Property
- Article 6(1) – Right to a fair hearing.
- Article 10 – Freedom of Expression

## **8. Recommendations**

Members must ensure that the application is considered on its merits, as well as against the relevant guidance, policy and statutory framework.

## **9. List of Appendices**

Appendix A – Application form  
Appendix B – Plan of premises  
Appendix C – Representation (Other Persons)  
Appendix D – Representation from the Police.  
Appendix E – Plan of area  
Appendix F – Order of proceedings

## **10. Appeals**

The applicant or any other person (objector) may appeal the Licensing Act 2003 Sub Committee’s decision within 21 days beginning with the day on which the Appellant is notified. All/any appeals must be lodged with the Magistrates’ Court. Parties should be aware that they MAY incur an Adverse Cost Order should they bring an appeal.