

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**We** Brunel Rooms Limited

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description  The Brunel Rooms 1 Havelock Square			
<b>Post town</b>	Swindon	<b>Postcode</b>	SN1 1 LE

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£ 76,500

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals *               | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *          |                                     |                             |
| i. as a limited company                         | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/>            | please complete section (B) |
| iii. as an unincorporated association or        | <input type="checkbox"/>            | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club                            | <input type="checkbox"/>            | please complete section (B) |
| d) a charity                                    | <input type="checkbox"/>            | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
Brunel Rooms Swindon Limited
Address
1 Havelock Square Swindon Wiltshire SN1 1LE
Registered number (where applicable)
08527994
Description of applicant (for example, partnership, company, unincorporated association etc.)
Limited Company
Telephone number (if any)
07921 555509
E-mail address (optional)
helene@brunel-rooms.co.uk

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
A	S	A P

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
1	1	1 1 1 1

Please give a general description of the premises (please read guidance note 1)

The Brunel Rooms is a large capacity (approx. 1800) Nightclub situated in Swindon Town centre, It is a three store building with the main entrance located on the ground floor, a smaller capacity club to the first floor with the main nightclub situated on the second floor. The nightclub is in an area with other commercial properties and forms part of the main shopping area (The Brunel Centre). There is a small outdoor smoking terrace for customers located on the second floor. The Nightclub (currently closed) caters for guests who want to dance with 3 bars serving alcohol, in the main room on the second floor, and 2 bars serving alcohol on the first floor.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A) ☒
- b) films (if ticking yes, fill in box B) ☒
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☒
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☒
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

**Provision of late night refreshment** (if ticking yes, fill in box I) ☒

**Supply of alcohol** (if ticking yes, fill in box J) ☒

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	10:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue	10:00	23:00			
Wed	10:00	23:00	<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Thur	10:00	23:00			
Fri	10:00	23:00	<b><u>Non-standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	10:00	23:00			
Sun	10:00	23:00			

# B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon	10:00	01:00			
Tue	10:00	01:00			
Wed	10:00	01:00	<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur	10:00	04:00			
Fri	10:00	04:00	<b><u>Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	10:00	04:00	Sundays immediately prior to Bank Holiday Mondays 10:00 to 04:00		
Sun	10:00	01:00	New Year's Eve, from the end of permitted hours until the start of permitted hours on New Year's Day.		
			An "all night event" may be held on up to 6 times per calendar year, where the police and licensing authority have been notified a minimum of 4 weeks in advance. Films will be exhibited during the "all night event" from 10:00 to 06:00. We would be willing to help police with costs involved.		

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed			
Thur			
Fri			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)  Boxing events / matches run by a registered boxing club		
Mon	19:00	23:00			
Tue	19:00	23:00			
Wed	19:00	23:00			
			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)		
Thur	19:00	23:00			
Fri	19:00	23:00			
Sat	19:00	23:00			
			<b>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun	19:00	23:00			



# E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)  Amplified live music will be played occasionally when we have live band nights / events.		
Mon	10:00	01:00			
Tue	10:00	01:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Wed	10:00	01:00			
Thur	10:00	04:00	No		
Fri	10:00	04:00			
Sat	10:00	04:00	<b>Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)  Sundays immediately prior to Bank Holiday Mondays 10:00 to 04:00		
Sun	10:00	01:00			
			New Year's Eve, from the end of permitted hours until the start of permitted hours on New Year's Day.		
			An "all night event" may be held on up to 6 times per calendar year, where the police and licensing authority have been notified a minimum of 4 weeks in advance. Live music will be played during the "all night event" from 10:00 to 06:00. We would be willing to help police with costs involved.		

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon	10:00	01:00	Pre-recorded music will be played mainly in the club. We will have resident & guest DJs.		
Tue	10:00	01:00			
Wed	10:00	01:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Thur	10:00	04:00			
Fri	10:00	04:00	<b><u>Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	10:00	04:00	Sundays immediately prior to Bank Holiday Mondays 10:00 to 04:00		
Sun	10:00	01:00	New Year's Eve, from the end of permitted hours until the start of permitted hours on New Year's Day.		
			An "all night event" may be held on up to 6 times per calendar year, where the police and licensing authority have been notified a minimum of 4 weeks in advance. Recorded music will be played during the "all night event" from 10:00 to 06:00. We would be willing to help police with costs involved.		

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)  Professional dancers will be used in some performances on both recorded and live music nights.		
Mon	10:00	01:00			
Tue	10:00	01:00	<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Wed	10:00	01:00			
Thur	10:00	04:00	<b>Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	10:00	04:00			
Sat	10:00	04:00	Sundays immediately prior to Bank Holiday Mondays 10:00 to 04:00  New Year's Eve, from the end of permitted hours until the start of permitted hours on New Year's Day		
Sun	10:00	01:00			
			An "all night event" may be held on up to 6 times per calendar year, where the police and licensing authority have been notified a minimum of 4 weeks in advance. Performances of Dance may take place during the "all night event" from 10:00 to 06:00. We would be willing to help police with costs involved.		

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)  We will have a small diner serving burgers, hot dogs, fries & crepes inside the main room of the club & a hot dog stand in the entrance.  When we hold events we may offer other catering options, either produced on site or off site caterers.		
Mon	23:00	01:00			
Tue	23:00	01:00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Wed	23:00	01:00			
Thur	23:00	04:00	<b>Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	23:00	04:00			
Sat	23:00	04:00	Sundays immediately prior to Bank Holiday Mondays 23:00 to 04:00  New Year's Eve 23:00 to 05:00		
Sun	23:00	01:00			
			An "all night event" may be held on up to 6 times per calendar year, where the police and licensing authority have been notified a minimum of 4 weeks in advance. Late Night Refreshment will be provided during the "all night event" from 23:00 to 05:00. We would be willing to help police with costs involved.		

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 7)		On the premises	<input type="checkbox"/>
			Alcohol will be mainly consumed inside, but will be permitted on the smoking terrace.		Off the premises	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 4)			
Mon	10:00	01:00				
Tue	10:00	01:00				
Wed	10:00	01:00				
Thur	10:00	04:00				
Fri	10:00	04:00				
Sat	10:00	04:00				
Sun	10:00	01:00	<b><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)			
Sundays immediately prior to Bank Holiday Mondays 10:00 to 04:00  New Year's Eve, from the end of permitted hours until the start of permitted hours on New Year's Day.  An "all night event" may be held on up to 6 times per calendar year, where the police and licensing authority have been notified a minimum of 4 weeks in advance. Alcohol will be supplied during the "all night event" from 10:00 to 06:00. We would be willing to help police with costs involved.						

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:**

Name	
Nathan Hatter	
Address	
15 Hollinshed Place Grange Park Swindon	
Postcode	SN5 6DD
Personal licence number	
881080139PERSON	
Issuing licensing authority	
Swindon Borough Council	

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8).

We may hold a burlesque event or hold hen/stag parties that may involve strippers/exotic dancers. We may have promotions people with limited clothing coverage selling goods ro promoting adult nights/ entertainment / goods.

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b><u>State any seasonal variations</u></b> (please read guidance note 4)
Day	Start	Finish	<b><u>Non-standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)  Sundays immediately prior to Bank Holiday Mondays 10:00 to 04:30  New Year's Eve from the end of permitted hours until the start of permitted hours on New Year's Day.  An "all night event" may be held on up to 6 times per calendar year, where the police and licensing authority have been notified a minimum of 4 weeks in advance. The opening hours will be 10:00 to 06:30. We would be willing to help police with costs involved.
Mon	10:00	01:30	
Tue	10:00	01:30	
Wed	10:00	01:30	
Thur	10:00	04:30	
Fri	10:00	04:30	
Sat	10:00	04:30	
Sun	10:00	01:30	

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

Plastic containers apart from cocktail lounge.  
Good & well positioned security staff.  
Challenge 25.  
Taxi telephone freephone.  
Fire Risk Assessment.  
CCTV.  
Evacuation Policy.  
Dispersal Policy (See attached)  
Training to prevent sales of alcohol to under 18.  
Customer removal policy.  
First aid risk assessment.  
Venue policies: Drugs policy, Registration to night safe, Head cam, Intercom for Pubwatch, Personal & Pubwatch meetings.

**b) The prevention of crime and disorder**

Minimum 6-8 door staff to customers number of 600, then increasing one member per 100 customers.  
Door staff positioned at every exit and entry point to rooms, stairways and to the outside.  
Challenge 25.  
Radio control.  
Polycarbonate glasses everywhere except cocktail bar, which will be manned by security on entrance and exit.  
Dispersal procedure in place at the end of the night from immediate area.  
CCTV coverage retained for 30 days.  
Drugs detection dogs on big events and metal detectors.

**c) Public safety**

Means of escape easily visible.  
Keep all exits clear and unobstructed.  
Fire risk assessments to be carried out.  
If removing a female, try and get a friend to go with her.  
Provide Freephone taxi in club.  
Food on exist to help sober up.  
Control of numbers between floors.  
First aid risk assessment.  
First aider onsite.

**d) The prevention of public nuisance**

The club is not within a residential area, however we will implement a dispersal police to make sure people depart from the direct area after closing.  
Provide a direct Freephone taxi telephone within the club.  
We will make sure litter is removed from around the exit.  
Door staff will direct people to taxis ranks.  
We will also offer a dedicated number for residential occupants nearby if they do have any noise complaints.



e) The protection of children from harm

Offer nappy nights to U18s.

U18s on a weekend and normal over 18 nights will not be permitted access to the club after 19:00 unless special functions/nappy nights.

Challenge 25.

On nappy nights all pumps and optics will be covered over.

Have a female security officer on nappy nights.

12 midnight close on all nappy nights.

Searching with metal detectors on nappy nights & no entry if there is any sign they have been drinking.

**Checklist:**

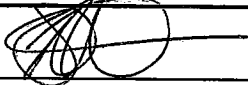
**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒


**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 11).  
**If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	30.5.13
Capacity	Director of Brunel Rooms Swindon Ltd

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	30.5.13
Capacity	Director of Brunel Rooms Swindon Ltd

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Helene Simpkins  
4 The Maltings  
Wanborough

Post town	Swindon	Postcode	SN4 0AF
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Telephone number (if any)	07921 55 55 09
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If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

helene@brunel-rooms.co.uk

### Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

**Consent of individual to being specified as premises supervisor**

I Nathan Hatter

*[full name of prospective premises supervisor]*

of 15 Holinshed Place  
Grange Park  
Swindon  
Wilts  
SN25 2LU

*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises Licence

*[type of application]*

by

Brunel Rooms Ltd

*[name of applicant]*

relating to a premises licence

*[number of existing licence, if any]*

for

Brunel Rooms  
1 Havelock Sq  
Swindon  
Wilts  
SN1 1LE

*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

Brnel rooms ltd  
*[name of applicant]*

concerning the supply of alcohol at

Brnel Rooms  
1 Havelock St  
Swindon  
SN1 1LE

*[name and address of premises to which application relates]*

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

881080139 PERSON  
*[insert personal licence number, if any]*

Personal licence issuing authority

Swindon Borough Council  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed



Name (please print)

NATHAN HATTER

Date

15/05/13

## Dispersal Procedure for The Brunel Rooms, Swindon - May 2013

### Introduction

It is acknowledged by Brunel Rooms Limited that there may be a conflict between the legitimate right of the Premises Licence Holder named to provide entertainment and other licensable activities and the equally legitimate right of neighbours to enjoy their homes and businesses without disturbance.

Brunel Rooms Limited also acknowledges that popular venues are potential sources of nuisance, antisocial behaviour and crime which may create concern for the immediate neighbourhood, its residents and the relevant authorities.

Therefore, Brunel Rooms Limited will ensure a **Dispersal Procedure** (around the terminal hour) is prepared.

### Definition

The Dispersal Procedure is not to be confused with The Evacuation Procedure, any design standard, any other operational policies or any agreed/enforced rules or guidelines.

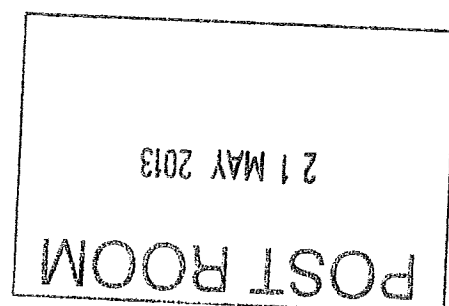
The Dispersal Procedure (around the terminal hour) is dedicated to make the maximum contribution by exercising pro-active measures, towards and at the end of trading, to move customers from the venue and its immediate area in such a way as to cause minimum disturbance or nuisance to neighbours, both residential and business, and to make the minimum impact upon the neighbourhood in relation to potential nuisance, antisocial behaviour and crime.

The relevance of the time of closure is recognised as meriting this special attention and concern.

This procedure document is specific to this venue and its locality.

The Dispersal Procedure has been formulated by the local management in conjunction with senior representatives of the unit. It will be discussed with the licensing officers of the local council and police and in place prior upon implementation.

The Dispersal Procedure is subject to review and will address problems and concerns as they are identified in order to establish a permanent reduction or elimination.



## **Dispersal Procedure Document**

### **1. Relevance of Licensing Conditions:**

We will ensure that the conditions of the Premises Licence, around the terminal hour, are strictly adhered to. This will be operated to encourage the dispersal of patrons gradually, both during the last part of trading and following the end of bar service.

During the last 30 minutes of bar service the points in each bar will be reduced and certain staff re-allocated to collecting glasses or offer customer service in the cloakroom to assist customer departure. A series of measures will be implemented to assist dispersal throughout this period and the 'drinking-up' time.

### **2. End of Evening Operational Policies:**

We will use volume levels, type of music played and variation of lighting levels to encourage the gradual dispersal of patrons during the last part of trading and during the drinking-up period.

DJ announcements may be used to both encourage a gradual dispersal and to remind customers of consideration for neighbours.

### **3. Cloakroom:**

The cloakroom is situated in order to assist the swift return of coats. Management and operation of the cloakroom plays an important part in the dispersal process. (Staffing and control systems are increased in the period prior to bar closure.)

### **4. Notices at Exit:**

In line with company policies, highly visible notices are placed in the foyer requesting exiting customers to leave quietly and to respect neighbours and their property.

### **5. Door Supervisors:**

We will develop practices which:

- will encourage customers to drink-up and progress to the exit within a venue throughout the latter part of drinking-up time;
- will draw the attention of exiting customers to the notices in the foyer and ask them to be considerate;
- will ensure the removal of all bottles and glasses from any customer who attempts to leave the venue carrying one. (Excluding plastic bottles containing Water). A table and bottle skip will be positioned just inside the venue by the door to the foyer to collect glasses/bottles;
- will actively encourage customers not to assemble outside the venue;
- will direct customers to the nearest taxi ranks or other transportation away from the area.

### **6. Measures to Promote Customer Dispersal and Safety:**

Road Safety:

- Taxi Rank & Car Parking: There will be a taxi rank situated just outside our front door, and a public car park opposite.

**7. Marshals: (See area marked on map)**

A Marshal is a patrolling security officer wearing high visibility clothing, who works close to the venue in a designated area and is in direct communication with the venue management. Their aim is to create a highly visible presence and to communicate, rather than deal with potential problems. Often their role is just to encourage our customers to disperse quickly and quietly but they have the added bonus of deterring persons who have not utilised our venue visiting the area.

This will always be in negotiation with the police and residential neighbours. This will be reviewed on an ongoing basis.

**8. Rubbish Patrol: (see area marked on map)**

The venue does send out a 'Rubbish Patrol' following closure. They pick up bottles and food wrappings in a designated area and sweep the pavement to clear cigarette debris.

On rare occasions this patrol may be faced with the result of antisocial behaviour such as vomiting and urination. This will be cleared by use with a mop and bucket containing a disinfectant solution.

**9. Staff:**

Consideration will be given to procedures for staff departures.

**10. Training:**

Training at all levels will be conducted to ensure understanding and implementation of the unit specific Dispersal Procedure.

