



Brunel Rooms Swindon Limited
1 Havelock Square,
Swindon,
SN1 1LE

Swindon Police Station Gablecross

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Swindon
Wiltshire SN3 4RB
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Date 6th June 2013

Dear Sir/Madam,

APPLICATION FOR A PREMISES LICENCE 1 HAVELOCK SQUARE, SWINDON

Thank you for your application for a premises licence which was received on the 3rd June 2013. The application alongside the plans for the premises have been carefully considered within the Police Licensing Team together with the Policing Sector Commander. The following issues remain a concern.

On the application you have indicated that you wish to remain open until 0400hours Thursday, Friday and Saturday and on 6 occasions a year remain open until 0630hours. There are high levels of alcohol related crime within the town centre area and these hours will serve to exacerbate that position further. It is widely accepted that the later people are able to consume alcohol and remain in an area the more incidents of crime and disorder occur.

We have met several times over the last two months to provide advice, discuss our concerns and have also provided you with a list of conditions that we consider necessary in order to prevent crime and disorder occurring in the area of this premise.

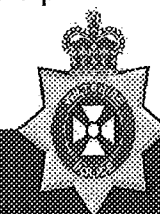
The application for the premises licence does not take into account all of these conditions and does not appear to consider the negative impact a large capacity premise such as the Brunel Rooms will have on the area.

Wiltshire Police have a number of other concerns including the premises licence holder's lack of experience in running a nightclub with a capacity of 1600 persons.

There has been a lack of information provided by the applicants when they have been asked for detailed policies and procedures, essential for the safe running of an establishment of this size and nature.

The dispersal procedure that was received along with the application appears to be a direct lift of Luminar Leisure's document that was received by Wiltshire Police at the review hearing of Liquid and Envy in 2010.

It was disappointing to note that the section including the promotion of customer dispersal and safety has been omitted making the document one of general policy and not specific to the location of Havelock Square. At the current time the area of Havelock Square at night where the premises customers will exit into is dark and unlit and unsafe for a large nightclub to operate.



Wiltshire Police request that the applicants agree a closing time of 0300hours in order to support the licensing objectives of the prevention of crime and disorder and public safety.

To coincide with the opening hours it is also necessary to attach conditions to the licence in addition to those included in the application form. We understand the need for conditions to be relevant and necessary to promote the licensing objectives. It is also recognised that conditions are set for the objectives to succeed and not to hinder the operation of the business.

If no agreement can be reached regarding the above an objection to the licence will be made by Wiltshire police. If the application is successful any increase in crime and disorder and public nuisance may be attributed to the premise.

If you have any queries regarding the above please do not hesitate to contact me on 01793 507874. I will also send a copy of this letter to the Licensing officer at Swindon Borough Council.

Yours sincerely,

Siân Kalyuka
Police Licensing Officer



Conditions for Brunel Rooms Swindon

1. The Designated Premises Supervisor or another identified responsible person who holds a valid Personal Licence is to be present at the venue during all key trading times.
2. The Premises Licence holder will develop, implement and maintain a detailed Management Plan which must include the command structure and responsibilities, risk assessments, policies and procedures to enable the Premises Licence holder to comply with the four licensing objectives. Such plan to be available for inspection upon request by the Police and Licensing Authority and to be accessible to all staff.
3. The above management plan is to include a drugs and search policy developed in consultation with the Police and shall include provision for the searching of any person entering the premises with clothing or bags that are capable of concealing banned items. The policy shall make provision for personal and premises searches, the detention of individuals and banned items and the mechanisms which will be used to liaise with the Police over seizures, searches and detentions.
4. No staff shall be permitted to sell alcohol until they have completed training upon induction, designed to ensure that no person who is unduly intoxicated is sold alcohol and to ensure that they understand the 'Challenge 25' policy. Those staff shall receive refresher training every three months. Records of this training shall be kept at the premises and shall be made available to officers of any of the responsible authorities on request.
5. A Challenge 25 policy shall be operated. No member of staff shall be permitted to sell alcohol until trained in the operation of the Challenge 25 policy. Any person who appears to be under the age of 25 who attempts to buy alcohol shall be challenged to provide age verification in the form of a passport, photo driving licence or PASS accredited card. Where proper verification is not provided the sale shall be refused. A record of the refusal shall be kept in a refusals book, identifying the member of staff who refused the sale.
6. An ID scanner machine will be installed in the premises and be in operation every day the premises is open to the public.
7. Polycarbonate, shatter-to-safe, plastic, paper or other inherently safer types of container shall be used after 22:00hrs. In VIP areas, the use of toughened glass is permitted. Arrangements shall be put in place to ensure that toughened glass is not removed from a VIP area and taken into a non-VIP area. No restriction is placed on vessels used at any private function or event.
8. All bottled drinks shall be decanted into plastic vessels unless the bottles are also plastic.
9. All door supervisors shall wear high visibility clothing when on duty, sufficient to mark them out easily as being security staff.

10. A written record shall be kept on a daily basis, showing which door supervisors are on duty and during which times. The record shall include names of the door supervisors for each shift. In addition, the record shall include a list, showing Security Industry Authority licence numbers against each name.
11. A dispersal policy shall be formulated in conjunction with the Police and shall be applied with the objective of ensuring the safe and quiet dispersal of customers, at the end of the evening.
12. A Taxi Marshall shall be employed to ensure the orderly dispersal of customers at the taxi rank in Davis Place an hour prior to closing on any evening the premises is open to the public. The NTE Police Supervisor should be contacted before the Marshall finishes the duty.
13. CCTV equipment which is fit for purpose and which covers all trading areas, smoking areas and entrance areas shall be provided and maintained in working condition when the premises are open for business. The CCTV product will be maintained for a minimum of 28 days and shall be provided to enforcement bodies on request. There must be a person on the premises able to download CCTV at all times the premises is open for trading.
14. An incident book shall be kept and entries shall be made of any instances of disorder, together with a record for any person who is detained on the premises or who is escorted from the premises. This must be a bound book with sequentially numbered pages. The log shall record the date and time and brief details. The names of the staff who dealt with the matter shall be recorded against each incident. The book shall be kept on the premises and shall be shown to any authorised officer on request, at any reasonable time.
15. No ashtrays manufactured from glass or any other heavy material which might facilitate their use as weapons shall be placed in any smoking area.
16. The premises shall have a minimum of 6 door staff on duty from 22.30 hours when the number of persons in the venue reaches 450 the following number of door supervisors shall be provided -
 - a. Two door supervisors positioned at the entrance to the premises and
One at the top of the stairs monitoring the VIP area, cloakroom
and stairs;
 - b. One Door Supervisor in the main room overlooking the dance floor;
Two overseeing the bar areas and one circulating around the main room
 - c. One door supervisor positioned in the smoking area and one on the
other side of the VIP area;

d. When the second room is open, a minimum of two door staff must be within.

When a special event takes place, door staff numbers shall be decided on a risk assessed basis. The risk assessment should be documented and available to officers on request.

17. A minimum of two floor-walkers shall be deployed at the premises from 22:00hrs onwards [subject to a reduction at very low occupancy levels]. Their core duties shall include an obligation to remove finished receptacles promptly and to report to a door supervisor or manager if they see any customer unduly intoxicated, to enable a suitable response, including removal of that customer from the premises where appropriate. A system shall be in place, requiring floor-walkers to log their activity.
18. Alcoholic drinks promotions, which encourage rapid and/or over consumption of alcohol are forbidden
19. A 'headcam' shall be worn by a door supervisor who is normally stationed at the entrance to the premises and where possible that door supervisor shall attend any significant incident which takes place in or at premises, when open for business.
20. Copies of any headcam recordings shall be retained for a period of 28 days [or as otherwise dictated by the Office of the Information Commissioner] and shall be provided within seven days to an officer of one of the responsible authorities, on request.
21. A last admission time of 01:30hrs shall apply every day.
22. Anyone under the age of 18 should not have access to an area where alcohol is available.
23. The premises licence holder will ensure that no off sales or open containers are taken from the premises.
24. The Designated Premises Supervisor will belong to the Pub watch scheme and any alternative area network designed to promote the licensing objectives. The DPS will attend a majority of Pub watch meetings in each calendar year and will comply with the terms of the Pub watch scheme regarding the exchange of information and enforcement of banning procedures
25. The licensee shall ensure security arrangements are sufficient to discourage the sale and consumption of controlled substances; for example they have a member of staff dedicated to carrying out regular checks in the toilet areas.

26. Live monitoring of those entering and leaving the venue during large events shall be undertaken. Net occupancy figures shall be updated every 30 minutes and those figures shall be provided to an enforcement officer, on request.
27. At least 4 weeks notice will be provided to Wiltshire Police in the case of large scale acts/events that are likely to draw high numbers to the premises. A risk assessment will be provided to the Police Licensing Department describing the steps to be taken by the premises to ensure a safe event.
28. On large scale events a drugs detection dog and metal detectors shall be in operation.

From: Damon Green
Sent: 24 June 2013 14:49
To: Kathryn Ashton
Subject: RE: Brunel Rooms

Hello Kathryn

We have a long history of complaints, and identified Statutory Nuisance, from low bass noise from this premises throughout the time that it was open (2008 – 2011), and I am subsequently concerned that the same will occur again.

All of the issues were experienced by residents of David Murray John Tower (residential). Acoustics surveys were done in the past, but I don't have copies of them. The complaints all related to low bass noise, and vibration transmitted through the structure; which was witnessed by EHO's back in 2008 – 2011.

I would be reluctant to support this without some robust investigations, and subsequent mitigations for low frequency noise especially.

I would like to see an acoustics report and hard controls in place; perhaps in the form of noise limiting devices (esp bass levels), and isolation of sound kit from the structure.

Damon

Damon Green

Team Leader Environmental Enforcement

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