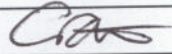


12th SEPTEMBER 20 16

Received of M NEW COLLEGE
of NEW COLLEGE DRIVE, SWINDON
the sum of THREE HUNDRED + FIFTY pounds ONLY pence
in respect of ANNUAL FEE
by Cash / P.O. / M.O. / Cheque

350 00



for Director of Finance



SWINDON
BOROUGH COUNCIL

Receipt

F 381623

£

p

12th SEPTEMBER 20 16

Received of M NEW COLLEGE
of NEW COLLEGE DRIVE, SWINDON
the sum of SIX HUNDRED + THIRTY FIVE pounds ONLY pence
in respect of FULL VARIATION PREMISES LICENCE
by Cash / P.O. / M.O. / Cheque

635 00

[Signature]
for Director of Finance

Swindon Borough Council
5th Floor, Wat Tyler House
Beckhampton Street
Swindon

SN1 2JH

Date 09/09/2016

Item Type	Description	Item Date	Gross	Discount	Amount Paid
EXCLAIM	Full Variation to Premises	09/09/2016	635.00		635.00

Total Value **635.00**

Cheque No:



New College Drive,
Swindon
SN3 1AH
Tel: (01793) 611470
Fax: (01793) 436437
www.newcollege.ac.uk

Swindon Borough Council
5th Floor, Wat Tyler House
Beckhampton Street
Swindon

SN1 2JH

Date 09/09/2016

Item Type	Description	Item Date	Gross	Discount	Amount Paid
EXCLAIM	Annual Premises Licence	09/09/2016	350.00		350.00

Total Value 350.00

Cheque No:

Application to vary a premises licence 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.

I/We Dave Poole

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number
881060138

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
New College
New College Drive

Post town Swindon Postcode SN3 1AH

Telephone number at premises (if any) 01793 611470

Non-domestic rateable value of premises £885000

Part 2 – Applicant details

Daytime contact telephone number 01793 732889

E-mail address (optional) David.poole@newcollege.ac.uk

Current postal address if different from premises address

Post town Postcode

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? ☒ Yes

If not, from what date do you want the variation to take effect?

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☒ No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)
Addition of the Sale of Alcohol by Retail. The DPS will be Dave Poole (881150403).

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

12 SEP 2016

Swindon Borough Council

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

Please tick all 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

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)	
Mon				
Tue				
Wed			State any seasonal variations for performing plays (please read guidance note 5)	
Thur				
Fri			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 (please read guidance note 6)	
Sat				
Sun				

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
Mon			Outdoors	<input type="checkbox"/>
Tue			Both	<input type="checkbox"/>
Wed			Please give further details here (please read guidance note 4)	
Thur				
Fri			State any seasonal variations for the exhibition of films (please read guidance note 5)	
Sat				
Sun				

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)	
Day	Start	Finish		
Mon				
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)	
Wed				
Thur			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 (please read guidance note 6)	
Fri				
Sat				
Sun				

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)	
Tue				
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)	
Thur				
Fri			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 (please read guidance note 6)	
Sat				
Sun				

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)	
Tue				
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)	
Thur				
Fri			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 (please read guidance note 6)	
Sat				
Sun				

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 4)	
Tue				
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)	
Thur				
Fri			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 (please read guidance note 6)	
Sat				
Sun				

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 4)	
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)	
Thur				
Fri			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 (please read guidance note 6)	
Sat				
Sun				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri					
Sat			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 (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)			
Mon						
Tue						
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)			
Thur						
Fri			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 (please read guidance note 6)			
Sat						
Sun						

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	17:00	22:00			
Tue	17:00	22:00			
Wed	17:00	22:00			
Thur	17:00	22:00			
Fri	17:00	22:00			
Sat	11:00	22:00			
Sun	11:00	22:00	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 (please read guidance note 6) During periods of core curriculum downtime (e.g. college holiday periods), times will extend to 11:00-22:00 daily		

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 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	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 (please read guidance note 6)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence



If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The New College Licensed Bar intends to operate for the benefit of audience members attending performances/events in the 250 capacity Phoenix Theatre. Customers will be permitted to take their drink into the Theatre to enjoy the event.

Proposed event types include but are not limited to plays, dance shows, film screenings and live music events performed by New College staff, students and vetted external hirers.

Events will generally be ticketed and on sale to the general public. It is expected that the majority of audiences will comprise college staff/students, parents and friends of performers, etc.

There may be events that take place in areas of the College other than the Phoenix Theatre, however The Licensed Bar's Dynamic Risk Assessment will be reviewed in advance of all events to ensure security measures are sufficient.

The Premises Licence holder shall ensure that no open containers are taken from the premises.

b) The prevention of crime and disorder

The Premises Team will be on site at any time the building is open to the public. The Premises Team are trained to deal with matters relating to unruly behavior, accidents/emergencies, etc.

There is generally a Receptionist on duty who sits facing the area of the Main Foyer where the Licensed Bar generally operates. The reception desk includes a computer connected to the internet, a landline, etc. There is also generally a Duty Manager present.

Bar staff carry a mobile with the Duty Mobile number saved.

In addition, there will also be numerous members of College staff (or where the event is of an external nature, responsible members of the vetted hiring organisation) who are present in the area.

Door supervisors shall be employed at the location on an event by event risk assessed basis this risk assessment will be documented and made available to authorised officers on request. All door supervisors employed must be registered with the SIA.

All door supervisors shall wear high visibility clothing when on duty, sufficient to identify them easily as being security staff.

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.

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.

c) Public safety

The Licensed Bar will operate a no-glass policy, whereby drinks must be decanted into plastic cups before entering the Phoenix Theatre. There will be bins provided in all areas where alcohol may be consumed and additional cleaning may be employed where necessary.

Upon vacating the building, there is sufficient external lighting across the site and car parks. There is also sufficient council-maintained lighting in all areas immediately adjacent to College grounds where the public may leave site without leaving sufficiently lit public walkways.

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.

d) The prevention of public nuisance

The Licensed Bar will generally operate in advance of a performance and during any intervals. To this end, when audience members leave an event there will be no sale of alcohol. This will aid swift dispersion from the building following an event.

Due to the College's location, attendees to events are expected to arrive by public or private transport and few are expected to arrive on foot. Notice will be displayed in the College to advise the public of local taxi firm and contact details.

The College's smoking shelter is not adjacent to any residential area and is set away from the perimeter fence to reduce noise, etc. to public highway. The shelter is fully signposted.

No member staff shall be permitted to sell alcohol until they have completed training upon induction that covers the supply of alcohol to persons who are intoxicated, drug awareness and the operation of the 'Challenge 25' policy. Staff shall receive refresher training on these subjects at no greater than six month intervals. Records of this training shall be kept on the premises and shall be made available to officers of any of the responsible authorities upon request. The records can be retained as electronic or written form.

e) The protection of children from harm

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.

In the case of ticketed events, there will be information displayed indicating that no sale of alcohol will be permitted without a valid ticket.

Due to the college environment and the nature of events the bar is intending to support, there will be no prohibition for children on College premises. The bar will also act as box office for associated events; as a result there will be no prohibition for children approaching the bar to purchase a ticket or soft drink.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒

- I understand that I must now advertise my application. ☒
- I have enclosed the premises licence or relevant part of it or explanation. ☒
- 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 5 – Signatures (please read guidance note 11)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	<i>Dave Poole</i>
Date	09/09/16
Capacity	

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14) Dave Poole New College New College Drive			
Post town	Swindon	Post code	SN3 1AH
Telephone number (if any)	01793 732889		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) David.poole@newcollege.ac.uk			

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
2. 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example state 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.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. 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.
8. 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'.
9. 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.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

Signature	
Date	

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

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Consent of individual to being specified as premises supervisor

I Dave Poole

[full name of prospective premises supervisor]

of 214 Cricklade Rd
Swindon
Wilts
SN2 8AT

[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

Full Variation of Premises Licence

[type of application]

by

New College

[name of applicant]

relating to a premises licence

881060138

[number of existing licence, if any]

for

New College
New College Drive
Swindon
SN3 1AH

[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

New College
[name of applicant]

concerning the supply of alcohol at

New College
New College Drive
Swindon

SN3 1AH

[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

881150403
[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)

Dave Poole

Date

09/09/16