

## E & P Licensing

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**From:** jadu-www@rsvm129.servers.jadu.net on behalf of noreply@swindon.gov.uk  
**Sent:** 11 January 2017 13:28  
**To:** E & P Licensing  
**Subject:** Form completion: Temporary Event Notice

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** passed to BSU, Dealt With by FIMA

## FORM DETAILS

Web Reference No: 79192  
Form Title: Temporary Event Notice  
Date Started: 11.01.17  
Time Started: 13:04:07  
Date Completed: 11.01.17  
Time Completed: : 13:27:39  
Status: Pending

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## USER DETAILS

Site user email:

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## USER INPUTS

Question	Response
<i>Title:</i>	Mr
<i>Title (if Other):</i>	
<i>First Name:</i>	Liam
<i>Last Name:</i>	ONeill
<i>Date of Birth:</i>	[REDACTED]
<i>Place of Birth:</i>	[REDACTED]
<i>National Insurance Number:</i>	[REDACTED]
<i>Telephone:</i>	[REDACTED]
<i>Mobile Number:</i>	[REDACTED]
<i>Address Line 1:</i>	[REDACTED]
<i>Address Line 2:</i>	
<i>Town:</i>	Swindon
<i>Post Code:</i>	[REDACTED]
<i>Daytime telephone number:</i>	[REDACTED]
<i>Evening telephone number:</i>	
<i>Mobile telephone number:</i>	[REDACTED]

**Question****Response**

Fax number:

Have you been known by any previous name (e.g. by a maiden name):

No

Is the correspondence address the same as the premises user's address:

Yes

Address Line 1:

37-38 Fleet St

Address Line 2:

Town:

Swindon

Post Code:

SN1 1RE

Ordnance Survey References (if app):

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below:

Please describe the nature of the premises:

Former gentlemen club

Door Policy § Any staff or private areas and cellars are to be kept locked and secured whilst the premises are open to the public. § Emergency exits are alarmed when the premises are open to the public so that staff are immediately notified of unauthorised opening or tampering. § 8 CCTV cameras are installed inside and outside the premises. The cameras cover all internal areas accessible to the public and areas immediately outside the premises. The date and time settings are on the system. The recordings are in real time and on hard drive with the availability to copy disks for other agencies such as the police. Recordings are kept for a minimum period of 31 days. § Premises should be searched inside and out for suspect packages before, during and after opening hours. Evidence of this will be on CCTV and a written document with the times that such checks have been made will be kept at reception. Anything that is cause for concern will be dealt with appropriately. § A door admissions policy including any age restrictions, expected dress standards or the screening of hand bags will be displayed to inform customers that we reserve to carry out these searches without prejudice. This will be clearly displayed at the entrance to the premises. § Drinking vessels are from plastic or polycarbonate or cans suitable in inside and outside areas. § A zero tolerance policy to the use of drugs and being brought into carrying of weapons in the premises will be enforced. Posters will be displayed throughout the premises to remind customers of zero tolerance policy. For clarification these will be displayed at the following locations in the building: 1 in reception, 1 behind the bar, 1 in each toilet, 1 in the outside

Please describe the nature of the event:



## Question

## Response

smoking area and shared corridors. § An enclosed outdoor smoking area will be set up at the rear of the venue. § Challenge 25 policy will be in effect at all times throughout the venue and posters displayed throughout the Venue. § Last orders will be called 30 minutes before closing of the venue. § Last entry to the venue will be 01:00 § Emergency services contact details will be in manager phone book (paper based) located at reception on top of CCTV DVR unit, as well as all door staff will have a personal copy in paper format, on their person. Staff Policy § Well trained staff will contribute to well-run premises or understanding of and a responsible approach to the sale of alcohol, provision of the Licensing Act 2003 entertainment and late night refreshment. § All staff are advised of licensing law in writing before they are allowed to serve alcohol. Training is provided on premises'. A record is kept of the date and name of person trained or advised and available for inspection by the police or licensing authority. This will be carried for each staff member on the date of the event so it's clear that we have conformed to the licensing law stipulations and staff are fully aware of measures, and crime and prevention. § Staff should be trained to remain vigilant during opening hours and report any suspicious activity to manager or the Police. Door staff will be employed at the venue through Gold Shield Security (3-4) to supervise admissions and customers inside/outside the venue. Any person performing the role of a door supervisor must be licensed with the Security Industry Authority (SIA) and SIA badges must be clearly displayed whilst working. Door staff should be easily identifiable by wearing a uniform, high visibility jackets or arm bands. Door staff sign into a register detailing their full SIA licence number, their name, contact details and the time and date their duty commenced and concluded. We are very please with the last event we held, we have a detailed record from our door staff of when they arrived and left, and all checks they carried out, which is available on request. We are very looking forward to working with the local authorities to ensure future and well run events are as successful as the last.

*Please state the licensable activities that you intend to carry on at the premises:*

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*The supply of alcohol by or on behalf of a club to, or the order of, a member of the club:*

*The provision of regulated entertainment:*

The sale by retail of alcohol

The provision of regulated entertainment

Question	Response
The provision of late night refreshment: Please state the dates on which you intend to use these premises for licensable activities:	27/01/2017 - 28/01/2017
Please state the times during the event period that you propose to carry on licensable activities (please give the times in 24 hour clock):	27/01/2017 20:00 to 28/01/2017 03:00
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers:	120
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both:	On the premises only
Do you currently hold a valid personal licence:	Yes
Issuing licensing authority :	[REDACTED]
Licence number:	[REDACTED]
Date of issue:	[REDACTED]
Date of expiry:	[REDACTED]
Any further relevant details:	No
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice:	No
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice:	No
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice:	No
If answering yes, please state the total number of temporary event notices your business colleague (s) have given for events in the same calendar year:	
Has any business colleague of yours already given a temporary event notice for the same premises in which the event period: a) Ends 24 or less before; or b)	No

**Question****Response**

*Begins 24 hours or less after the event proposed in this notice:*

*If there is any further information which you need to provide in support of the application, please advise it here:*

*You must confirm that you have read the notice above, before your transaction can be completed.:*

*How do you wish to pay:*

We look forward to having a meeting with yourselves at appeal, as no doubt, PC Mike Diffin will issue a counter notice and as we are professional in our conduct, we will attend an appeal to get to the bottom of the issue he appears to have with our events.

I have read the above notice

Online

