

# Licensing & Regulatory Panel

Monday 15 January 2018

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A Licensing & Regulatory Panel will be held at the Town Hall, Royal Leamington Spa on Monday 15 January 2018 at **10.00am**.

Membership: Councillors Davies, Illingworth and Mrs Stevens

## Emergency Procedure

At the beginning of the meeting the emergency procedure for the Town Hall will be announced.

## Agenda

### 1. **Appointment of Chair**

To appoint a Chair for the meeting.

### 2. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

### 3. **Application for a premises licence issued under the Licensing Act 2003 for The Assembly and Zephyr Lounge, Spencer Street, Royal Leamington Spa, CV31 3NE**

To consider a report from Health & Community Protection **(Pages 1 to 36)**

Published Friday 5 January 2018

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)

Enquiries about specific reports: Please contact the officer named in the report.

Details of all the Council's committees, councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

 <b>Licensing &amp; Regulatory Committee</b> <b>15 January 2018</b>		<b>Agenda Item No.</b> <b>3</b>
<b>Title</b>	Application for a premises licence issued under the Licensing Act 2003 for The Assembly and Zephyr Lounge, Spencer Street, Royal Leamington Spa, CV31 3NE	
<b>For further information about this report please contact</b>	Emma Dudgeon, Licensing Enforcement Officer, Health and Community Protection. Tel: 01926 456113 Emma.dudgeon@warwickdc.gov.uk	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service	3/1/2018	Marianne Rolfe
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
None		
Final Decision?		Yes
Suggested next steps: N/A		

## 1. **Summary**

- 1.1 Warwick District Council Licensing Authority has received a valid application for a premises licence for The Assembly and Zephyr Lounge, Spencer Street, Royal Leamington Spa, CV31 3NE.
- 1.2 A representation has been received in relation to this application for the consideration of the panel in the determination of the application.

## 2. **Recommendation**

- 2.1 Members are asked to consider the information contained in this report and decide whether the application for a premises licence at The Assembly and Zephyr Lounge, Spencer Street, Royal Leamington Spa should be granted and, if so, whether the licence should be subject to any conditions.
- 2.2 When considering the application the panel must also give appropriate weight to:-
  - a) The representations received.
  - b) Statutory guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003.
  - c) The Council's Licensing Policy Statement (attached as appendix 6)
  - d) The Licensing Objectives, which are:-
    - i) The Prevention of Crime and Disorder.
    - ii) Public Safety.
    - iii) The Prevention of Public Nuisance.
    - iv) The Protection of Children from Harm.

However, it should only consider those licensing objectives which have been referred to in the representations received.

- 2.3 The Council's Licensing Policy Statement provides that the authority will take an objective view on all applications and will seek to attach appropriate and proportionate conditions to licences where necessary in order to ensure the promotion of the four licensing objectives. Each application will be judged on its own merits.
- 2.5 Details of the procedure adopted by the Licensing Committee for Panel Hearings have been supplied to the applicant and those making representations. The procedure will be explained more fully by one of the Council's Legal Team at the commencement of the hearing.

## 3. **Reasons for the Recommendation**

- 3.1 Alchemy Leamington Limited applied for a premises licence for The Assembly and Zephyr Lounge, Spencer Street, Royal Leamington Spa on 22 November 2017. The premises licence is for a multi-function venue covering Zephyr Lounge, which comprises of a bar and stage with a separate bar at the rear of the venue. On the first floor, known as The Assembly, there is a large dance floor, stage and three bars. Above The Assembly there is a gallery with a further small bar. This licence, if granted, would cover all the above areas.

Details of the hours applied for are attached as appendix 1. Plans submitted with the application are attached as appendix 2 and coloured copies of these will be made available at the licensing panel.

- 3.4 The Assembly has been licenced with Warwick District Council since 2007. This licence was surrendered in 2014 when a new premises licence application was submitted to incorporate The Zephyr Lounge. The premises has been operating as The Assembly and Zephyr Lounge since January 2014.
- 3.3 An operating schedule, which has been submitted by the applicant and will form part of any licence issued, has been supplied as follows:

*General*

Training programme in place to ensure all staff are briefed on the licensing objectives.

No underage drinking or drunkenness on the premises or outside of the premises.

The use of drugs, violent or anti-social behaviour will not be tolerated.

Staff training records must be maintained and available for inspection on request by an authorised officer.

*Prevention of Crime and Disorder*

Internal and external lighting will be checked regularly.

The premises will operate a zero tolerance policy against drugs.

Customers found with or using drugs will have them confiscated, their details taken and police called or notified as appropriate.

The premises must have a full incident recording system, where all incidents are recorded, whether any of the emergency services have been called or not and to be made available for inspection on request by an authorised officer.

The overall capacity of the premises must not exceed(tbc) with the ground floor bar area restricted to a maximum number of (tbc).

The sale of alcohol after 23:00hours shall only be made if it is ancillary to the provision of regulated entertainment and/or provision of late night entertainment.

There must be a personal licence holder on the premises every evening the premises is open beyond 21:00hours.

The premises will be an active member of Leamington Pubwatch or similar locally approved Pubwatch scheme. The premises will conform to its policies and procedures.

The premises will be an active member of the locally approved retail radio scheme and conform to its policies and procedures.

The premises licence holder must produce a Training Policy applicable to all staff utilised at the premises for roles involving direct contact with the public, or the sale or supply of alcohol to any person. All such staff and contractors shall be trained in relation to the following matters:-

- Prevention of underage sales
- Recognition and prevention of drunkenness
- Drug awareness
- Conflict management
- Crime prevention.

The delivery of the training must be recorded and that record must be available for inspection upon request at any reasonable time by any responsible authority.

All Persons involved in the sale or supply of alcohol on the premises will be subject to the training referred to above.

A CCTV policy shall be proposed by the licensee and shall be approved by Warwickshire Police in writing and thereafter implemented as approved at all times throughout the duration of the licence. That Policy shall include as a minimum the following requirements:-

- CCTV Cameras will be situated at all public areas and entrances of the premises. Warwickshire Police will have the right to nominate other locations for CCTV cameras in accordance with their identification of a justifiable risk.
- The CCTV system for the premises must be installed to the approval given in writing of the Warwickshire Police crime reduction specialist.
- Plans indicating the position of the CCTV cameras must be submitted to the Police.
- Any area of the premises where a CCTV camera is located shall be sufficiently illuminated for the purposes of recording clear images or alternatively, cameras of sufficient specification to record clear images in reduced lighting areas
- Monitors will be situated within a secure location.
- CCTV must be in operation and recording continuously at all times that premise open to the public.
- All CCTV recorded images will have sufficient clarity, quality and definition to enable facial recognition for evidential identification purposes.
- CCTV will be kept in an unedited format for a minimum period of 28 days.
- Where CCTV is recorded on to a hard drive system, the hard drive system must have a minimum of 28 day 'roll-over' recording period.
- CCTV will be maintained on a regular basis and kept in good working order at all times.
- CCTV maintenance records must be kept with details of the contractor(s) engaged and the work carried out by them.
- Where CCTV is recorded on to a hard drive system any DVDs subsequently produced shall be in a format such that they can be played back on a standard personal computer or standard DVD player.
- Where the recording is on a removable medium (i. Compact disc, flash card etc.), a secure storage system to store those recording mediums must be provided.
- A minimum of one member of staff to be trained in the use of the CCTV equipment. They must be able to produce and/or download and/or burn CCTV images upon request by any responsible authority and must be on site at all times that the premises are open to the public.

When live bands are playing, door staff will be required, unless prior agreement with Warwickshire Police and on production of a full risk assessment a minimum of 14 days prior to event. Warwickshire Police will have the right of veto on reasonable grounds.

When the premises are open to the public in the form of a nightclub / disco, whether on payment or otherwise, SIA door supervisors will be required.

On the nights required, door supervisors will be on duty from the start of the event until closure.

License holder will be responsible for the management and control of any queue for the venue.

Door supervisors to be employed on Christmas Eve and New Years Eve from 21.00hours until close.

DPS to make professional on going written risk assessments as to whether to employ door supervisors at any other times. The risk assessment will be made available for inspection to any of the responsible authorities on reasonable request.

A register shall be maintained of all security staff containing following details :-

- Full name and date of birth
- Name of security company
- SIA badge number

The register must be made available for inspection by any responsible authority on reasonable request.

All door supervisors working on external entrances to the premises will wear high visibility jackets.

The licence holder must produce a Drugs Policy, which will be submitted to Warwickshire Police for approval in writing, and thereafter implemented at all times. This Policy may be changed from time to time by written agreement with Warwickshire Police. That Policy shall include as a minimum the following requirements:-

- Persons suspected of being drug dealers are not to be permitted access to the event.
- Persons suspected of drug dealing upon the premises are to be immediately ejected.
- The licensee, DPS and all staff are to have a zero tolerance policy regarding the use of drugs on the premises.
- Effective procedure for the management, storage and hand-over to the Police of any drugs seized or found on the premises.
- Displaying of prominent signs indicating that the event operators have a zero tolerance policy regarding the use of drugs on the premises.
- The content of signs being displayed to include advice and enforcement information.
- An effective procedure for regular checks and recording of any locations where drug taking or supplying is likely or suspected.

There will be bound books held at the central security office on the premises, under the responsibility of the designated Security Manager for the purposes of recording incidents that take place on the premises. All incidents involving violence, drugs, disorder, weapons, illness requiring medical attention and ejections shall be recorded as soon as practicable in the incident book.

Any incident book must be made available for inspection to an officer of a responsible authority upon request.

No person who is drunk is to be permitted to gain entrance to the premises.

Alcohol must not be served to any person who is drunk.

No open vessels to be removed from the premises at anytime, on or off sales.

DPS must make on going professional risk assessments as to whether to implement a "no glassware" policy at any time dependant on event taking place.

A first aid trained member of staff who has a recognised current qualification must be on duty at all times the premises are open to the public.

A fire strategy and management control procedure is to be prepared and must be available for inspection by any responsible authority on reasonable request.

The strategy and procedure shall thereafter be complied with at all times.

Any outside smoking areas must be monitored and controlled by venue.

Any patron wishing to smoke will egress and enter the premises by the door marked D on the plan to smoke at rear of premises.

All windows and doors must be closed after 23.00hours save egress or entry.

All windows and doors will be closed (save entry or egress) when any regulated entertainment takes place, unless suitable sound insulation is in place to prevent noise break out, to the satisfaction of approved district council Environmental Health Officer.

Entrance and egress to and from the ground floor premises (Zephyr) will be via the door marked DG4 on the plan and after 23:00hours via doors DG4 and DG7.

When the ground floor is open as part of the whole venue, entrance and egress will only be via the main doors to The Assembly.

A dispersal policy is to be submitted to the Licensing Authority and Warwickshire Police for approval in writing, and thereafter implemented in full. The dispersal policy shall include as a minimum, a plan and deployment strategy for moving visitors away from the premises quickly and quietly and with minimum disturbance to local residents.

Notices shall be displayed close to all exit/entrance doors of the premises reminding patrons of the residential area and advising them to leave quietly. The licence holder must produce an age policy, which will be submitted to Warwickshire Police for approval in writing and thereafter implemented at all times. This policy may be changed from time to time by written agreement with Warwickshire Police. That policy shall include as a minimum the following requirements:-

- Effective procedures on clear pre-event advertising when event age specific.
- Clear marking on tickets when event age specific.
- Effective procedures for challenge 25 policy.
- Effective procedures for all staff on age verification.
- Effective welfare procedures to deal with any persons under 18 years of age that attempt entry.
- Effective procedures for removing any person under 18 years of age from an event and welfare thereon.
- Effective procedures on dealing with the seizure of fake/false ID.
- Effective procedures for any refusals records to be maintained.
- Effective procedures and qualifications for chaperones.

When the premises are open to the public in the form of a nightclub/disco, whether on payment or otherwise, no persons under the age of 18 years will be allowed on the premises.

At any other time any person under the age of 18 years on the premises must be accompanied by a responsible adult who has attained the age of 18 years or over.

#### *Public Safety*

A member of staff who has been trained in first aid will be on duty at all times the premises are open to the public.

Health and safety risk assessments must be carried out regularly and records must be kept and maintained.

A fire risk assessment must be carried out weekly and staff trained in the event of an emergency.

Balcony rail to be of sufficient height and standard to prevent injury and objects being knocked from a height to satisfy the Warwickshire Police Architectural Liaison Officer.

A professionally prepared fire risk assessment will be produced which will propose maximum numbers which will thereafter be agreed with Warwickshire Fire Service and West Midlands Police and become the maximum number for the premises and such capacity will not be exceeded, provided always that such number may be varied upwards or downwards by agreement with Warwickshire Fire Service and Warwickshire Police.

All windows and doors to be closed after 23:00hours (except for access and egress).

#### *Prevention of Public Nuisance*

The premises licence holder will comply with any reasonable requirements as to noise made during the event by the appropriate Responsible Authority and shall ensure the conduct of patrons leaving premises will be supervised and



monitored to minimise potential nuisance. Similarly, conduct of the general public in the vicinity will be monitored and the Police advised of inappropriate behaviour/unlawful activity.

Noise arising from activities within these premises, when measured one meter from the facade of any noise sensitive premises, shall not be such as to constitute a statutory nuisance.

All windows and doors shall be closed (except for access and egress) when any regulated entertainment takes place within the premises. (The main external doors may be excluded from this requirement only if suitable arrangements are included in the sound insulation scheme below by which noise breakout from the premises is avoided.)

No regulated entertainment shall be audible in any residential accommodation within the general structure of the premises of which The Assembly forms part or any residential premises within adjoining premises.

No regulated entertainment shall take place until a scheme of noise insulation, drawn up by a suitable acoustic expert, has been implemented to the satisfaction of the licensing authority and following completion from a suitably qualified acoustic expert, confirming implementation of the approved scheme.

#### *Protection of Children*

Sufficient staff must be on duty to ensure the protection of children from harm. All members of staff shall be fully trained in child sexual exploitation and this will be refreshed every 12 months and records kept.

The premises licence holder shall adopt the Challenge 25 Scheme and appropriate signage will be placed at the entrance to the premises and adjacent to any bar server.

The premises will operate a policy whereby any person attempting to buy alcohol or any person attempting to gain entry to the premises who appears to be under 25 years of age will be asked for photographic ID to prove their age. The only ID that will be accepted is a passport, driving licence with a photograph or an accredited proof of age card bearing the PASS mark hologram.

No one under 18 years of age in the premises after 20:00hours without the express permission of the DPS or someone acting under his/her authority.

3.4 The Licensing Department has received a representation from a local resident. This representation is attached as appendix 3.

3.5 Conditions have been agreed with Warwickshire County Council Children's Services who act as the body responsible for the protection of children from harm. These conditions are as follows:

1. No persons under the age of 18 years shall be admitted to the premises if the premises licence holder decides to exercise his/her right to put on adult entertainment as is allowed by statute.
2. When a children's event takes place all children must be accompanied by an adult. Each adult must not have more than six children to supervise and all alcoholic products shall be supervised so as to ensure children do not have access to them.
3. All management attending children's events must have a clear DBS check.
4. All windows and doors shall be closed (except for access and egress) when any regulated entertainment takes place within the premises.
5. Prominent notices shall be in place at all entrances and exits reminding customers to respect neighbours and to leave quietly. Also door staff

shall reinforce such notices verbally to all customers as they leave the premises.

3.6 No representations have been received from:

- Fire Authority
- Warwickshire Police
- Trading Standards
- Environmental Health
- Enforcement Agency for Health and Safety
- The Licensing Authority
- Authority Responsible for Planning
- National Health Service/Public Health

3.6 **These premises are located within the Council's Cumulative Impact Zone. This means that the applicant must prove that the application will not impact significantly on any of the Licensing Objectives – it is not for anyone making representations to prove it will.**

3.7 A map of the area is attached as appendix 4 and photographs of the area are attached as appendix 5.

#### 4. **Policy Framework**

##### 4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. This report shows the way forward for implementing a significant part of one of the Council's Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

<b>FFF Strands</b>		
<b>People</b>	<b>Services</b>	<b>Money</b>
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels

<b>Impacts of Proposal</b>		
The licensing policy recognises that residents within, and visitors to the District, need a safe and healthy environment to live, work and visit; and that safe and well run entertainment premises are important to the local economy and vibrancy of the District.	None	The licensing policy relates to current legislation, and, where possible, to local factors, allowing flexibility and the potential to expand and augment the local economy and promote cultural issues.

<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
None	None	None

## 4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are contained within the WDC Risk Management Policy & Guidelines.

## 5. Budgetary Framework

- 5.1 There would be costs associated with any appeal against the decision as set out in 6.1 below.

## 6. Risks

- 6.1 Any decision made by the Panel may be appealed against at a Magistrates Court within 21 days of the decision. There would be costs associated with responding to an appeal and the Council could be ordered to pay the Appellants costs if it is deemed to have behaved unreasonably.

	Plays, Films, Indoor Sporting Events, Boxing or wrestling, Performance of dance, Anything of a similar description to that falling within Live Music, Recorded Music and performance of dance (All indoors)	Live and Recorded Music (both indoors only)*	Late night refreshment	Sale of Alcohol for consumption on the premises	Sale of Alcohol for consumption off the premises	Opening Hours
Monday to Wednesday	10:00 to 02:00	10:00 to 02:00	23:00 to 02:00	10:00 to 02:00	10:00 to 23:00	10:00 to 02:30
Thursday to Saturday	10:00 to 03:00	10:00 to 03:00	23:00 to 03:00	10:00 to 03:00	10:00 to 23:00	10:00 to 03:30
Sunday	10:00 to 00:00	10:00 to 00:00	23:00 to 00:00	10:00 to 00:00	10:00 to 23:00	10:00 to 00:30

Variation for all the above except Opening Hours:

On Sundays before a Bank Holiday Monday Zephyr Lounge and The Assembly may be open and used for licensable activities to 02:30 hours. On New Year's Eve until the start of permitted hours on New Year's Day.

Variation for Opening Hours:

On Sundays before a Bank Holiday Monday Zephyr Lounge and The Assembly may be open until 03:00 hours. On New Year's Eve until the start of permitted hours on New Year's Day.

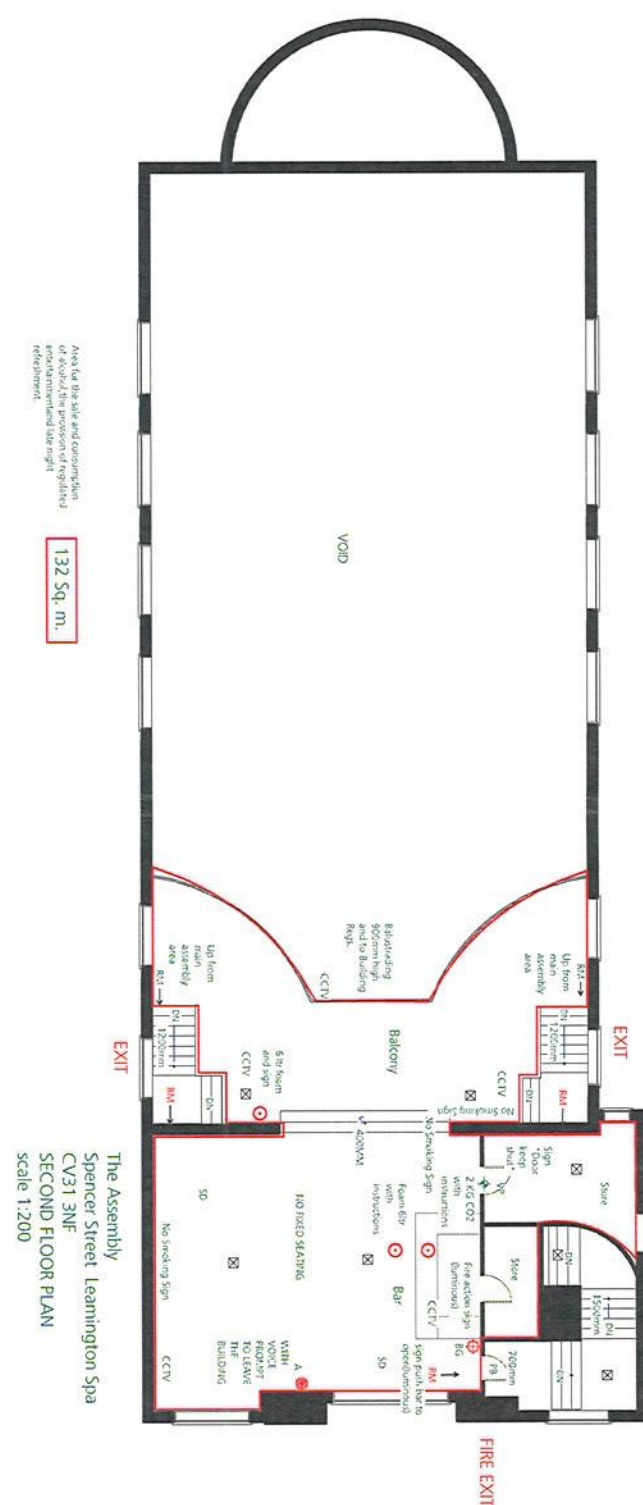
\* Between the hours of 08:00 and 23:00, when amplified live music is taking place to an audience of less than 500 people and the premises is licensed for the sale of alcohol for consumption on the premises; or when unamplified live music is taking place to any number of people on any premises, all licensing conditions applicable to the control of live music on this licence are deemed not to be in operation.  
Between the hours of 08:00 and 23:00, when recorded music is taking place to an audience of less than 500 people and the premises is licensed for the sale of alcohol for consumption on the premises, all licensing conditions applicable to the control of recorded music on this licence are deemed not to be in operation.

Last Entry Times for The Assembly and Zephyr Lounge

Sunday 00:00

Monday to Wednesday 01:30

Thursday to Saturday 02:00



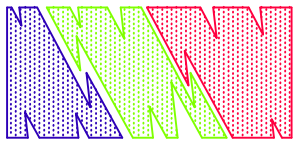




REVISIONS

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REGISTERED IN ENGLAND NO 177862

CLIENT  
Alchemy Leamington Ltd  
The Bath Assembly Hall  
Royal Leamington Spa

PROJECT  
The Bath Assembly Hall  
Spencer Street  
Royal Leamington Spa

DRG. TITLE  
Proposed Layout Plan

DATE  
November 2017

SCALE  
1:100 @ A1

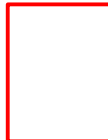
PROJECT NO:  
1076

DRG NO:  
01

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1. All walls, partitions and door casings generally be constructed of materials affording minimum half hour fire resistance in BS 476 part 21:24.
2. All plant rooms, and party walls to be constructed of materials affording minimum one hour fire resistance in BS 476 part 21:24.
3. All doors other than take doors should be 1/2 hour fire resisting doors. Plant room doors to be 1 hour fire resistant. All doors to be in accordance with BS 476 Part 21:24.
4. All fire doors assemblies to be fitted with translucent strips (in frame if possible), pressure and smoke seals - all to the fire officer approval.
5. All compartment doors not requiring self-closing devices are to be provided with keep locked safe and marked accordingly.
6. All glazing, vision panels to the resisting doors must be of fire resisting quality and be installed in accordance with BS 476 part 21:24 using translucent party.
7. All emergency exit door furniture must be the approval of the Fire Authority, and be fitted with such fastenings that can be opened easily and immediately in the event of an emergency. Any panic type fastenings must comply with BS 5722 and be marked with the word "push bar to open" immediately above the bar.
8. All wall and ceiling linings to be Class '1' surface spread of flame (as defined in BS 476 part 7) in public areas, and Class '0' (as defined in the Building Regulations) in emergency escape routes.
9. All operational fire alarm systems are to be installed in accordance with BS 5859: part 1.
10. Emergency lighting installation must be capable of maintaining illumination for a minimum period of three hours.
11. All illuminated "EXIT" signs are to comply with BS 5489 and be fully maintained at all times, and remain illuminated for a period of three hours.
12. All fire related signs and notices are to conform to BS 5489 part 1.
13. All fire related signs and notices are to conform to BS 5489 part 1.
14. Appropriate fire fighting equipment, in the form of hydraulic hose reels or sufficient 9 litre water extinguishers, in conjunction with Dry Powder and Foam Extinguishers are to be provided to the building - detailed layout to be agreed with the Fire Officer prior to installation.
15. Provide a fire blanket in an agreed location in the food preparation area.
16. All upholstered furniture complies are to conform to BS 5852: part 1 and BS 5852: part 2.
17. Any curtains / drapes to satisfy type B performance requirements of BS 5867: part 1.
18. Artificial lighting and other decorative effects are to be fire extended to the building.
19. All cable runs to be fully compliant with all Fire Alarm procedures and evacuation methods and the use of fire fighting equipment.

KEY



Area indicated in red is for the safe and supply of indicating liquor for consumption either on or off the premises and for the provision of regulated entertainment and live night entertainment

Emergency Light

Emergency exit sign

Smoke Detector

Closed Circuit TV

EXIT

EXIT

EXIT

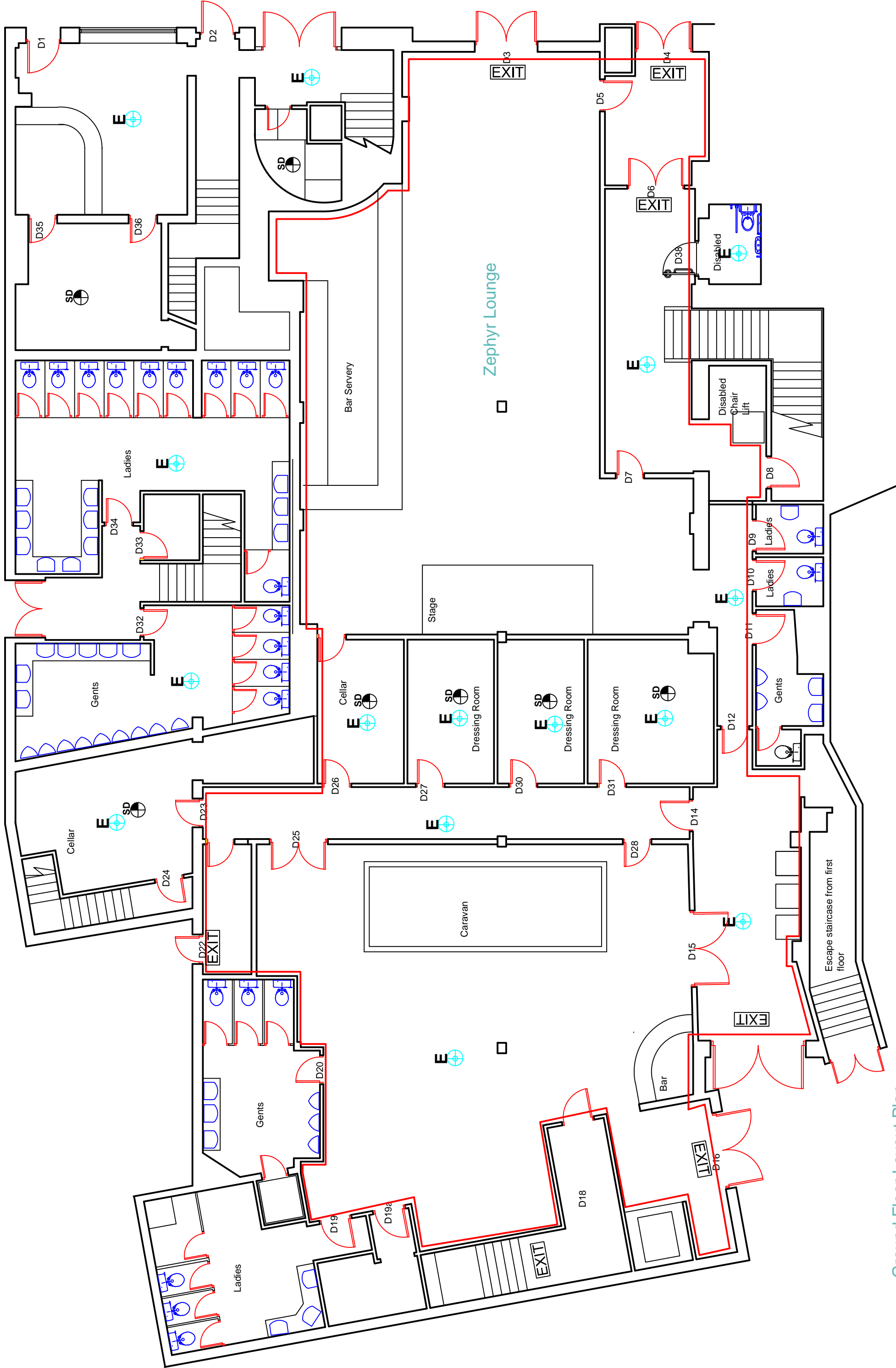
EXIT

EXIT


EXIT

EXIT

Ground Floor Layout Plan





  
 06 DEC 2017  
 06 DEC 2017  
 WARWICK DISTRICT COUNCIL  
 WARWICK  
 4.12.17

W.J. KENNY  
 FLAT 2  
 11A LOWER AVENUE  
 LEAMINGTON SPA  
 CV31 3NP

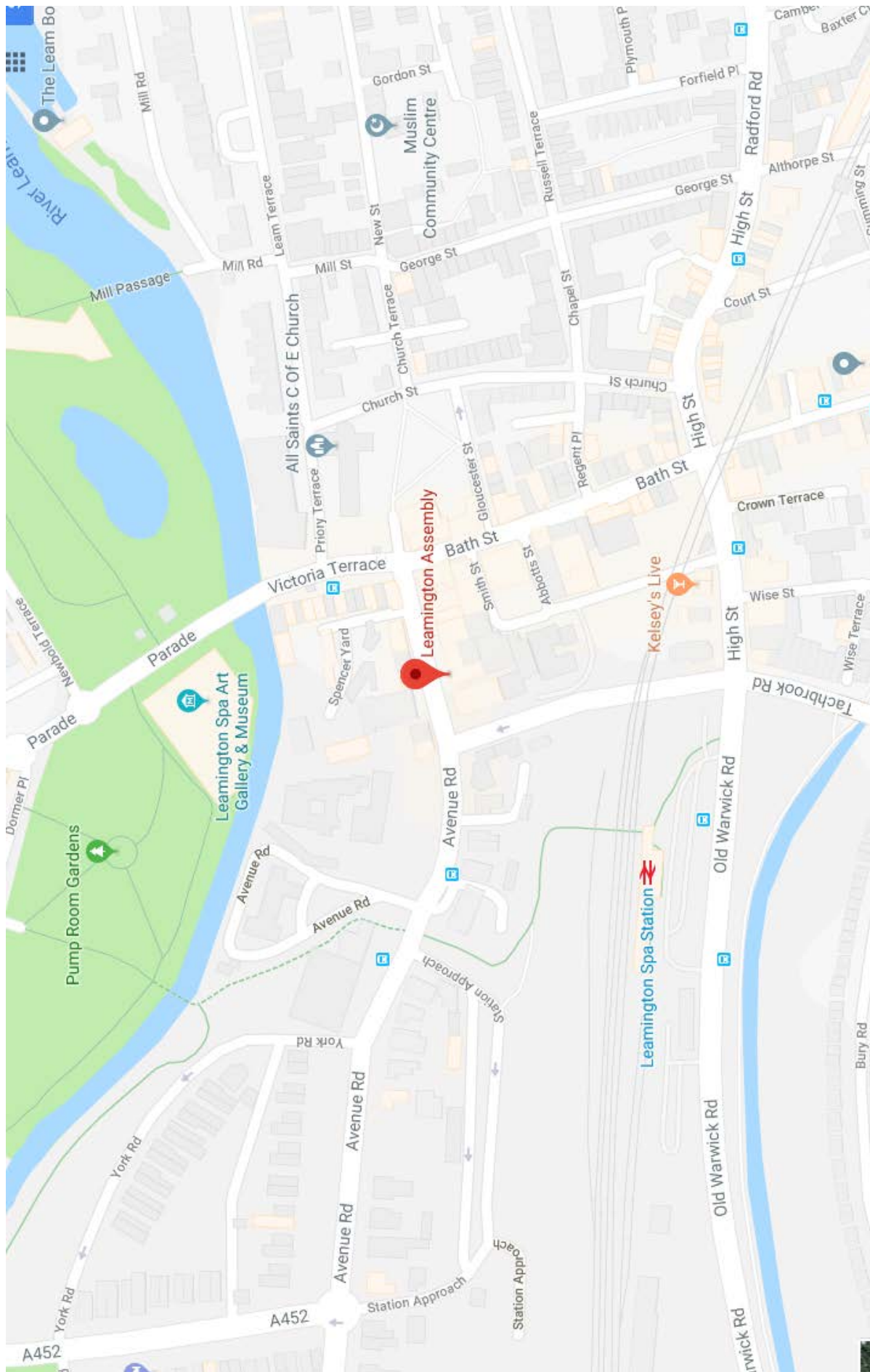
DEAR SIR,

THIS IS A LETTER OF A STRONG  
 OBJECTION AGAINST THE ASSEMBLY ROOMS  
 APPLICATION FOR A LATE NIGHT, UNTIL  
 2 AM, MON, TUES + WED, AND UNTIL 3 AM  
 THUR, FRI, SAT.

I LIVE 15 YDS FROM THE  
 NEW NIGHT CLUB WHICH IS 10 YARDS  
 FROM THE ASSEMBLY ROOMS. NEW  
 NIGHT CLUBS HAVE A LATE LICENCE AND  
 EVERY WEEKEND AND EVERY TIME IT IS  
 ON, IT IS VERY NOISY, THEIR  
 CLIENTELE ARE STILL AROUND MY AREA  
 CAUSING ASB THIS GOES ON  
 UNTIL 4.30 AM. NOW THE ASSEMBLY  
 ROOMS WANT TO JOIN IN WHO DO THEY  
 THINK THEY ARE, 2 NIGHT CLUBS

SIDE BY SIDE, CAUSING 4A/C.  
I WANT THIS APPLICATION SILENCE  
OPPOSED, ALSO WHEN NEARS GOT THERE  
LATE LICENSE WHY WASN'T LOUD AVOKE  
CONSULTED AND WHY HAVE THE ASSEMBLY  
ROOM FAILED TO CONSULT US.  
I AM A RESEARCHER BUND POLSON  
SOUTHERN WHERE THIS TUD ME  
17 DECEMBER, AND SIGNED

NIGHT CLUBS SHOW NO CONSULTATION  
AND THIS APPLICATION SHOULD  
BE DENIED, I SILENCE OPPOSE  
THIS APPLICATION FROM THE  
ASSEMBLY ROOM, 2 NIGHT CLUBS  
AND THE ASSEMBLY ROOM, 6  
NIGHTS A WEEK, ITS NOT ON THEIR  
DODGED ITS ON NINE.















# **STATEMENT OF LICENSING POLICY**

**Reviewed May 2014 &  
Approved by Warwick District Council on 25 June 2014**

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## **1. Summary and purpose**

- 1.1 Warwick District Council (the Licensing Authority) makes this Statement of Licensing Policy in pursuance of its duties and powers under the Licensing Act 2003, (the Act) and the guidance issued under Section 182 of the Act.
- 1.2 Warwick District Council (WDC) is situated in the south of Warwickshire in the centre of England. Appropriately for England's heartland, Warwick District Council's boundaries are roughly heart-shaped, embracing an area of some 28,253 hectares with a population exceeding 138,000 people. The District covers four towns, Royal Leamington Spa, Warwick, Kenilworth and Whitnash as well as a large rural area with 18 Parish Councils. It is acknowledged that the town centres have a large proportion of residential premises.
- 1.3 The policy will relate to current legislation, and, where possible, to local factors, allowing flexibility and the potential to expand and augment the local economy and promote cultural issues.
- 1.4 The aim of this Policy is to demonstrate how WDC, will promote the four licensing objectives. These objectives are:
- prevention of crime and disorder;
  - public safety;
  - prevention of public nuisance; and
  - protection of children from harm.

WDC recognises that the promotion of the Licensing Objectives relies heavily on a partnership between license holders, authorised persons, responsible authorities and other persons in pursuit of common aims.

- 1.5 In making this Policy, the Licensing Authority recognises the following:-
- that residents within, and visitors to the District, need a safe and healthy environment to live, work and visit; and
  - that safe and well run entertainment premises are important to the local economy and vibrancy of the District.
- 1.6 This Statement provides guidance to Responsible Authorities, applicants for and holders of premises licences, objectors and residents on the general approach that the Licensing Authority will implement through its Licensing Committee
- 1.7 When making its decisions on licensing applications, the Licensing Authority will have regard to the matters contained in this Statement, the Act, the guidance issued under section 182 of the Act, the provisions of the Human Rights Act 1998 and in particular, Article 6 (right to a fair and public hearing); Article 8 (right to respect for home, private and family life) and Article 1 of the First Protocol (right to peaceful enjoyment of property and possessions), and the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000.
- 1.8 This Statement covers the period up to 30<sup>th</sup> August 2018 and will be kept under review and revised as required, following consultation where necessary.

## **2. Licensing Policy & South Warwickshire Community Safety Partnership**

- 2.1 The 1998 Crime and Disorder Act and subsequent amendments require the Police and local authorities to work together and with others to reduce crime and disorder. To this end, Crime & Disorder Reduction Partnerships were formed and are now called Community Safety Partnerships.
- 2.2 South Warwickshire Community Safety Partnership (SWCSP) was formed in September 2008 when the district crime and disorder partnerships for Stratford & Warwick districts merged following years of close collaboration. The vision statement for SWCSP is *'that the districts should be an attractive, environmentally sustainable, desirable area to live in, work and visit, with a sense of safety which reflects the low risk of becoming a victim of crime in the area'*.
- 2.3 Tackling violent crime has remained a priority in Warwick District since 1998 with Leamington Town Centre as the main focus of partnership activity. Tackling violent crime and specifically street violent crime is one of three SWCSP priorities. A 60 point partnership action plan is in place to reduce violent crime and rowdy behaviour in our town centres.
- 2.4 The policy of working with licensees in South Warwickshire has delivered national best performance and practice.
- 2.5 The age group most likely to be victims and perpetrators of violent crime is 18-30. A key initiative to engage with this group is Operation 'Your Town, Your Choice' which takes place on pay-day weekends in hot-spots at the busiest times of 9pm to 4am. An early intervention approach is used utilising direct to leave dispersal authorities together with designated public places powers and has a real impact on reducing violence and rowdy behaviour.
- 2.6 This best example of partnership working across all agencies in South Warwickshire illustrates the commitment to tackling on-street violent crime. In addition enhanced policing, Street Marshals, Street Pastors and CCTV control rooms support this approach.
- 2.7 Joint Licensing Enforcement visits are a key feature of these evenings ensuring that licensees are taking their responsibilities seriously. Engagement with 18 to 30 year olds is carried out on roads closed to traffic. Health related activities are offered in exchange for completing questionnaires on particular themes, for example, pre-loading. Results from these activities and questionnaires inform how and when the hot-spots are staffed and how young people can be assisted in having an enjoyable and safe night. A unique partnership pilot with St John Ambulance Service has provided a care and repair service on busy nights in Leamington called 'The Cabin' and staffed by up to 10 volunteers.
- 2.8 A further developing part of this approach is the Street Pastor Scheme introduced in 2013. The scheme provides a vital service, and integrates well into the overall multi-agency approach adopted. Further information about Street Pastors may be obtained on their website at [www.leamingtonspa.streetpastors.org.uk](http://www.leamingtonspa.streetpastors.org.uk)

### **3 Delegation of Functions for Regulatory Matters**

- 3.1 The Council has established a Licensing Committee with delegated powers to deal with licensing matters
- 3.2 The Licensing Committee has delegated the decision making to Licensing Panels when a hearing is required. These Panels are sub-committees consisting of three members of the full Committee. All other matters that do not require hearings have, upon Home Office advice, been delegated to officers.

### **4 Further Strategies**

- 4.1 WDC has adopted the following strategies that it feels will help it to achieve its desired goals:
- It will work together with all partners as well as local businesses and residents to try to achieve an acceptable level of harmonisation between the two, accepting that this may not always be possible.
  - It accepts that an active and successful Crime and Disorder Partnership is one of the key factors in achieving its desired goals.
  - It recognises the importance of working with other agencies and holds and organises a Multi- Agency Licensing Group on a regular basis to discuss any problems that may arise within its district.
  - The value of action plans as a method of obtaining compliance from premises is recognised and used whenever they become necessary.
  - An Enforcement Policy which incorporates the Regulator's Compliance Code has been adopted. Both of these may be found on WDC's website,
  - In recognising the need to minimise late night noise nuisance, WDC would expect that after 23.00 all persons outside the premises would move indoors, and that any sound, amplified or unamplified, from within the premises should not disturb residents in neighbouring domestic properties. However, any conditions added to the premises licence to achieve this aim will be proportionate, enforceable and relevant to that particular premise.
  - WDC has adopted a special policy addressing the cumulative impact of the number of licensed premises in Leamington Spa Town Centre. Full information on this policy may be found at paragraph 10 below.

### **5. The four Licensing Objectives**

#### **5.1 Prevention of Crime and Disorder**

- 5.1.1 In addition to the requirement for the Licensing Authority to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions, and to do all it reasonably can to prevent crime and disorder in the District.
- 5.1.2 The Licensing Authority will expect all licensed premises to be managed responsibly.

- 5.1.3 When considering applications for premises licences for late night refreshment the Licensing Authority will take into account the potential for high levels of disorder that this type of premises may cause to the night time environment.
- 5.1.4 The Licensing Authority will consider attaching conditions to licences and certificates to prevent crime and disorder. Any such conditions imposed will be tailored to the style and characteristics of the premises and the type of activities expected to take place. Any conditions added will be precise and enforceable and will be unambiguous and clear in what they intend to achieve.
- 5.1.5 The Licensing Authority recognises that there are a number of mechanisms for addressing unlawful or anti-social behaviour that occurs away from licensed premises, qualifying clubs and temporary events. These include:–
- planning controls;
  - enforcement of Environmental Protection legislation (e.g. on noise nuisance);
  - positive measures to provide a safer and clean town centre;
  - environmental controls, in partnership with local businesses, transport operators and other departments of the Council;
  - powers to designate parts of the District as restricted alcohol areas
  - police enforcement of the law with regard to disorder and anti-social behaviour, including the issue of fixed penalty notices;
  - dispersal of people quickly and safely from town centres to avoid concentrations which may produce disorder and disturbance;
  - the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk;
  - confiscation of alcohol from adults and others in designated areas;
  - all current police and local authority powers of closure in force at the time
  - the power of police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

## **5.2 Public safety**

- 5.2.1 The Licensing Authority will consider attaching conditions to licences and certificates to promote public safety. Any such conditions will be tailored to the style and characteristics of the premises and the type of activities expected to take place there and will be precise and enforceable and will be unambiguous and clear in what they intend to achieve.

## **5.3 Prevention of public nuisance**

- 5.3.1 The Licensing Authority will take an objective view as to the potential for nuisance and will seek to attach appropriate and proportionate conditions to licences and certificates where necessary in order to prevent it. The conditions added will be precise and enforceable and will be unambiguous and clear in what they intend to achieve. Any such conditions imposed will be tailored to the style and characteristics of the premises and the type of activities expected to take place there. In each individual case that arises following representation, the Licensing Authority will:
- consider the potential for nuisance associated with the style, characteristics and activities of the licensable activity involved;
  - examine the potential steps which could be taken to reduce the risk of nuisance, particularly in areas of dense residential accommodation; and

- consider restricting the hours of the licence or the licensable activity only as a last resort because of the potential impact on disorder and anti-social behaviour from fixed and artificially early closing times.

5.3.2 By way of guidance, the Licensing Authority would expect that after 23.00 all patrons of a licensed premises will move indoors, and any amplified sound to be inaudible in neighbouring domestic properties.

5.3.3 Any exceptions to this would need to be justified in an operating schedule showing how the licensing objectives were still being achieved.

5.3.4 The Licensing Authority expects that premises should usually be closed within half an hour of the end of the last licensable activity.

5.3.5 The Live Music Act 2012 removed live music from the scope of the Licensing Authority, subject to the satisfaction of certain criteria, so it is recognised that its controls in this respect have been reduced. However, conditions may be added or reinstated at a review hearing which will bring live music for that particular premises into the licensing regime. This means that it would be within the licensing Authority's powers, at a review hearing, to place a condition on the premises licence prohibiting the playing of live music at any time. This may arise, for example, if the premises is not suitable for the live music being played; or if frequent disturbance is being caused by the music.

#### **5.4 Prevention of Harm to Children**

5.4.1 Nothing in this statement of policy limits the access of children to licensed premises unless it is necessary for the prevention of harm to children. However, this authority does not consider that children should be encouraged to mix in areas that are frequented by the adult drinking public, such as busy town centres. For this reason, birthday parties, etc., for the 18 and under demographic will be actively discouraged in these area.

5.4.2 Areas that may give rise to particular concern in respect of children include premises:

- With a known association with drug taking or dealing;
- Where there is a strong element of gambling on the premises;
- Where entertainment of an adult or sexual nature may be provided (e.g. topless bar staff, striptease, lap/table/pole dancing, strong and offensive language).

5.4.3 It is acknowledged that complete exclusion of children will be rare but the options to be considered by the Council for limiting access of children, where regarded as necessary for the prevention of harm to children, may include any of the following:

- Limitations on the hours when children may be present;
- Age limitations (below 18);
- Limitations or exclusions when certain activities are taking place;
- Restrictions or exclusions in respect of parts of premises;

- Requirements for an accompanying adult;
- Full exclusion of people under 18 from the premises when any licensable activities are taking place.

5.4.4 The Licensing Authority cannot impose conditions requiring the admission of children to any premises. Where no licensing restriction is necessary, this will remain a matter for the discretion of the individual licensee or club.

5.4.5 In the case of premises giving film exhibitions, the Licensing Authority expects licensees or clubs to include in their operating schedules arrangements to ensure that children will be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classifications.

5.4.6 Where a number of children are expected to attend regulated entertainment (e.g. theatre production, 'junior disco', film shows), the Licensing Authority may consider the need to require a specified number of adults to be present at the place of entertainment to control the access and egress of children and to assure their safety. The number of adults required will need to be calculated on the basis of a risk assessment by the applicant and will need to take into consideration the size of the venue, the number and ages and ability of the children present and the type of activity involved. These matters will need to be addressed by the applicant as part of the operating schedule.

5.4.7 The Licensing Authority will consider attaching conditions to licences and certificates to prevent harm to children. Such conditions will be appropriate to the premises and will be precise and enforceable and will be unambiguous and clear in what they intend to achieve.

5.4.8 The Licensing Authority expects all premises to comply with statutory conditions requiring that a policy must be adopted, laying out how they will address underage drinking. This must be shown in the operating schedule of any premises licence application or variation.

**NOTE:** In the event of any variation submitted to remove any conditions where a hearing is necessary, evidence would be expected to be submitted to the Licensing Panel by the applicant that the change would not impact on the licensing objectives

## **5.5 Health**

5.5.1 The Licensing Authority recognises the role of Public Health England acting in its role as a Responsible Authority. Public Health England can make representations in response to either a full licence application or an application for a variation in the conditions of an existing licence. They can also call for the review of a licence if they feel it breaches a licensing objective. Any representation must relate specifically to the premises in question and cannot be a general objection.

5.5.1 Representations made by Public Health England must be evidence-based and must demonstrably refer to one or more of the licensing objectives. As there is currently no licensing objective directly relating to public health, Public Health England must ensure their representations are relevant to one of the four existing objectives.

## **5.6 The Licensing Authority as a Responsible Authority**

- 5.6.1 The Licensing Authority are empowered to make representations against new applications for and variations applications to premises licences, as well as call for a review.
- 5.6.2 A procedure has been put into place to ensure that any representation made by the Licensing Authority as a Responsible Authority will be made without prejudicing its ability to determine the application in a fair and objective manner.

## **6. Other Considerations**

### **6.1 Live Music, Dancing & Theatre**

- 6.1.1 This Policy recognises the need to encourage live music, dancing and theatre for the wider cultural benefits of the community generally. In addressing such issues, the potential for disturbance to residents will try to be balanced with the wider cultural benefits to the wider population.

### **6.2 Integration of Strategies**

- 6.2.1 The Licensing Authority will secure the proper integration of this policy with local crime prevention, anti-social behaviour away from licensed premises, planning, transport, tourism and cultural strategies by:
- Liaising and consulting with Warwickshire Police, Community Safety Forum, and considering any guidance from the crime and disorder strategy document; and
  - Liaising and consulting with the appropriate Council Officers, the Planning Committee, the Executive, and considering guidance in the Local Plan.
- 6.2.2 Specific conditions may be attached to premises licences, where appropriate, to reflect local crime prevention strategies. Such conditions may include
- the correct use of well installed closed circuit television cameras;
  - the provision and use of shatterproof drinking receptacles;
  - a drugs and weapons search policy;
  - the use of ID scanners
  - the use of registered door supervisors;
  - specialised lighting requirements;
  - restrictions on hours of opening and licensable activities.
- 6.2.3 Certificates issued to club premises will reflect local crime prevention strategies and may include any or all of the requirements listed above. The Licensing Authority will have regard to any local orders and/or strategies relating to street drinking.

## **7 Other regulatory regimes**

- 7.1 This policy will avoid duplication with other regulatory regimes wherever possible. The following advice relates to specific regimes but is not exhaustive:-

## **7.2 Health and Safety**

- 7.2.1 Premises will normally have been visited by the Council's Health and Community Protection inspection staff with regard to health and safety enforcement at the premises. Certain premises will not fall under this regime and will be the subject of health and safety enforcement by the Health and Safety Executive (HSE). These regimes place a range of general and specific duties on employees, employers, operators of venues and members of the public. Matters arising out of the Health and Safety at Work etc Act 1974 and associated Regulations should not be the subject of conditions that duplicate statutory H&S requirements.

## **7.3 Fire Safety**

- 7.3.1 Premises and their operators will have statutory duties under the current fire safety regime to ensure the safety of patrons visiting the premises. The operating schedule should state the precautions that will be taken to ensure the safety of the public.

## **7.4 Food Hygiene**

- 7.4.1 Premises selling alcohol and/or premises engaged in a food business must be registered with WDC and subject to risk-based food hygiene inspections at regular intervals. The inspections are carried out by the council's Health and Community Protection officers.

## **7.5 Noise**

- 7.5.1 Statutory and public nuisances are dealt with by the Council's Health and Community Safety Section under the Environmental Protection Act 1990 and associated legislation.

## **7.6 Planning**

- 7.6.1 Premises that apply for a licence or a variation of a licence should be aware that they may also need planning permission to carry out the activities applied for.

## **8 Standard Conditions**

- 8.1 The Licensing Authority does not support the use of blanket conditions which, if imposed, may be seen as disproportionate and overly burdensome. Conditions attached to licences will be tailored to the individual styles and characteristics of the premises and events concerned and will be precise and enforceable and will be unambiguous and clear in what they intend to achieve.

## **9 Enforcement**

- 9.1 Inspections of premises will be on a risk assessed basis, to be undertaken when and if judged necessary, assisted by information provided by the Multi Agency Licensing Group.



## **10 Special Policy Regarding Cumulative Impact**

- 10.1 The Licensing Authority recognises that there is a difference between the cumulative impact of premises and commercial need. The latter is a function of market forces and is not a factor the Council may take into account in the discharge of its licensing function.
- 10.2 The Licensing Authority adopted a special policy regarding cumulative impact in November 2005 at the commencement of the Licensing Act 2003 where it considered that a significant concentration of licensed premises would have an impact on the licensing objectives and granting of further licences in that area would add to this impact. When adopting the special policy reference to the steps outlined in the relevant part of the guidance issued under section 182 of the Act.
- 10.3 The Licensing Authority formed two saturation zones, based on information supplied in 2005 on crime and disorder and other related matters. The area and its necessity has been ratified by further figures supplied to the Licensing Authority in January 2009 as part of its review of the cumulative impact policy.
- 10.4 The two zones, when joined together, form the same area as the Leamington Safer Neighbourhood area. In the interest of clarity and transparency, the two zones have been amalgamated into one cumulative impact zone. Properties on both sides of any road which borders the zone are deemed to be included within the zone. A plan of the zone may be found at the end of this policy as Appendix 1.
- 10.5 It is considered that the cumulative impact of further new licences in this zone may lead to the area becoming further saturated with premises of a certain type, including pubs, clubs, takeaways and off licences, making the area a focal point for large groups of people, thereby creating exceptional problems of disorder and nuisance over and above the impact from the individual premises themselves.
- 10.6 The special policy regarding cumulative impact will not be used to try to revoke an existing licence or certificate when representations are made about the way the premises are being operated. However, the special policy may be a justification to refuse an application or to vary a licence or certificate.
- 10.7 The Licensing Authority will not operate a quota of any description including the special policy, that would pre determine an application. Each application will be considered on its individual merits. Proper regard will be given to the contrasting styles and individual characteristics of the premises concerned, and the differing impact they will have on the local community.
- 10.8 If an application for a premises licence within the cumulative impact zone is made, the Licensing Authority will expect the applicant to demonstrate in their operating schedule, the steps to be taken to prevent problems of nuisance and public safety and the steps to be taken to promote the reduction of crime and disorder. **The onus of proof will be on the applicant to show that the application will not impact on the four licensing objectives**

10.9 The Licensing Authority will consider the individual merits of all applications and where it feels to grant the application would be unlikely to add significantly to the cumulative impact in light of the licensing objectives, the Licensing Authority may grant the application.

10.10 The policy will be subject to review.

## **11 Responsible Authorities**

11.1 A list of contact details for Responsible Authorities authorised under the Act is attached to this policy as Appendix 2.

11.2 Responsible Authorities are able to make representations regarding new or variation applications for premises licences and also to seek a review of a current premises licence.

11.3 Representations will only be relevant if they relate to one or more of the licensing objectives referred to in paragraph 5.

## **12. Early Morning Restriction Orders (EMROs) and Late Night Levy (LNL)**

12.1 Following a report from officers, Warwick District Council's Licensing Committee recommended to full Council that it was felt, at the current time, the application of a LNL or EMROs was not appropriate for the council's area.

12.2 The Licensing Committee's recommendation was accepted by full Council during 2013.

12.3 However this Council, in March 2014, has requested officers to review the situation subsequent to Central Government's current consultation on licensing matters and to bring forward an updated report at the earliest possible time on the implications of introducing a late night levy in Warwick District.

## **13 Restricted Drinking Zone**

13.1 The Criminal Justice and Police Act 2001 includes a number of powers to combat crime and disorder, including measures to deal with alcohol related problems. The act gives local authorities the power to designate areas 'Restricted Drinking Zones' where it will become an offence for any person to drink alcohol after being requested not to do so by a police officer.

13.2 The entire area covered by Warwick District has been designated a Restricted Drinking Zone.

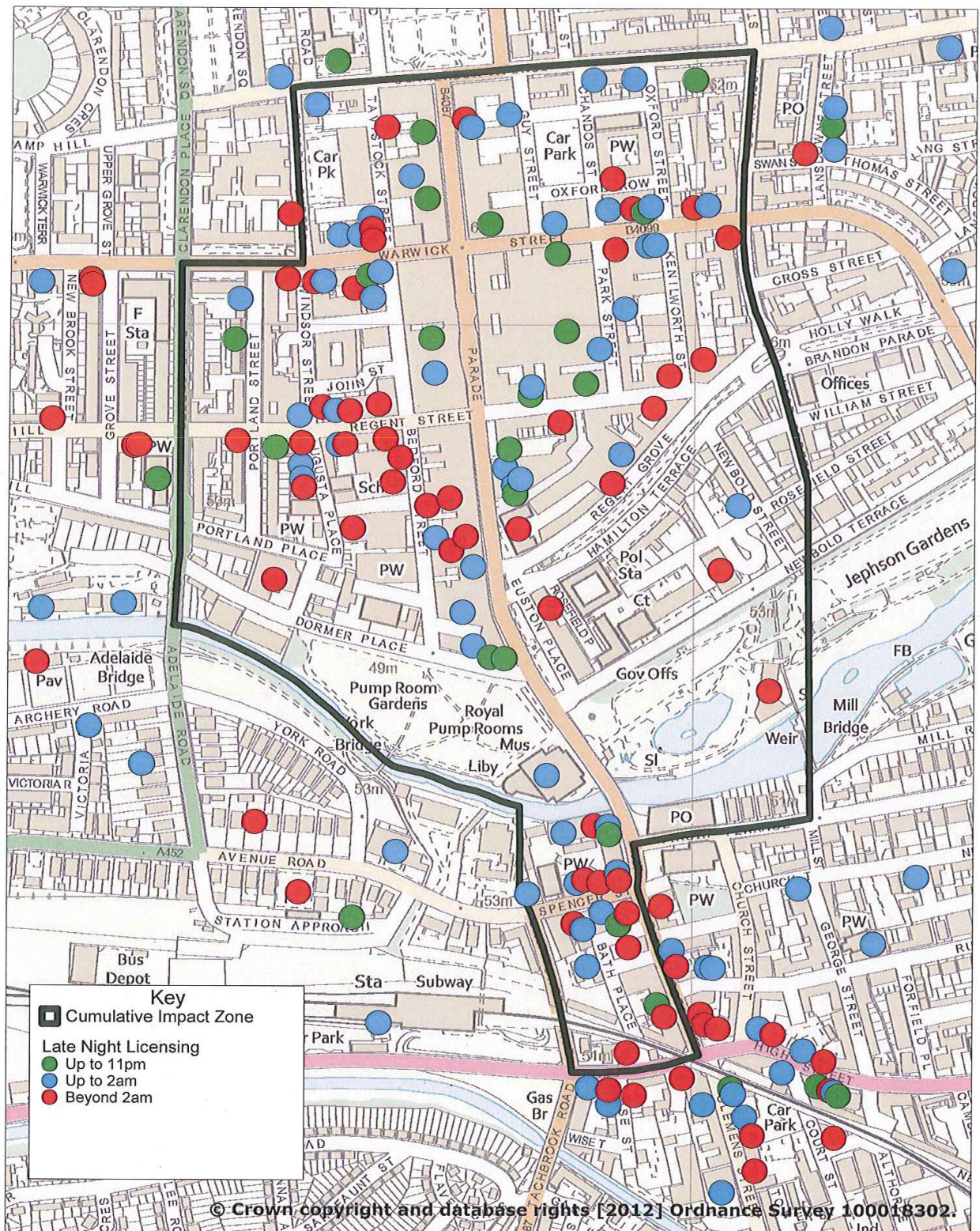
13.2 This means that, anywhere in the district, it is an arrestable offence to fail, without reasonable excuse, to comply with a police officer's request to cease drinking alcohol. The police also have the power to confiscate and dispose of any alcohol and containers in the person's possession.

## **14 Further Information**

- 14.1 The Licensing Authority has produced guidance documents for applicants.
- 14.2 The Council's Health and Community Protection Section offers advice on the process for, and, progress of, applications and as to whether particular activities need to be licensed. If detailed advice on the requirements of the legislation and how it affects you and your premises is required, independent legal advice should be sought.
- 14.3 The granting of a licence under the Licensing Act 2003 does not obviate the need for permissions or consents required under other legislation.



## Appendix 1 – Cumulative Impact Zone (current for 2013)



### Late Night Licences & Cumulative Impact Zone

Scale: 1:5000

Date: 16 October 2012

Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire. CV32 5HZ

Tel: 01926 410410





## **Appendix 2 – List of Responsible Authorities**

### **POLICE:**

Chief Officer of Police  
Warwickshire Police Licensing Team  
Warwickshire Justice Centre Leamington Spa  
Newbold Terrace  
Leamington Spa  
Warwickshire  
CV32 4EL

Tel: 01926 684033

Fax: 01926 684038

Email: [Liquor.Licensing@warwickshire.pnn.police.uk](mailto:Liquor.Licensing@warwickshire.pnn.police.uk)

### **FIRE AUTHORITY:**

County Fire Officer  
Warwickshire Fire & Rescue Service  
Warwick Street  
Leamington Spa  
CV32 5LH

Tel: 01926 423231

E.Mail: [firesafety@warwickshire.gov.uk](mailto:firesafety@warwickshire.gov.uk)

### **ENFORCEMENT AGENCY FOR HEALTH AND SAFETY:**

Regulatory Manager  
Health and Community Protection  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Tel: 01926 456707

Email: [ehsafety@warwickdc.gov.uk](mailto:ehsafety@warwickdc.gov.uk)

### **AUTHORITY RESPONSIBLE FOR ENVIRONMENTAL HEALTH:**

Environmental Sustainability Manager  
Health and Community Protection  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Tel: 01926 456714

Email: [ehpollution@warwickdc.gov.uk](mailto:ehpollution@warwickdc.gov.uk)

### **THE LICENSING AUTHORITY:**

Safer Communities Manager  
Health and Community Protection  
Warwick District Council  
Riverside House  
Milverton Hill

Royal Leamington Spa  
CV32 5HZ

Tel:  
Email:

**AUTHORITY RESPONSIBLE FOR PLANNING:**

Gary Fisher  
Group Leader Development Control  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Tel: 01926 456541  
Email: [gary.fisher@warwickdc.gov.uk](mailto:gary.fisher@warwickdc.gov.uk)

**BODY RESPONSIBLE FOR THE PROTECTION OF CHILDREN FROM HARM:**

Keith Edwards  
Assistant Head of Service  
Planning and Performance Children  
Young People and Families Directorate  
Saltisford Office Park,  
Ansell Way  
Warwick  
CV34 4UL

Tel: 01926 731139  
Email: [sslicensingapplications@warwickshire.gov.uk](mailto:sslicensingapplications@warwickshire.gov.uk)

**WARWICKSHIRE COUNTY COUNCIL (WEIGHTS & MEASURES):**

Simon Coupe  
Divisional Trading Standards Officer  
Old Budbrooke Road  
Warwick  
CV35 7DP

Tel: 01926 414040  
Email: [simoncoupe@warwickshire.gov.uk](mailto:simoncoupe@warwickshire.gov.uk)

**PUBLIC HEALTH ENGLAND:**

Public Health Department (Licensing)  
NHSWarwickshire/Warwickshire County Council  
PO Box 43 – Shire Hall  
Warwick  
CV34 4SX

Email:  
[PublicHealth5PMPUBLICHEALTHWARWICKSHIREPCT@warwickshire.nhs.uk](mailto:PublicHealth5PMPUBLICHEALTHWARWICKSHIREPCT@warwickshire.nhs.uk)