



Licensing Policy

Achieving the right balance

18 September 2012

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1. Introduction

- 1.1 Applicants are encouraged to read this policy before applying for a licence. Where relevant representations are received by the Licensing Authority from a person or body opposing an application, then unless the parties agree that there is no need for a hearing, the application shall be heard before a Licensing Sub-Committee drawn from the Licensing Committee. A Licensing Sub-Committee shall also have regard to this policy when making its decision.
- 1.2 The only factors that a Licensing Sub-Committee shall take into account (subject to 1.7 are the four licensing objectives, namely:
- **the prevention of crime and disorder**
 - **public safety**
 - **the prevention of public nuisance**
 - **the protection of children from harm**
- 1.3 Any other matters covered in this policy that do not relate to the licensing objectives cannot be taken into account by a Licensing Sub-Committee. For example, one of the Council's key priorities in its Community Plan for 2007-2017 is to make Richmond upon Thames the greenest borough in London. The Licensing Authority would like to see the licensed trade focus on 'green' issues. (see 2.5 below) However, when determining a licence a Licensing Sub-Committee cannot take into account 'green' issues where they do not relate to the licensing objectives. This is merely a suggestion for applicants and existing licence holders, as they are practices the Council would seek to encourage. The Licensing Authority cannot insist that such practices are followed.
- 1.4 Applications for new premises licences or club premises certificates or for variations to existing ones, that attract relevant negative representations that are not withdrawn will be determined by a Licensing Sub-Committee that will consider each application on its individual merits. In the absence of a relevant negative representation, an application will be granted by officers in the terms sought by the applicant under delegated powers.
- 1.5 It is expected that a Licensing Sub-Committee will generally apply this policy, though it may depart from the policy if the individual circumstances of the application warrant such a departure. In such circumstances, a Licensing Sub-Committee must be able to justify such a departure in the reasons given in the decision notice. Such reasons will need to be based upon the promotion of the licensing objectives.
- 1.6 This policy will not over-ride any obligations under the Licensing Act 2003 ('the Act') or any other relevant legislation or relevant case law. The Licensing Authority in preparing this policy has had regard to the Home Office Statutory Guidance imposed by section 182 of the Licensing Act 2003 ('the Guidance') amended in April 2012. The Licensing Authority consulted with the statutory consultees with regard to this policy.

- 1.7 Advice on making an application or representation can be sought from the Council's web site www.richmond.gov.uk or by contacting the Licensing Authority by telephone on 020 8831 6455 during normal office hours or via email at: licensing@richmond.gov.uk

2. Integrating Strategies

- 2.1 The Secretary of State recommends that licensing policies should provide a clear indication as to how the Licensing Authority will secure the proper integration of its licensing policy with local crime prevention, planning, transport, tourism, race equality schemes, cultural strategies and any other plan introduced for the management of town centres and the night time economy. Guidance states that many of these strategies are not directly related to the promotion of the four licensing objectives, but, indirectly, impact upon them. Co-ordination and integration of such policies, strategies and initiatives are therefore important. **Appendix 'A'** sets out the boroughs key strategies and priorities.

3. Other Visions

- 3.1 This policy aims to 'achieve the right balance' through consideration of the needs of businesses whilst respecting the needs of residents to be able to go about their normal lives without undue interference or disturbance from licensable activities.
- 3.2 The Council encourages:
- Entertainment (live music, dancing, theatre, plays)
 - Cultural diversity
 - Choice
 - Family friendly environments
 - Focus on food
 - Quality standards
 - Environmentally responsible premises
- 3.3 The Council encourages a diverse range of services beyond the sale of alcohol. It does not wish to create or promote a trend towards a 24 hour vertical drinking or off-sales culture.
- 3.4 The Council is committed to all measures that may reduce incidents of drunkenness and antisocial behaviour in the borough, and discourages promotions that may lead to excessive consumption of alcohol.
- 3.5 The Council has no specific areas of the borough that are in need of regeneration from licensable activities. There are specific areas of the borough where certain changes of use under planning legislation will not be allowed due to existing concentrations. This includes A3 restaurants, A4 drinking establishments and A5 hot food takeaways. Applicants who may be seeking a

change of use to premises as well as a premises licence should check with the Council's Development Control section to see if there are such restrictions in the area in which they wish to apply.

4. Cumulative Impact

- 4.1 Cumulative impact means the potential impact upon the promotion of the licensing objectives by a significant number of licensed premises concentrated in one area. A cumulative impact policy was incorporated into the Licensing Policy following the decision of Council in June 2005 and continues to form an important part of this current policy.
- 4.2 The effect of the cumulative impact policy is to create a rebuttable presumption that applications for new premises licences or club premises certificates or variations that are likely to add to the existing cumulative impact will normally be refused, following relevant representations, unless the applicant can demonstrate that there will be no negative cumulative impact on one or more of the licensing objectives.
- 4.3 The Council remains of the opinion that it needs to maintain the two geographical areas in Richmond and Twickenham town centres as shown in **Appendix B** and **Appendix C** as 'cumulative impact zones' and that all licensing applications in these zones should be subject to the tough test referred to in 4.2 above. Both town centres continue to experience crime and disorder, low level anti social behaviour (asb) and commercial noise complaints above those experienced elsewhere in the borough. The evidence has been re-examined and while low level asb is considerably lower than was the case in early 2005, indicating that the policy is working and ought to be continued, there is still an undesirable amount of asb particularly linked to the night time economy. The borough as a whole is a low crime area in comparison with the rest of London. Much good work has been done in partnership between licence holders and the regulatory authorities. There is still room for further improvement to make the night time economy in Richmond and Twickenham in particular more accessible to a wider range of visitors and residents, while also reducing the negative impacts on residents and other businesses. Richmond and Twickenham town centres continue to be the hot spots for many of the police crime and disorder indicators.
- 4.4 The Cumulative Impact Policy (CIP) arose out of evidence presented to the Council's Regulatory Committee, specifically the April 2009 low level asb survey data in the Make Associates Report (accessed through the Council's web site www.richmond.gov.uk search under Licensing Act 2003 or Make Associates) and its positive impact was evidenced in subsequent reports. The Licensing Authority considers that the previous reports confirm that the CIPs have had an appropriate effect and continue to believe that the CIPs are appropriate for the promotion of the licensing objectives.
- 4.5. This special policy maintains the broad approach adopted in 2008 and also incorporates minor variation applications as brought in by changes to the Licensing Act in 2009. It applies to all applications for new or variation

applications, major or minor, for premises licences or club premises certificates in the cumulative impact zones. The effect of the policy is that subject to relevant representations being received, applications will normally be refused. This policy is intended to be tough and will only be overridden in exceptional cases.

4.6 Exceptions might arise, for example, where the applicant can demonstrate that their proposed operation will have no negative impact on one or more of the licensing objectives in the town centres and beyond. Applications must directly address the underlying reasons for this policy in order to demonstrate why an exception should be made in any particular case. An exception may be made where the application proposes, for example:

- To substitute one type of premises with another which is likely to have a lesser impact on the licensing objectives.
- To substitute one licensable activity with another.
- To effect a real reduction in capacity.
- To replace vertical drinking with seated consumption and or waiter service.
- To make alterations to the premises that maintains the status quo or enhances the premises without negatively impacting on the licensing objectives.
- Where a reduction in hours of operation is proposed.

This list is not intended to be an exhaustive or prescriptive list of when exceptions may be found as each case will be determined on its individual merits.

4.7 The policy presumption to refuse an application within the cumulative impact zone does not relieve responsible authorities or interested parties from the need to make 'relevant representations' (as defined by section 18(6) or 72(7) of the Licensing Act 2003). If there are no relevant representations against an application then the Licensing Authority must grant the application in terms that are consistent with the operating schedule submitted.

4.8 Where relevant representations are received and not withdrawn, the application will be determined by a Licensing Sub-Committee who will consider the application and submissions from the applicant in order to determine whether it would be justified in departing from this special policy in the light of the individual merits of the case.

4.9 The cumulative impact policy is not absolute and it is for the applicant to show what exceptional circumstances should be considered. The Licensing Authority recognises that the impact can be expected to be different for premises with different styles and characteristics. For example, whilst a large nightclub or high capacity public house might add to problems of cumulative impact, a small restaurant or a theatre may not. There are other factors that might contribute to an application being considered as an exception, such as the licensable activities sought, the hours of operation, management standards applied or to be applied

- to the operation inside and outside of the premises, including door supervision, acoustic controls, CCTV coverage inside and outside the premises, smoking controls, safe capacities, management of exterior spaces, neighbour considerations. The above list is neither exhaustive nor prescriptive. It is indicative of the sort of matters that an applicant might include in their operating schedule to demonstrate how they seek to work within the Council's special policy.
- 4.10 It may be appropriate and proportionate to refuse a premises licence for a premises where evidence suggests that an increased licensed capacity would have a negative effect on crime and disorder in areas beyond the licensee's control. Where changes proposed will have a positive effect the application may be granted subject to the above cumulative impact criteria, relevant case law, guidance and legislation.
- 4.11 If the Licensing Sub-Committee decides that an application should be refused it will still need to show that in light of the cumulative impact policy the grant of the application would undermine the promotion of one or more of the licensing objectives and that the imposition of conditions would be ineffective or disproportionate in preventing cumulative impact.
- 4.12 The policy aim is to ensure that the two central areas of Richmond and Twickenham can be attractive day and evening centres for residents and visitors, viable for a range of business enterprises while continually trying to reduce the negative impacts associated with licensed premises and or their users. The cumulative impact policy will be kept under review by the Licensing Authority.

5. The Prevention of Crime and Disorder

In considering an application a Licensing Sub-Committee shall have regard to the following:

Closed Circuit Television (CCTV)

- 5.1 The primary purpose for having CCTV in and around licensed premises is to prevent and detect crime, apprehend and prosecute offenders, and protect public safety. Applicants are encouraged to assess whether the use of CCTV is appropriate on their premises. Upon receiving a relevant representation from a responsible authority or interested party it is within a Licensing Sub-Committee's remit to impose a condition requiring CCTV if it is felt to be appropriate and proportionate for the promotion of the licensing objectives. A typical condition might be:

“CCTV shall be maintained in good order and recordings shall be retained for at least 31 days and be made available for inspection by authorised officers of the Licensing Authority and the police upon request. Recorded images shall not be blurred or indistinct.”

Door supervisors

- 5.2 Applicants may also wish to assess whether Security Industry Authority (SIA) registered door supervisors are required on their premises. It is recognised, however, that not all premises require door supervision.

Plastic glasses / polycarbonate vessels

- 5.3 Applicants might wish to consider whether safety glasses or plastic glasses and bottles may be appropriate from time-to-time, to prevent them from being used as weapons or missiles. Whether or not plastic glasses are appropriate could be addressed by way of a risk assessment. Where the consumption of alcohol is likely to be on a public open space, the operator should seriously consider using materials other than glass for drinking vessels.

Pre-application discussions with Police

- 5.4 Applicants are encouraged to discuss their application with the police prior to submitting it to the Licensing Authority. The police have a wealth of experience in terms of the prevention of crime and disorder and may be able to assist with any proposed conditions. The Metropolitan Police have an Event Risk Assessment and Event Debrief Risk Assessment that organisers may find useful to use when liaising with the Police Operations team.

Pubwatch

- 5.5 Pubwatch is a voluntary organisation set up to support existing licence holders. It is organised by the licence holders themselves to share intelligence and best practice ideas. It invites speakers to help inform licence holders on current issues such as police campaigns and changes in licensing and other regulatory law. The police and relevant licensing officers usually attend part of such meetings.
- 5.6 The Licensing Authority is wholly supportive of Pubwatch, and would urge all relevant applicants and existing licence holders to become members. The Licensing Authority is able to assist with details of the existing Pubwatch groups in the borough and would welcome and support the creation of other groupings within the licensing sector such as for off licences or late night refreshment premises.

6. Public Safety

Public safety is concerned with the physical safety of people using or working in the premises and not with public health, which is dealt with under other legislation. In considering an application, a Licensing Sub-Committee shall have regard to the following:

Risk Assessments

- 6.1 Applicants are reminded of their obligations under the Management of Health and Safety at Work Regulations 1999 which require every employer to make a suitable and sufficient assessment of the risk to health and safety of his/her employees whilst at work and other persons / patrons at the licensed premises.

Point of Contact for Advice and Information

- 6.2 The Council's Commercial Environmental Health Service is responsible for exercising health and safety enforcement in relation to nearly all licensed premises in the borough and are available to provide advice and information by telephoning 020 8891 7994 or emailing: commercialeh@richmond.gov.uk
- 6.3 The London Fire and Emergency Planning Authority (LFEPA) (www.london-fire.gov.uk) are the contact point regarding fire safety and prevention, and responsibilities under the Regulatory Reform (Fire Safety) Order 2005.
- 6.4 Information concerning means of escape and crowd control in sports stadia and other similar premises may also be obtained from the Council's Building Control services: buildingcontrol@richmond.gov.uk
- 6.5 The HSE Event Safety Guide (ISBN10:0717624536) and Guide to Safety at Sports Grounds (ISBN0113000952) may assist some applicants and are available from the Stationery Office: www.tsoshop.co.uk

7. The Prevention of Public Nuisance

In considering an application a Licensing Sub-Committee shall have regard to the following issues:

- 7.1 Public nuisance could include low level nuisance affecting a few people living locally, as well as major disturbance affecting the whole community. It must amount to more than a "private" nuisance affecting only an individual. It may include noise nuisance, light pollution, noxious smells, litter and any other relevant considerations.

Noise Management Policies

- 7.2 Applicants may wish to assess whether there is a need for a Noise Management Policy for their premises. If there are relevant representations then the Licensing Sub-Committee may also choose to impose a condition requiring a Noise Management Policy. A booklet published by the Commercial Environmental Health Department explaining noise management policies can be found on the Council's website: www.richmond.gov.uk or by contacting the department by telephone on 020 8891 7994.

7.3 The Council's Commercial Environmental Health service has suggested the following formula:

- Identify all potential sources of noise and who may be affected;
- Consider what other controls can be implemented to minimise noise in respect of each source (ultimately by ceasing its use or application);
- Consider whether controls are adequate to prevent nuisance to these people or whether more can be done;
- Document in your policy what controls will be in place to minimise nuisance and how they are checked by staff;
- Implement your policy.

Noise from patrons arriving and departing the premises

7.4 Noise can often be created by patrons arriving and leaving licensed premises. Ambient noise levels generally fall later into the night/early morning. Voices of patrons speaking as they leave can be intrusive to nearby residents, especially where patrons have consumed a few drinks and may have been listening to loud music within the premises. A condition to address this may be:

"Notices shall be prominently and permanently displayed at or near exit/s requesting patrons to leave quietly and to avoid creating disturbances".

7.5 Applicants may also consider having a staff member at the door around closing time to remind customers to leave quietly or to arrange taxis to ensure an efficient departure from the premises. Arrangements for queuing may also be assessed.

7.6 Premises that offer take-away food should be mindful of noise which may be created by customers who congregate outside or by delivery motor bikes, and should do whatever is possible to minimise such noise.

Regulated entertainment

7.7 Regulated entertainment has the potential to result in public nuisance being caused to residents. In order to avoid this, applicants may choose to consider:

- whether it is appropriate to install a noise limiting device for amplified music, (and engage professional acoustic advisors to set suitable music or noise levels at likely noise sensitive premises)
- whether it is appropriate to keep windows and/or doors closed, except for entry and exit, during regulated entertainment
- the location of speakers
- installation of sound insulation to the building (professional advice should be sought first)
- the structure of the building and whether noise break out and noise induced vibration is possible
- limiting the times when regulated entertainment may be provided and the nature of it

- assessing noise from plant and machinery, including air conditioning units, refrigeration units and kitchen extracts
- assessing whether there is excessive artificial lighting associated with the premises

7.8 Applicants, as well as a Licensing Sub-Committee, may consider conditions such as:

“Doors and windows must be kept closed, except for entry and exit, when there is live music taking place.”

“Doors and windows must be kept closed, except for entry and exit, when there is regulated entertainment taking place.”

Refuse, collections, and deliveries

7.9 Littering, the collection of refuse and deliveries to commercial premises may contribute to, or be a cause of, a public nuisance.

7.10 Applicants may wish to address as part of their operating schedule any measures that they intend to take to control litter. For example:

- Litter patrols directly outside their premises, including the picking up of cigarette butts and broken glass
- Notices at take-away premises asking patrons to dispose of their litter in bins

7.11 Various written representations have been received from residents near to the licensed premises explaining that they are being awoken by early morning commercial refuse collections. It is recognised that refuse collection times can sometimes be outside the control of the premises licence holder. However, premises licence holders are encouraged to consider whether their refuse collection time could result in a public nuisance and, if so, attempt to renegotiate different times with the contractor.

7.12 Applicants might also wish to consider whether deliveries to the licensed premises could potentially result in a public nuisance.

Smoking and outside areas

7.13 Patrons may not smoke inside licensed premises and consequently may go outside to smoke. Applicants and existing licence holders are encouraged to assess whether the noise from such patrons could potentially disturb nearby residents and whether there is potential for smoke to drift to nearby residential properties. As the licensed trade can only be responsible for matters within their control it is recommended that licence holders focus on the effects of smoking in beer gardens, patios and the pavement directly outside the premises.

Pre-application discussions with Commercial Environmental Health

- 7.14 Applicants are encouraged to discuss their application with Commercial Environmental Health prior to submitting it to the Licensing Authority. Environmental Health officers have a wealth of experience in terms of the prevention of public nuisance and may be able to assist with the applicant's proposed operating schedule and propose suitable conditions.

8. The Protection of Children from Harm

In considering an application a Licensing Sub-Committee shall have regard to the following issues:

Admission of children

- 8.1 It is an offence to permit children under the age of 16 who are not accompanied by an adult to be present on premises being used exclusively or primarily for the supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or temporary event notice (TEN).
- 8.2 This policy does not seek to limit the access of children to any premises unless it is appropriate for the prevention of physical, moral or psychological harm to them. Access may be limited, however, in the following circumstances:
- where entertainment or services of an adult or sexual nature are commonly provided
 - where there have been convictions of members of the current staff at the premises for serving alcohol to minors or the premises have a reputation for underage drinking
 - where there is a known association with drug taking or dealing in connection with the premises
 - where gambling on the premises plays a prominent role (but not, for example, the simple presence of a small number of cash prize gaming machines); where the supply of alcohol for consumption on the premises is the exclusive or primary use to which the premises are put
 - where it is known that unaccompanied children have been allowed access
 - where requirements for proof of age cards or other age identification to combat the purchase of alcohol by minors is not the norm
- 8.3 There are a range of alternative measures which may be considered in order to limit the access by children to premises where appropriate for the prevention of harm to children. These include:
- limitations on the hours when children may be present;
 - limitations excluding the presence of children under certain ages when particular specified activities are taking place;
 - limitations on the part or parts of premises to which children might be given access;

- age limitations;
 - a requirement that children be accompanied by adults;
 - a full exclusion of persons under 18 years of age from the premises when any licensable activities are taking place.
- 8.4 The conditions outlined in 8.3 may only be attached to premises licences and club premises certificates. They may not be attached to a temporary event notice (TEN).

Proof of Age

- 8.5 Licence holders are encouraged to consider carefully ways to ensure that the sale of alcohol is restricted to those over the age of 18, unless one of the exceptions applies. Operators may choose to adopt nationwide schemes such as 'Challenge 21' whereby if the individual looks under 21, they should be asked to prove that they are over the age of 18 when buying alcohol. Some retailers use 25 years of age as the benchmark. Acceptable forms of proof are: a photo card drivers licence, passport or PASS card. PASS is the national guarantee scheme for proof-of-age, which is fully supported by the Home Office. Special care should be exercised when the licensed trade check IDs. Staff should be alert to counterfeit IDs. Other useful aids can be till prompts on the sale of alcohol.

Adult Entertainment

- 8.6 This authority has adopted the provisions of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by section 27 of the Policing and Crime Act 2009) for the licensing of sex establishments including sexual entertainment venues. One of the consequences is that 'regulated entertainment' under the Licensing Act 2003 no longer includes sexual entertainment, as defined under the amendment to the Local Government (Miscellaneous Provisions) Act 1982 and if such activities are to be offered a separate Sexual Entertainment Venue Licence must be applied for, subject to limited use exceptions within the Local Government (Miscellaneous Provisions) Act 1982. Failure to comply with the requirement to have a Sexual Entertainment Venue Licence in place pursuant to Local Government (Miscellaneous Provisions) Act 1982 may result in enforcement action.

9. Making an application

- 9.1 Application forms and payment can be made online by accessing the Council's web site: www.richmond.gov.uk (business licences). Applying online saves applicants the need to send copies to responsible authorities, as this will be done automatically by the licensing authority, a saving in paper and postage to applicants. Alternatively application forms can be downloaded from either the Council's web site or from the Department of Culture, Media and Sport website: www.culture.gov.uk or by contacting the Licensing Department: licensing@richmond.gov.uk telephone – 020 8831 6455.)

- 9.2 The application forms for premises licences and club premises certificates (and for variations) enable the applicant to state in their operating schedule the additional steps they will take to promote the licensing objectives. Applicants are required to provide further contextual information to support the steps they intend to take and demonstrate an awareness of the local community in which the premises would be based within their applications or operating schedules. Applicants are reminded that any information contained within the operating schedule may be converted into conditions and this may be done even where there is no hearing. Applicants may find that, where existing closing times are causing problems in their areas, the police may suggest fixed closing times or staggered closing times or zoning.
- 9.3 Before making an application, applicants are strongly encouraged to contact the police to discuss any issues relating to crime and disorder, and Commercial Environmental Health to discuss potential nuisance and safety issues. Where the application exceeds in some way an existing planning consent the applicant is advised to contact Development Control to discuss the position. Early involvement with the responsible authorities may enable the applicant to adapt their application in a way which avoids the need for formal representations and a hearing. Police recommendations within their representations will be adopted, unless there is clear evidence that these are not relevant. Contact details are given below in **Appendix D**.
- 9.4 Licensing Officers are assigned to different parts of the borough. For example, one licensing officer is responsible for all the premises in the South Richmond ward. Applicants are encouraged to seek advice from the relevant licensing officer if they have any queries in relation to the application process. Details of the officers and their respective wards can be found on the website: www.richmond.gov.uk

New or variation applications

- 9.5 Where a premises licence holder wishes to amend their licence, they may make an application to vary their licence rather than make an application for a new premises licence or club premises certificate. A variation application cannot be made to extend the period for which the licence has effect where there is a time limited premises licence or to vary substantially the premises to which it relates. (Section 36(6) Licensing Act 2003) 'Substantially' is not defined in the Act or Guidance, but this Licensing Authority takes it to mean 'large or considerable' and this will ultimately depend on the individual circumstances of the case. It is neither exhaustive nor prescriptive, but a premises changing its whole operation or increasing the size of the building in which it operates to a significant degree could be seen as a substantial change. Normally an application for extended hours would be by way of full variation rather than by way of a "minor variation" (for which see below).

Minor Variations

- 9.6 Minor variations will be dealt with under a simplified process. Minor variations will generally fall into these categories: minor changes to the structure or layout of a premises; small adjustments to licensing hours; the removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions; the removal of licensable activities from a premises licence; and the addition of certain licensable activities. In all cases the overall test is whether the proposed variation could impact adversely on any of the four licensing objectives.
- 9.7 The Licensing Authority may consult with the responsible authorities, take into account relevant representations and grant only where the proposed application could not have an adverse effect on the promotion of any of the licensing objectives. The Licensing Authority must otherwise reject a minor variation application. The Licensing Authority will also reject a minor variation application where it proposes:
- To vary substantially the premises to which it relates;
 - Changes to the premises layout that could potentially have an adverse impact on the promotion of the licensing objectives, for example by:
 - increasing the capacity for drinking on the premises;
 - affecting access between the public part of the premises and the rest of the premises or the street or public way, e.g. blocking emergency exits or routes to emergency exits;
 - impeding the effective operation of a noise reduction measure such as an acoustic lobby;
 - To add the sale by retail or supply of alcohol to a licence;
 - To extend licensing hours for the sale or supply of alcohol for consumption on or off the premises between the hours of 23.00 and 07.00;
 - To increase the amount of time on any day during which alcohol may be sold or supplied for consumption on or off the premises;
 - To extend the period for which a Premises Licence has effect;
 - To specify an individual as the premises supervisor.
- 9.8 A decision on a minor variation application must be made within 15 working days of receipt of the application (beginning on the first working day after the Licensing Authority received the application). Where a minor variation application is refused the applicant may wish to consider making a full variation application.

- 9.9 In determining a minor variation application it would assist the Licensing Authority if applicants would give full details of the proposed variation and the reasons the applicant considers the variation could not have an adverse effect on the promotion of the licensing objectives (and in this regard applicants are also referred to the guidance notes on the minor variation application form). For minor variation applications there is no requirement to advertise the application in a newspaper, though the premises notice must be displayed on the premises on a white A4 sheet and displayed for ten working days following the day the application was given to the licensing authority.
- 9.10 There is no right of appeal on a refusal to permit a minor variation.

Advertising

- 9.11 Applicants must comply with the *Licensing Act 2003 (Premises licence and club premises certificate) Regulations 2005* when advertising their applications for a premises licence or club premises certificate or a variation, by displaying a pale blue notice for 28 days on the exterior of the premises and placing an advertisement in a local newspaper (e.g. Richmond and Twickenham Times, Guardian, Informer). For a minor variation no newspaper advertisement is required although a notice on white paper must be displayed for 10 consecutive days. Notices must be prominently displayed so that they can be conveniently read from the exterior of the premises.
- 9.12 Applicants are reminded that for variations where a premises covers an area of more than 50 metres square, additional notices must be displayed every 50 metres along the external perimeter of the premises abutting the highway. For minor variations if any part of the external perimeter of the premises is 100 or more metres in length abutting a public highway or other places accessible to the public, the white notice shall be displayed every 50 metres along the premises.
- 9.13 It is usual practice for licensing officers to visit the applicant's premises on at least one occasion during the advertising period to ensure that the notices are being displayed in accordance with the regulations. Where advertising irregularities are found, the 28 day notice period may need to be restarted or extended to comply with the advertising requirements.

Personal licences

- 9.14 As required under the *Licensing Act 2003 (Personal licences) Regulations 2005*, personal licence applications must be accompanied by two photographs of the applicant, one of which is endorsed with a statement verifying the likeness of the photograph to the applicant signed by a solicitor, notary, a person of standing in the community or any individual with a professional qualification. Applications not conforming to the requirements of the Regulations as stated above will be rejected. Similarly criminal conviction checks shall not have been issued earlier than one calendar month before receipt of the application by the Licensing Authority.

- 9.15 Personal licence holders are encouraged when authorising members of staff to sell alcohol to keep a record of the authorisation. It is recommended that any authorisation should state who has been authorised and for what period. It would also be good practice for personal licence holders to train staff as to their responsibilities in relation to the service of alcohol.
- 9.16 Personal licence holders are reminded of their obligation to notify the Licensing Authority as soon as reasonably practicable of any change of name or address or conviction for a relevant or foreign offence as defined in the Licensing Act 2003.

Large events

- 9.17 Organisers of festivals or concerts who require a premises licence are strongly advised to contact the Licensing Authority at least six months prior to the event, although there is no statutory requirement to do so.
- 9.18 Organisers of large events should also have early discussions with responsible authorities such as the Police, Commercial Environmental Health and the London Fire and Emergency Planning Authority (LFEPA).
- 9.19 The Metropolitan Police have an 'Event Risk Assessment' and 'Event Debrief Risk Assessment' that organisers may find useful to use in liaison with the Police Operations Team.

Sending to Responsible Authorities

- 9.20 New applications or applications to vary premises licences or club premises certificates must be made to the licensing authority with copies served on each of the responsible authorities (see **Appendix D** for names and addresses), unless applications are made online when the licensing authority forwards the application to the responsible authorities..

Designated Premises Supervisors/Management Committees

- 9.21 Where a premises licence application is made by a management committee of a community premises which includes the supply of alcohol, the requirement on the premises licence for a named designated premises supervisor holding a personal licence authorising sales of alcohol can be replaced by the supply of alcohol being made or authorised by the management committee to avoid the need for an individual to be named on the premises licence. The management committee must ask for the removal and replacement of these conditions and the Licensing Sub-Committee must consider that the management of the premises will be sufficient to ensure adequate supervision of the supply of alcohol.
- 9.22 The mandatory condition requiring a designated premises supervisor holding a personal licence authorising sale of alcohol can be re-imposed should the premises licence be subject to a review.

Unpaid Annual Fee and Suspension of a Premises Licence or Club Premises Certificate

- 9.23 A Premises Licence or Club Premises Certificate will automatically be suspended 21 days after the annual fee was not paid at the time it became due. Carrying out Licensable Activities during a suspension may lead to enforcement action,

10. Making a representation

- 10.1 Responsible authorities and interested parties, together with their representatives, and local councillors may make representations concerning applications for, or variations of, premises licences or club premises certificates. Only the Police and Commercial Environmental Health Team may object to a temporary event notice (TEN). Only the Police may object to a personal licence application, where the applicant has been convicted of a relevant offence.
- 10.2 Representations concerning an application may be positive or negative, although only negative representations would result in a Licensing Sub-Committee hearing. Representations must relate to one of the four licensing objectives and to be properly considered and acted upon by the Licensing Sub-Committee must be based on evidence or proper inference rather than mere speculation.

Likely to be Affected

- 10.3 The Licensing Authority will consider whether the individual's residence or business is likely to be affected by disorder or disturbance occurring or potentially occurring on those premises or immediately outside the premises. In other words, it is the impact of issues relating to the four licensing objectives that is the key consideration and whether the representation is a relevant representation from a person who is likely to be affected by such impact. Each representation will be judged on its own merit and in light of the facts of the particular case being considered.
- 10.4 Upon receiving a representation, officers of the Licensing Authority may assess whether the interested party is likely to be affected by the applicant's premises and may decide whether a representation is or is not a relevant representation. The Licensing Sub Committee may also make a determination on representations put before them and may decide whether representations are or are not relevant representations.
- 10.5 In borderline cases the benefit of doubt should be given to the interested party and the representation should be included in the agenda for the Licensing Sub-Committee to determine whether the person making the representation is likely to be affected.

Irrelevant, frivolous, vexatious

- 10.6 Any representation which is irrelevant (does not relate to the licensing objectives), frivolous (lack of seriousness) or vexatious (may include a dispute between local businesses) shall not be considered.

- 10.7 Officers may also assess whether a representation is irrelevant, frivolous or vexatious and may choose to consult with the chairman of the licensing committee. An officer is empowered to make a decision, which could result in the representation not going before the Licensing Sub-committee.
- 10.8 In borderline cases, an officer may also choose to include an irrelevant, frivolous or vexatious representation in the agenda and the Licensing Sub-Committee will determine whether to accept it.

Registering to speak or be represented at Sub-Committee hearings

- 10.9 Any person making a representation that wishes to speak or be represented at a Licensing Sub-Committee hearing must inform the Licensing Authority of their intention at least five working days before the hearing. Failure to do so may result in such a person not being heard, although the chairman may exercise their discretion and allow the person to speak. (see licensing procedures on the website: www.richmond.gov.uk).

11. Reviews

- 11.1 Reviews represent a key protection for the community where premises present problems associated with the licensing objectives, allowing interested parties, local councillors or representatives and responsible authorities to apply in writing to the Licensing Authority for a review of a premises licence or club premises certificate.
- 11.2 The Licensing Authority may, at any time, reject any ground for review if it is satisfied that the request for review does not relate to the licensing objectives or is frivolous, vexatious or repetitious.
- 11.3 The review process will not be allowed to be used as a 'second bite of the cherry' where the decision of the Licensing Authority is disagreed with. In other words, where a licence has been granted or varied and an aggrieved interested party chooses not to appeal but elects instead to review the premises licence/certificate shortly after the Licensing Sub-Committee's decision.
- 11.4 Generally the Licensing Authority would expect a period of at least 12 months to elapse before a second review may be considered in relation to the same premises on similar grounds to a previous review (other than for closure orders) or where very serious incidents which impact on the licensing objectives occur within 12 months of the previous review.
- 11.5 The Licensing Sub-Committee must, having regard to an application and any relevant representations, take such steps as it considers appropriate for the promotion of the licensing objectives. It is able to:
- (a) modify the conditions of the licence (The conditions of the licence are modified if any of them is altered or omitted or any new condition is added);

- (b) exclude a licensable activity from the scope of the licence;
 - (c) remove the designated premises supervisor;
 - (d) suspend the licence for a period not exceeding three months;
 - (e) revoke the licence;
- 11.6 Upon receipt of a request for review licensing officers are empowered to determine whether the request from an interested party or responsible authority is relevant to the licensing objectives or, in the case of a party other than a responsible authority, is frivolous, vexatious or repetitious (see considerations above).
- 11.7 The Licensing Sub-Committee or Licensing Authority must follow Guidance and relevant case law in respect of those reviews issued by responsible authorities that follow successful prosecutions. Applicants may find that, where existing closing times are causing problems in their areas, the police may request fixed closing times or staggered closing times or zoning.

Police Summary Reviews

- 11.8 Where a licensed premises is considered to be associated with serious crime or serious disorder or both, the Chief Officer of Police can apply to the relevant Licensing Authority for a summary, or expedited, review of the premises licence. Within 48 hours of receipt of that application the Licensing Authority must consider whether it is appropriate to take interim steps pending the determination of a review of the premises licence. Within 28 days after the day of its receipt, a full review hearing must be held.
- 11.9 Interim steps can include (a) the modification of the conditions of the premises licence, (b) the exclusion of the sale of alcohol by retail from the scope of the licence, (c) the removal of the designated premises supervisor from the licence, and/or (d) the suspension of the licence. If the holder of the premises licence makes, and does not withdraw, representations against any interim steps taken by the Licensing Authority, the authority must, within 48 hours of the time of its receipt of the representations, hold a hearing to consider those representations.
- 11.10 There is separate guidance on Summary Reviews:
http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/4049.asp
x

12. Temporary Event Notices (TENS)

- 12.1 If the Licensing Authority receives a standard or late TEN and there are no representations against it by the Police, then the Licensing Authority is obliged to issue the TEN subject to the statutory limits being complied with. Only the Police and Commercial Environmental Health Team can object to a TEN but under any licensing objective.
- 12.2 A **standard** TEN must be given to the licensing authority no later than 10 working days before the day on which the event period begins, and must be

- accompanied by the prescribed fee. A counter notice to a standard TEN should be made up to 3 working days following receipt by the Police or Commercial Environmental Health Team.
- 12.3 A **late** TEN must be given to the licensing authority no later than 5 working days, but no earlier than 9 working days, before the day on which the event period begins, and must be accompanied by the prescribed fee. A counter notice to a late TEN by the Police or Commercial Environmental Health Team cannot be made later than 24 hours before the day of the event.
- 12.4 The working days run from the day after the notice is received by the Licensing Authority, as the day the notice is received is deemed to be day zero. Public holidays and weekends are not counted, as they are not working days. For example, say a TEN was served on Tuesday, 13 November, the working days would begin to run from Wednesday, 14 November to Tuesday, 27 November and the event could be no earlier than Wednesday, 28 November.
- 12.5 The Licensing Authority may attach conditions, where there is an unwithdrawn objection, on the carrying on of licensable activities at such events under the authority of a TEN, where it is appropriate for the promotion of the licensing objectives, where the conditions apply to the premises under its Premises Licence or Club Premises Certificate and are not inconsistent with the TEN. The notice giver is responsible for ensuring that the event complies with all relevant legislation, such as to avoid noise nuisance and comply with health and safety requirements.

13. Conditions

- 13.1 Applicants are encouraged to complete the operating schedule fully as appropriate to their business by addressing the four licensing objectives. Any information contained within the operating schedule may be turned into a condition by the licensing authority. Where no representations have been submitted an applicant is entitled to the grant of a licence without the imposition of conditions beyond those consistent with the content of the operating schedule in so far as they are appropriate to promote the licensing objectives and any mandatory conditions under the Act.
- 13.2 Where there is a relevant representation and the application is heard before the Licensing Sub-Committee, further conditions may be imposed upon the licence or certificate to address any concerns raised by either the interested parties or responsible authorities. However, conditions will only be placed on the licence by the Licensing Sub-Committee if they are:
- Appropriate
 - Proportionate
 - Reasonable
 - Tailored to the specific premises
 - Capable of compliance

- Enforceable
 - Relevant to the representations received (e.g. if representations are received on public nuisance grounds only, then the Sub-Committee should not impose conditions relating to the other licensing objectives).
- 13.3 Before refusing in full an application for a premises licence or club premises certificate or a variation application, the Sub-Committee should consider whether the imposition of conditions could address the concerns expressed by interested parties or responsible authorities.
- 13.4 Conditions must focus on measures within the direct control of the licence holder or club. Conditions relating to public nuisance caused by the anti-social behaviour of customers once they are beyond the control of the licence holder, club or premises management cannot be justified.
- 13.5 Further mandatory conditions may be imposed on existing premises licences or club premises certificates subject to legislation. (See web site www.richmond.gov.uk for current mandatory conditions or the DCMS web site)
- 13.6 Conditions must not duplicate other statutory responsibilities already placed on the operator of the premises under other legislation outside the Licensing Act 2003

14. Regulated Entertainment

Incidental music

- 14.1 Applicants are encouraged to consider carefully whether or not they require a licence for live music or recorded music, or whether it is incidental and therefore does not require to be licensed. When in doubt, applicants are encouraged to discuss it with officers of the Licensing Authority.
- 14.2 In considering whether or not music is incidental one factor may be whether or not, against a background of the other activities already taking place, the addition of music will create the potential to undermine any of the four licensing objectives. Other factors might include some or all of the following:
- Is the music the main, or one of the main, reasons for people attending the premises?
 - Is the music advertised as the main attraction?
 - Does the volume of the music disrupt or predominate over other activities or could it be described as 'background' music?

Spontaneous music, singing and dancing

- 14.3 The spontaneous performance of music, singing or dancing does not amount to the provision of regulated entertainment and is not a licensable activity.

Films

- 14.4 Where a premises licence or club premises certificate authorises the exhibition of a film it is a mandatory condition that admission is restricted in accordance with the recommendation of the British Board of Film Classification (BBFC) or by the Licensing Authority.
- 14.5 Normally films will be classified by the BBFC. However, if required to do so, the Licensing Authority would apply the categories laid down by the BBFC in making its own determination as to classification.

15. Use of Personal Data

- 15.1 The name and address of interested parties will be disclosed to the applicant, Licensing Sub-Committee and officers of the Council involved in the licensing process. This is appropriate in order to allow an assessment of the representation and allow discussion or resolution of issues before a Licensing Sub-Committee hearing.
- 15.2 At present the names and addresses of interested parties will be redacted, (blacked-out) in agendas and will, therefore, not be disclosed to other interested parties, responsible authorities or the public at large, unless consent has been obtained.
- 15.3 Any person appearing before a Licensing Sub-Committee shall have their name recorded in the minutes. A copy of the minutes is distributed to the applicant and any interested parties and responsible authorities, with a copy being placed on the Council's web site.
- 15.4 Although there is no statutory requirement to do so applicants may wish to insert additional wording on their pale blue advertisement on the exterior of the premises to explain how personal data will be used. For example, the following wording could be adopted:

“Any personal data contained in a letter of representation will be disclosed to the applicant, Sub-Committee and officers of the Council involved in the licensing process and the name of any person appearing before the Sub-Committee will be published in the minutes which will be available on the Council's website.”

16. Shop Hours

- 16.1 As a general rule, the Licensing Sub-Committee will take the approach that shops, stores and supermarkets will be free to sell alcohol for consumption off the premises at any time when the retail outlet is open for shopping unless there are good reasons, based upon the licensing objectives, for restricting those hours. For example, a limitation may be appropriate following police representation where youths gather outside a shop and cause disorder and disturbance.

- 16.2 The Licensing Sub-Committee, however, may consider the cumulative impact policy where any shop, store or supermarket falls within the cumulative impact zone.

17. Duplication and Planning

- 17.1 Applications under the Licensing Act 2003 will be considered separately from other regimes such as planning and building control. This is in order to avoid duplication and inefficiency. Applications for premises licences for permanent commercial premises should normally be from businesses with the appropriate planning consent for the property concerned. However, applications for licences may be made to the Licensing Authority before relevant planning permission has been sought or granted by the planning authority.
- 17.2 The planning and licensing regimes involve consideration of different matters. For example, licensing takes into account the four licensing objectives:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm

whereas planning considers a range of issues such as,

- Public nuisance
- Loss of privacy
- Highway safety
- Design
- Nature conservation
- Adequacy of parking
- Visual Amenity
- Layout & Density
- Sustainability

18. Enforcement

- 18.1 Before taking enforcement action, the Licensing Authority will consider the Licensing Enforcement Policy, which has taken into account the Code for Crown Prosecutors, a copy of which may be found at:
www.richmond.gov.uk/licensing_enforcement_policy.pdf
- 18.2 The Licensing Authority recognises and endorses the Hampton principles in carrying out its duties under the Licensing Act 2003. Premises inspections will be risk based, intelligence led or in response to complaints.
www.hm-treasury.gov.uk/hampton

19. Appeals

- 19.1 Where an applicant, the police or responsible authorities or in some cases interested parties are dissatisfied with a Licensing Sub-Committee decision, they can appeal the decision under Section 181 and Schedule 5 of the Licensing Act 2003 to their local Magistrates' Court (Richmond Magistrates Court). The Magistrates will firstly be considering if the decision was wrong. If the Magistrates consider that the decision was not wrong, the appeal will usually be refused. Only if the Magistrates consider that the decision reached was wrong, will they reconsider the application afresh in place of the Licensing Sub-Committee.
- 19.2 However, unlike applications before the Licensing Sub-Committee, an appeal before Richmond Magistrates will involve the court deciding on an award of costs. Section 181(2) of the Licensing Act 2003 dictates that the award of costs is in the ultimate discretion of the Magistrates. Usually, where there is no misfeasance or unreasonableness on the part of the Council, the Court would not award costs against the Council, because it is simply discharging its statutory duty.

20. Miscellaneous

Agendas

- 20.1 Copies of agendas for Licensing Sub-Committee hearings are available on the Council's website: www.richmond.gov.uk

Olympic Games

- 20.2 The Council is fully committed to a safe and successful Olympic and Paralympic Games in London in 2012. The Council recognises that the resources of the police and emergency services will be planned out and prioritised for the security of major events before, during and after the Games from 1 May 2012 until 31 October 2012. Due consideration will be given by the Licensing Authority to representations from the police in relation to licence applications for activities during the above period when police and other emergency services resources are likely to be stretched to deal with the risks presented by the Games. Where, as a result of representations from a responsible authority, it is identified that a licence application or proposed event presents a significant risk that the licensing objectives will be compromised, the Licensing Authority will consider the special context of the representation in coming to its decision and in the wider interest of security it may refuse such applications. However, each application and representation will be judged on its own merits but in the context of this unique period.
- 20.3 This 'Games Policy' is intended to be a tough test on applicants in what are likely to be exceptional circumstances in London. For the above reasons applicants are advised to submit their applications for the critical period during 2012 well in advance.

APPENDIX A

The key strategies in the borough are:

- The Community Plan (2007-2017)
- Corporate Plan (2009-2012)
- Richmond upon Thames Community Safety Partnership Plan 2008-2011 January 2010 update
- Local Development Framework Core Strategy adopted April 2009
- Local Development Framework Pre-Submission Development Management (submission version from October 2010)
- Borough Alcohol Strategy 2009-2011

The key priorities of each plan / strategy are summarised below:

Community Plan 2007 - 2017

The overall vision is for a Richmond upon Thames that is

- Inclusive;
- Puts protection of the environment at the core of its services and community life;
- Delivers quality public services that truly reflect the needs of all its local people;
- Addresses its challenges by harnessing the capacity of all its partners in the public, private, voluntary and community sector.

There are seven priority themes within the vision:

- Priority 1: Tackling disadvantage and inequalities
- Priority 2: Being the greenest borough in London
- Priority 3: Being the safest London borough for all our communities
- Priority 4: Growing up in Richmond upon Thames
- Priority 5: Creating a healthy and caring Richmond upon Thames
- Priority 6: Creating a vibrant and prosperous Richmond upon Thames
- Priority 7: Improving access and participation

Corporate Plan 2009 - 2012

The Council provides a wide range of services for the benefit of residents, businesses and visitors in the borough. The purpose of the Corporate Plan is to set out the aspirations for the future and the priorities that we will be working to achieve. These priorities reflect the areas that we believe require most attention to achieve our vision and meet the needs of the community. The Corporate Plan is a key component of the Council's performance management framework and the Council's Corporate Plan sets out how it plays its part in delivery of that ambition. Our vision is to be **the best place in London in which to live, work and learn**. For this reason

sustainability, tackling disadvantage and promoting equality and diversity are at the centre of everything we do as a council.

We will work on the following five service priorities over the next three years:

- We will focus on **supporting the community through the recession** [note this priority was written while in recession strictly speaking we are already out of the “**recession**”], by providing advice and support to the local business community and to people and families directly affected.
- We will **keep the environment at the heart of decision making** by pushing forward our programme to tackle climate change and by making improvements to the physical environment of the borough, particularly in places of greatest need.
- We will **maintain a safe environment for all of our residents**, tackling crime and anti-social behaviour and ensuring that vulnerable children and adults are safeguarded.
- We will **improve schools in the borough**, to enable all pupils to make good progress throughout their time in education.
- We will **promote the independence and well being of older people** and ensure they are able to participate in and contribute to life in the borough.
- The council is a business, working on behalf of the local community and, like all businesses, must respond to the changing environment to ensure it continues to deliver on its priorities. The key drivers and management priorities underlying the way we will deliver our priority services are:
 - To **provide value for money** by using our resources well and understanding how our customers want to receive services.
 - To **focus on the local community**, listening and engaging with local people and providing leadership where appropriate.
 - To **manage our performance** better so that we get things done and know when we have achieved success, galvanising our partners to achieve more together.

Local Development Framework Core Strategy adopted April 2009

- The Core Strategy contains the strategic policies to guide the future development of the borough and all of the other local development framework documents must be consistent with it. In turn the Core Strategy has to be consistent with the national and regional policy as well as take account of the plans of other local bodies, the Community Plan and other relevant borough strategies.

Local Development Framework Pre-Submission Development Management (submission version from October 2010)

- This provides a detailed set of policies, designed to contribute to achieving the spatial strategy and core planning policies set out in the core strategy.

Richmond upon Thames Community Safety Partnership Plan 2008-2011 January 2010 update

The Strategic Assessment is set out in three sections:

- **Performance, activities and recent trends** – this reviews how crime, disorder, anti-social behaviour (asb) and substance misuse has changed since the last assessment, and whether the partnership is on track to meet its targets. It also describes the activities that have aimed to address the issues previously identified and any major developments.
- **Community Safety Partnership Priorities** – based on the assessment of crime, disorder, asb and substance misuse, the partnership priorities for action are described
- **Richmond upon Thames crime, disorder, asb and substance misuse problems** – this section provides an assessment of the borough's main problems, illustrating it in terms of who commits offences, the communities that are most vulnerable, premises and products that are targeted and where and when problems occur.

Borough Alcohol Strategy

The aims and objectives of this Strategy are to:

1. Reduce the negative impact of alcohol on health
2. Reduce anti-social behaviour caused by alcohol
3. Reduce alcohol use amongst children and young people
4. Promote responsible alcohol sales
5. Improve data collection and local knowledge of the impact of alcohol
6. Reduce the negative impact of alcohol use on town centres whilst minimising negative impact on the local economy
7. Promote responsible drinking within the community

Applicants and existing licence holders are encouraged to consider the plans and strategies mentioned above. A Licensing Sub-committee in determining a contested application shall only take into account the plans / strategies in so far as they relate to the four licensing objectives and when similar issues are raised by interested parties or responsible authorities. For example, if public safety was not raised by interested parties or responsible authorities in their letter of representation, a Licensing Sub-committee would have no remit to consider public safety.

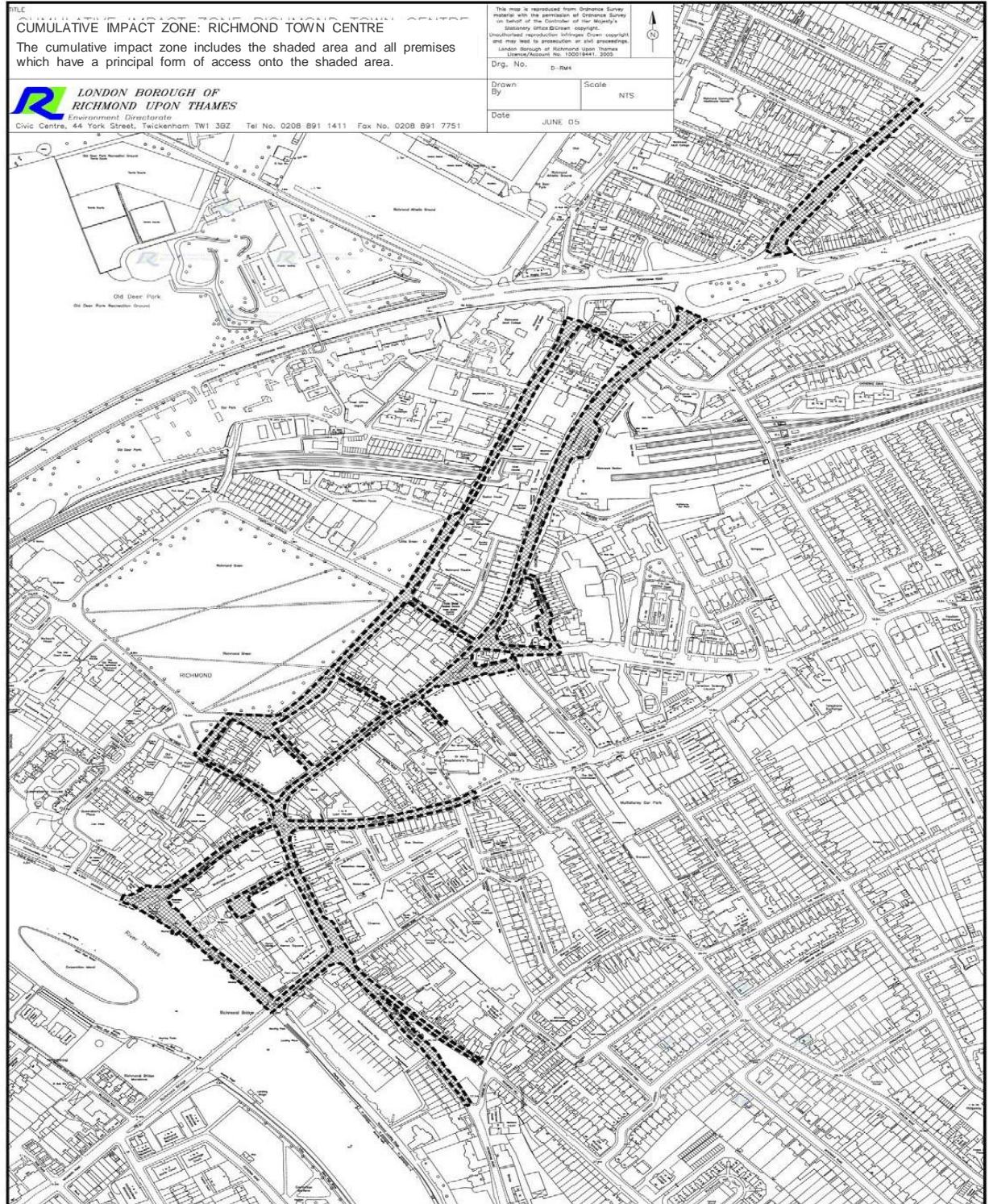
Applicants and existing licence holders are *encouraged* to:

- examine the energy performance of their buildings and equipment (such as patio heaters)
- reduce waste where possible recycle glass/plastic bottles, cans and any other recyclable material
- consider public safety (see section headed 'public safety')
- tackle antisocial behaviour (see section headed 'the prevention of crime and disorder' and section headed 'the prevention of public nuisance')

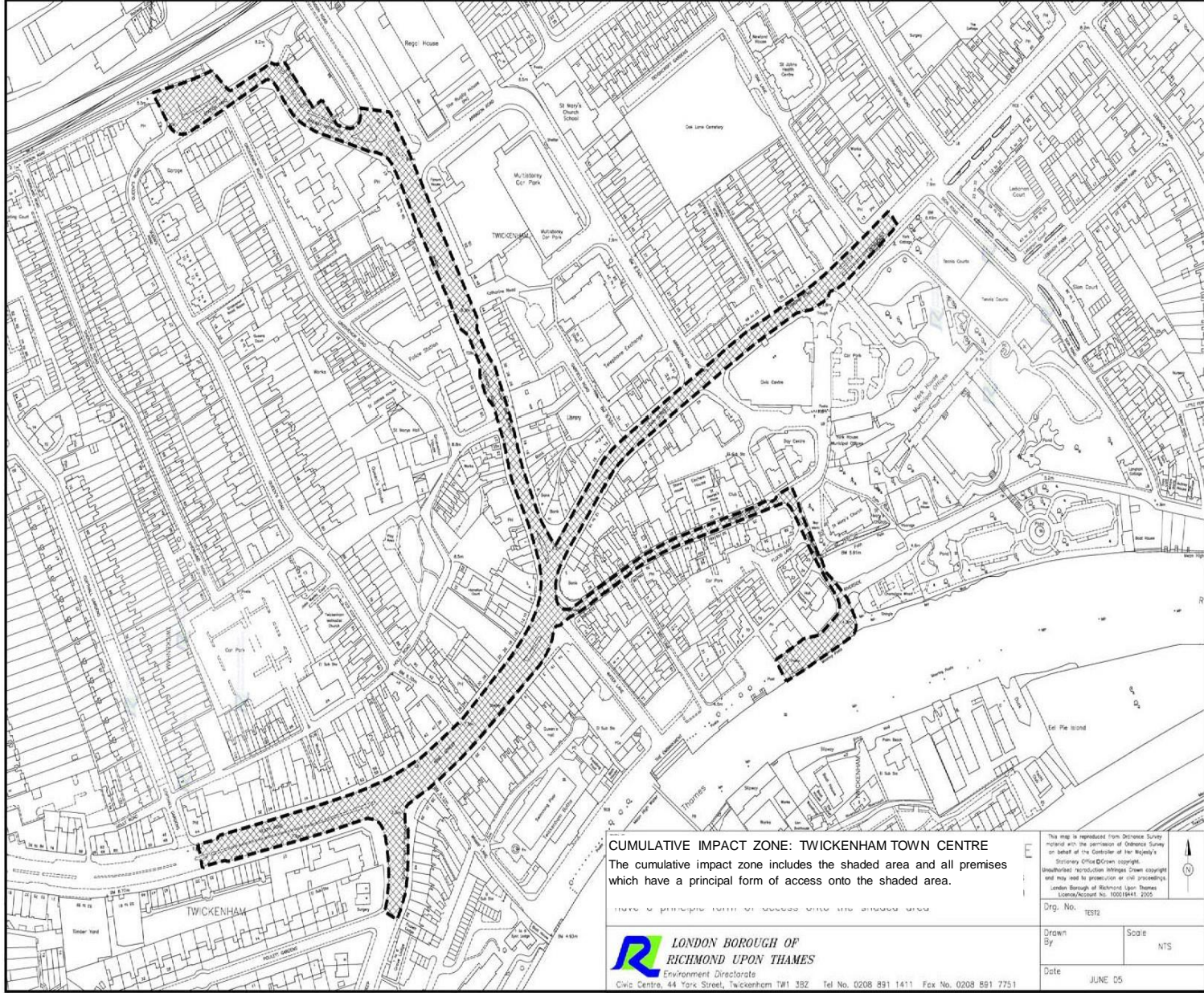
- encourage the responsible service of alcohol (see section headed ‘the prevention of crime and disorder’)
- offer top quality facilities (see section headed ‘other visions’)
- look at the prevention of noise disturbance (see section headed ‘the prevention of public nuisance’)

The Licensing Authority is committed to meeting the key values of the Council. It will provide a good service to applicants, existing licence holders, interested parties, responsible authorities, etc

Appendix B – CUMULATIVE IMPACT ZONE: RICHMOND TOWN CENTRE



**Appendix C –
CUMULATIVE IMPACT ZONE: TWICKENHAM TOWN CENTRE**



Appendix D

List of Responsible Bodies for New or Variation Premises Licence Applications and Club Premises Certificates

Licensing Authority

London Borough of Richmond upon Thames, 2nd Floor, Civic Centre, 44 York Street, Twickenham TW1 3BZ

Richmond Police Licensing Team

Sovereign Gate, 18 – 20 Kew Road, Richmond, TW9 2NA

London Fire Brigade

Fire Safety Regulation: South West Area 4, 169 Union Street, London SE1 0LL

Planning Authority Development Control Manager

London Borough of Richmond upon Thames, 2nd Floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ

Kingston & Richmond Local Safeguarding Children's Board

Floor 1, East Side, Guildhall 2, High Street, Kingston KT1 1EU

Local authority by which statutory functions are discharged in relation to minimising or preventing the risk of pollution to the environment or of harm to human health and the Health and Safety at Work etc. Act 1974 (excluding council premises, funfairs and manufacturing)

Head of Commercial Environmental Health,
London Borough of Richmond upon Thames, 2nd Floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ

For Council premises, funfairs and manufacturers only - Enforcing authority within the meaning of Health and Safety at Work etc. Act 1974

Health and Safety Executive, London Division, Rose Court, 2 Southwark Bridge, London, SE1 9HS

Head of Trading Standards

London Borough of Richmond upon Thames, 2nd Floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ

Primary Care Trust

Public Health Consultant
Richmond Borough Team
1st Floor Civic Centre
44 York Street
Twickenham
TW1 3BZ

For applications from designated sports stadia a copy must be submitted to the following address in addition to the addresses above:

Environment Building Control
Civic Centre
44 York Street
Twickenham TW1 3BZ

Applications in relation to vessels must notify further responsible authorities:

The Navigation Authority

Tidal Thames

The Harbour Master
The Port of London Authority,
23 – 26 St Dunstan's Hill
London
EC3R 8HN

Non Tidal Thames

The Environment Agency Recreation and Navigation
Thames Region
Kings Meadow House
Kings Meadow Road
Reading
RG1 8DQ

The Environment Agency

Thames Regional Office
Kings Meadow House
Kings Meadow Road
Reading
RG1 8DQ

London Waterways

420 Manchester Road
London
E14 9ST

The Secretary of State

The Surveyor General
The Maritime and Coastguard Agency
Berwick House
8 – 10 Knoll Rise
Orpington
Kent
BR6 0EL

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Updated 11.8.2015