

PREMISES LICENCE

The Licensing Act 2003
Schedule 12, Part A



Premises Licence Number	19/00748/LAPRE
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Part 1 – Premises Details

Postal address of premises , or if none, ordnance survey map reference or description, including Post Town & Post Code

Envoy Nightclub
46 - 50 High Street
Royal Tunbridge Wells
Kent TN1 1XF

Telephone number

Where the licence is time limited the dates

Not Applicable

Licensable activities authorised by the licence

Films
Live music
Recorded music
Performances of dance
Anything of a similar description to the activities of live music, recorded music or the performance of dance
Sale or Supply of Alcohol
Late Night Refreshment

Times the licence authorises the carrying out of licensable activities

Films (Indoors)

Sunday to Wednesday 10:00 - 02:00

Thursday - Saturday 10:00 - 03:00

On New Years Day from 00:00 until the normal conclusion on the evening of that particular day of the week

Live music (Indoors)

Sunday to Wednesday 10:00 - 02:00

Thursday - Saturday 10:00 - 03:00

On New Years Day from 00:00 until the normal conclusion on the evening of that particular day of the week

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Telephone number: 01732 227004

Recorded music (Indoors)

Sunday to Wednesday 10:00 - 02:00

Thursday - Saturday 10:00 - 03:00

On New Years Day from 00:00 until the normal conclusion on the evening of that particular day of the week

Performances of dance (Indoors)

Sunday to Wednesday 10:00 - 02:00

Thursday - Saturday 10:00 - 03:00

On New Years Day from 00:00 until the normal conclusion on the evening of that particular day of the week

Anything of a similar description to the activities of live music, recorded music or the performance of dance (Indoors)

Sunday to Wednesday 10:00 - 02:00

Thursday - Saturday 10:00 - 03:00

On New Years Day from 00:00 until the normal conclusion on the evening of that particular day of the week

Sale or Supply of Alcohol

Monday - Wednesday 10:00 - 01:00

Thursday to Saturday 10:00 - 03:00

Sunday 10:00 - 00:00

Sundays prior to Bank Holiday Mondays 10:00 - 03:00. On New Years Day from 00:00 hours until normal closing hours.

Late Night Refreshment

Sunday to Wednesday 10:00 - 02:00

Thursday to Saturday 10:00 - 03:00

On New Years Day from 00:00 until the normal conclusion on the evening of that particular day of the week

The opening hours of the premises

Every day 00:00 - 00:00

The non-standard opening hours of the premises

Not applicable

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both on and off the premises.

Part 2

Name, (registered) address, telephone number and email address (where relevant) of holder of premises licence

Envoy Nightclub Ltd

46 High Street

Royal Tunbridge Wells

Kent TN1 1XF

Email address: aroala@hotmail.co.uk

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Registered number of holder, for example company number, charity number (where applicable)

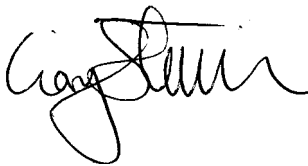
Registered Business Number 11804901

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Daniel Capithanchik
25 Wilkinson Grove
Black Notley
CM77 8RB

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Licence Number: 881060391
Licence Authority: Swindon Borough Council



Gary Stevenson
Head of Environment and Street Scene
Tunbridge Wells Borough Council

Annex 1 – Mandatory conditions

The supply of alcohol

- Where a premises licence authorises the supply of alcohol, the licence must include the following conditions:-

No supply of alcohol may be made under the premises licence -

- (a) at a time where there is no designated premises supervisor in respect of the premises licence, or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

- Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory conditions in force from 28 May 2014

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1-

- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
- (b) "permitted price" is the price found by applying the formula— $P = D + (D \times V)$

where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. - (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Mandatory Conditions in force from 01 October 2014

1.— (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

3.— (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

4. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

Exhibition of films

- Where the film classification body is specified in the licence, unless subsection (3) (b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

- Where -

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

In this section -

"children" means person aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Any premises which includes a condition that door supervisors must be at the premises to carry out a security activity, shall ensure that each such person is licensed to conduct such activities by the Security Industry Authority.

Door supervision

- Any premises which includes a condition that door supervisors must be at the premises to carry out a security activity, shall ensure that each such person is licensed to conduct such activities by the Security Industry Authority.

Annex 2 – Embedded conditions

Not applicable

Annex 3 – Conditions consistent with the Operating Schedule

Conditions agreed with Kent Police - March 2016

1. No glass bottles to be passed over the bar and all bottled drinks will be decanted (excluding champagne and wine)

2. All Staff including door supervisors to have incident and awareness training to be conducted yearly in conjunction with licensing officer and Pubwatch co-ordinator.

Annex 4 – Conditions attached after a hearing by the licensing authority

1. The CCTV system will be maintained and serviced annually and records kept to that effect.
2. CCTV shall be operational at all times that members of the public or staff are on the premises.
3. Images will be retained for a period of 28 days by whatever means the licence holder deems appropriate.
4. The Police or Local Authority will have access to these images at any reasonable time and in any case within 48 hours of the request for the image being made.
5. The Police or Local Authority will be allowed to take a recording by way of tape, CD Rom or any other means of the image within 48 hours on the initial request being made by either the Police or Local authority.
6. Staff will be fully trained in the CCTV system and there will be at least one member of staff on duty during trading hours who is able to provide a recording of any incident at the request of police or local authority.
7. All external smoking areas to be adequately lit.
8. Door supervisors will be employed at the premises from start of evening trading, until 30 minutes after close of trading.
9. A sufficient number of door staff will be employed at the premises to provide safety and security for the capacity. The recommended ratio for door supervisors is 1:100 customers. Plus the additional staff required for conditions 19 and 33.
10. All security staff will wear a reflective jacket or tabard.
11. All security staff will display their SIA badges by way of a reflective armband.
12. A logbook will be kept detailing all incidents that occur at the premises. This will be a bound book which will detail the following:-
 - o The day, date and time of the incident.
 - o The member of staff making the entry.
 - o All members of staff involved in the incident.
 - o An account of the incident.
 - o Details of any persons injured and the injuries sustained.
 - o Any other details thought relevant.
13. A register will be kept of all security staff working at the premises for every time that the premises are open for trading. This register will be a bound book and it will contain the following information: -
 - o Day and date of entry.
 - o Time that member of security staff starts and finishes work.
 - o Full name.
 - o SIA registration number.
 - o Signature of the member of security staff.

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14. No open vessels, bottles or other type of container will be allowed outside of the licensed premises.
15. Toughened or polycarbonate 'pint glasses' to be used..
16. All staff will be fully trained in their responsibilities under the Licensing Act and the training will be fully auditable and available to any responsible authority on request.
17. A personal licence holder will be present at all times that the premises are trading for the sale of alcohol.
18. Wind down music to be played for 30 minutes prior to end of all Regulated Entertainment activities.
19. On Friday, Saturday and other event nights a minimum of 2 security staff deployed to ensure that any people forming a queue at the entrance to the premises, or people temporarily leaving the premises, are orderly and supervised in such way so that they do not cause a nuisance to other nearby businesses, residents, passing pedestrians or traffic. On other occasions a minimum of 1 security staff.
20. Smoking will only be allowed in the designated smoking area to the side of the premises; this is to ensure no smoking by patrons outside the front of the venue.
21. The number of patrons in the designated smoking area to be limited to 40 at any one time.
22. No persons under the age of 18 years will be allowed on the premises unless attending a private pre booked function or event.
23. All staff will be fully trained in 'Challenge 25' and the training will be fully auditable and available to any responsible authority on request.
24. Notices to advise customers that 'Challenge 25' is in force and notices will be prominently displayed in all areas to that effect.
25. The only proof of age that will be accepted will be a passport, photographic driving licence or Home Office Issued National Identity Card.
26. Removed by way of minor variation May 2015
27. Music within the club will be reduced to a noise level (in dB) as agreed with the Council's Environmental Protection Team fifteen minutes before the closure of the club.
28. Develop and maintain a noise management plan which formalises how the noise from the club can be managed. The management plan to be reviewed by the club on a yearly basis and updated by agreement with the Local Authority.
29. No bottling to be undertaken outside the premises between the hours of 22:00 and 09:00.
30. An area will be provided that is suitable for the use of mobile phones.
31. Removed by way of minor variation May 2015
32. Customers to be instructed not to go across the road when they leave the premises before the end of normal club opening hours. Customers who insist on crossing the road shall not be readmitted to the club.

33. At least one licensed door staff to supervise the Smoking area at all times whilst the smoking area is in operation.
34. Clearly displayed notices reminding customers leaving the premises that they are in a residential area and requesting them to leave quietly.
35. Two minutes before closing the DJ shall make an announcement to remind customers that the club is situated in a residential area and requesting that they treat the neighbours with respect by leaving the club as quietly as possible.
36. A telephone contact number for complainants to contact the club so that issues can be reported quickly and dealt with effectively when the problem is occurring. The phone must be located so that it will be answered by an official of the club whenever the club is operating.
37. No admission of new patrons to the premises one hour before closing time.

Annex 5 – Plans

Please see attached