

Wednesday, 8 May 2024

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LICENSING PANEL

You are summoned to a meeting of the Licensing Panel which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 16 May 2024 at 1.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Licensing Panel

Councillors: David Jackson (Chair), Edward James, Andrew Lyon, Sandra Simpson (Reserve)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Apologies for Absence**
To receive any apologies for absence.
2. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 3 - 6)**
To approve the minutes of the meeting held on 18 January 2024.
4. **Application for a new Premises Licence -The Bull Charlbury Ltd, The Bull Charlbury, Sheep Street, Charlbury (Pages 7 - 90)**

Purpose of the Report

To determine an application for a new premises licence made by The Bull Charlbury Ltd, for The Bull Charlbury, Sheep Street, Charlbury, OX7 3RR.

Recommendations

That the Licensing Panel is asked, in light of the representations received, to consider the application and determine whether to:

- grant the application as requested.
- grant the application subject to such conditions that are necessary to promote the licensing objectives.
- refuse to specify a person in the licence as the premises supervisor.
- refuse the application in whole or in part where it is necessary in order to promote the licensing objectives.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Licensing Panel**

Held in the Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire
OX28 1NB at 10.00 am on **Thursday, 18 January 2024**

PRESENT

Councillors: Mark Walker (Chair), David Jackson, Julian Cooper and Jane Doughty.

Officers: Andrea Thomas (Licensing Officer), Kevin Dunford (Licensing Officer), Marianne Garrett (Senior Environmental Health Officer), April Paintain (Environmental Health Officer), Sara Anthony (Legal Executive).

Other Councillors in attendance: Nil.

19 Apologies for Absence

There were no apologies for absence.

20 Declarations of Interest

There were no Declarations of Interest.

21 Minutes of Previous Meeting

The minutes of the previous meeting were deferred to the Licensing Committee for approval.

22 Application for a New Premises Licence - The Wilderness Festival, Cornbury Park

The Chair Councillor Mark Walker welcomed everyone to the hearing and introduced the Panel in attendance, Councillors Cooper and Doughty.

The Chair asked for the Officers in attendance to introduce themselves, Andrea Thomas introduced herself as the Licensing Officer, Kevin Dunford introduced himself as the Licensing Officer, Marianne Garrett introduced herself as the Senior Environmental Health Officer, April Paintain introduced herself as the Environmental Health Officer, Sara Anthony as the Legal Executive and Anne Learmonth introduced herself as Strategic Support Officer.

Following introductions, the Chair asked those who wished to speak that were in attendance to introduce themselves.

Simon Taylor, Solicitor, on behalf of the Applicant.

Emma Kirby, Festival Manager, on behalf of Applicant.

Harry Lang, Vanguardia Acoustic Consultant, on behalf of Applicant.

The Chair outlined the process the hearing would follow and explained that the Panel would be advised by the Council's Legal Adviser, and Committee Clerk (the Strategic Support Officer).

The Chair reminded all parties to highlight only issues that related to Licensing Objectives, being:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance;
- The protection of children from harm;

The Chair announced that the Panel were in attendance to consider an application for a new premises licence made by MAMA Festivals Limited for the Wilderness Festival at Cornbury Park.

The Licensing Officer, Andrea Thomas, outlined the application for a new premises licence made by MAMA Festivals Limited in regard to the Wilderness Festival at Cornbury Park. The Officer confirmed that there had been amendments to Annex D as follows;

- the main stage would not be in operation on Thursday and would only operate between the hours of 10am and 11pm on Friday, Saturday and Sunday. The site would open at 8am on Thursday and close at 4pm on Monday.

The Panel was asked to consider the application and to determine whether to:

- Grant the application as requested;
- Grant the application subject to such conditions that are necessary to promote the licensing objectives;
- Refuse the application in whole or in part where it is necessary in order to promote licensing objectives.

The Chair then invited Simon Taylor to address the Panel.

Simon Taylor addressed the Panel and gave an outline of the application by focusing on key points; background to the festival, the application, structure and planning, response from authorities and residents' comments.

- The Wilderness Festival had been running from 2011 as an arts and music festival. The attendance included a demographic age range from 35 – 50+, with a focus on families and was widely attended. There was a focus on music, food and drink, theatre and arts. The festival offered day passes and camping facilities from Thursday to Monday for weekend passes. Passes for local residents from two postcode areas were discounted.
- The 2019 licence was used as a template for this application. The length of the licence was for 5 days, which were broken down over individual days and times. The new application made two changes in timings. On page 41, Annex D, timings on Thursday had been amended from 10pm to 11pm, amended to 11pm to midnight. The largest stage would be closed on Sunday. With these amendments the noise levels would be better managed over the duration of the days.

- Sound systems were reviewed each year and checks were ongoing by sound engineers during the day to monitor noise levels. Decibel levels were explained and how these levels were managed to ensure reduction of noise within the later hours of the festival. The largest indoor stage would be closed on the Sunday, by closing this stage the off-site noise impact would be significantly reduced. Work would be done with Vanguardia and independent acoustic consultants throughout the duration of the festival. Local residents would be encouraged to contact a 'hotline' with any concerns or complaints, and these would be responded to promptly.
- Suggestions had been taken on from the Police, Fire and Ambulance services. Also there had been an improvement fed into the traffic management plan which included the use of traffic lights, train shuttle, improved signage, increased external staffing and liaising with local taxi firms with a pre-agreed route.
- There had been an expanded consultation with local residents and Parish Councils through meetings, letter drops, local forums and groups for residents and the provision of up to date information via the Wilderness website. Also, information regarding the festival to be provided for local councils to distribute and display.

The Chair invited questions from the Panel, which raised the following points:

- The Panel asked how long the licence would be in place for. Andrea Thomas, ERS Officer advised that the length of the licence would be dependant on the life of the business, objections from authorities and any breeches of conditions which would result in a review of the licence. Simon Taylor added that the festival had been running for 11+ years which provided the Panel with assurance as to how well managed the festival had been over previous years.
- The Panel questioned the robustness of the helpline and complaints process and how this would work. Emma Kirby, Festival Manager, confirmed that noise levels would be monitored. The Local Council would advise residents that there is a 24 hour residents' helpline and there would be an offsite monitoring team to support and deal with complaints.
- The Chair asked if there would be more engagement with the local communities and reduced rates to provide access for residents who were less able to afford the ticket process. The Festival Manager confirmed the availability to discounted day tickets for residents within the postcode OX29. In addition, local projects had been supported in the past by the event.

In Summary Simon Taylor invited the Panel to grant the licence as applied for and to include the amendment on page 41, Annex D, timings on Thursday which had been amended from 10pm to 11pm, amended to 11pm to midnight.

The Panel retired to determine the application.

The Panel returned and advised that they had considered all of the case papers and had taken into account what had been said during the hearing. They had listened carefully to Simon

Licensing Panel

18/January2024

Taylor, Emma Kirby and Harry Lang, the representations of the interested parties, and considered the Council's licensing policy and objectives.


The Panel agreed that the application was robust and had demonstrated that feedback from the festival being run in previous years had been taken on-board including residents' concerns. The Panel was confident to accept the submission of the Applicant and that they would adhere to the conditions laid out in the licence.

The Panel **Resolved** to:

- I. Grant the application as requested.

The Meeting closed at 11.40 am

CHAIR

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>LICENSING PANEL COMMITTEE - THURSDAY 16th MAY 2024</p>
<p>Subject</p>	<p>APPLICATION FOR A NEW PREMISES LICENSE – THE BULL CHARLBURY LTD, THE BULL CHARLBURY, SHEEP STREET, CHARLBURY</p>
<p>Wards affected</p>	<p>CHARLBURY</p>
<p>Accountable member</p>	<p>N/A</p>
<p>Accountable officer</p>	<p>Andrea Thomas – Licensing Officer Email: andrea.thomas@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To determine an application for a new premises licence made by The Bull Charlbury Ltd, for The Bull Charlbury, Sheep Street, Charlbury, OX7 3RR</p>
<p>Annexes</p>	<p>Annex A – Application and proposed conditions Annex B – Plan of Premises and Location of Premises in Charlbury Annex C – Objections from residents Annex D – Support from residents Annex E – New information from Applicant Annex F – Response from Objectors following new information Annex G – West Oxfordshire District Council Hearing Procedure</p>
<p>Recommendation(s)</p>	<p>That the Licensing Panel is asked, in light of the representations received, to consider the application and determine whether to:-</p> <ul style="list-style-type: none"> • grant the application as requested. • grant the application subject to such conditions that are necessary to promote the licensing objectives. • refuse to specify a person in the licence as the premises supervisor. • refuse the application in whole or in part where it is necessary in order to promote the licensing objectives
<p>Corporate priorities</p>	<p>Ensure that services delivered by the Council are delivered to the highest</p>

	standard
Key Decision	NO
Exempt	NO
Consultees/ Consultation	A 28 day consultation has been undertaken with all Responsible Authorities, Ward Members, and Town Council and advertised in accordance with the Licensing Act 2003.

1. BACKGROUND

- 1.1 The Licensing Act 2003 ("the Act") allows applicants to apply for new Premises Licences, Premises Licence variations, Club Premises Certificates and Personal Licences. This application is for a New Premises Licence.
- 1.2 The Application was received on 22nd March 2024. The Applicant is The Bull Charlbury Limited, for The Bull Charlbury, Sheep Street, Charlbury, OX7 3RR
- 1.3 This Application is for a new Premises Licence which if granted will replace the current Premises Licence.
- 1.4 A copy of the application can be found in **Annex A** which includes a set of proposed conditions that would be added to the licence if granted.
- 1.5 Hours applied for

	Recorded Music - indoors	Late Night Refreshment	Supply of Alcohol	Opening Hours
Monday	1000hrs to Midnight	2300hrs to Midnight	1000hrs to 0030hrs	0900hrs to 0100hrs
Tuesday	1000hrs to Midnight	2300hrs to Midnight	1000hrs to 0030hrs	0900hrs to 0100hrs
Wednesday	1000hrs to Midnight	2300hrs to Midnight	1000hrs to 0030hrs	0900hrs to 0100hrs
Thursday	1000hrs to Midnight	2300hrs to Midnight	1000hrs to 0030hrs	0900hrs to 0100hrs
Friday	1000hrs to Midnight	2300hrs to Midnight	1000hrs to 0030hrs	0900hrs to 0100hrs
Saturday	1000hrs to Midnight	2300hrs to Midnight	1000hrs to 0030hrs	0900hrs to 0100hrs
Sunday	1000hrs to Midnight	2300hrs to Midnight	1000hrs to 0030hrs	0900hrs to Midnight

2. SITE DESCRIPTION

- 2.1 A copy of the plan of the premises and its location in Charlbury can be found in **Annex B**

3. REPRESENTATIONS

3.1 Responsible Authorities under the Licensing Act 2003

The Environmental Health Officer from West Oxfordshire has requested the following conditions to be added to the licence if granted:

1. This premises licence shall have no effect until a Noise Management Plan (the “Plan”) for the premises has been submitted to (and approved in writing by) the Licensing Authority. A copy of the Plan shall be kept on the premises and be made available to an authorised officer on request. Any revisions to the Plan shall be submitted to (and approved in writing by) the Licensing Authority within 14 days of the revision.
2. Use of the designated outdoor seating area is prohibited past 2300hrs on any day.

At the time of writing this report, the applicant did not agree to these conditions.

No representations have been received from other Responsible Authorities except Thames Valley Police who submitted no objection to the application.

3.2 Town Council and Local Ward Member - There have been representations received by the Town Council and a Local Ward Member.

Charlbury Town Council

The TC supports the licensing application in principle but has significant concerns relating to noise in the outside areas and nuisance to neighbours. The TC asks that these areas of concern are considered by the Licensing Committee and would like them to give particular consideration to:

- the status of the outdoor area (is it indoor or outdoor as there is no tent?)
- the ability to have music whether live or recorded in the outdoor area. We would like clarification on deregulation that live music is always permitted. Mr Winser, representing the Bull, has made the offer that live music will only be played between 4pm and 6pm on Sundays. This would be welcomed by the TC provided that this condition is written into the licence.

The TC will not support the specific requests for New Year Eve for extensions to permission through the whole of New Year's night through to opening time on New Year's Day. The TC also requests that as a matter of courtesy to neighbours any late night extensions are strictly limited to the indoors area (i.e. not the Garden Bar or outdoor areas).

Minor inconsistency in Sunday timings. The premises will be open to the public until midnight on Sunday night (1am other nights). However, the application states that the sale of alcohol will continue to 00:30 every night. For consistency this should be changed to 23:30 on Sunday nights.

Following the submission of the conditions from the application and the noise management plan this response was received from Charlbury Town Council

We note and welcome the proposed additional licence conditions and noise management plan as provided by the applicants. Subject to these being incorporated into the licence as legal requirements, we are satisfied that our concerns have been addressed.

We have heard directly from the agents that the deregulation on New Year's Eve will not affect the 11pm cut-off for the use of the garden - that only applies to extend the hours inside the building, and on that evening only. Again if this is incorporated into the licence, the Town Council's concerns have been addressed.

Cllr Leffman

The Bull has a recent record of disturbing local residents by playing music in the garden, and in the premises well beyond the limit of their license. I once had a complaint from a resident living nearby that they were woken by loud music emanating from the premises at 5am.

Residents who live nearby have also been disturbed by smoke from the wood burners in the garden. Air quality has been measurably affected.

The application is for music to be played indoors but the Licensing Officer has confirmed to me that they are entitled to play music in the garden in spite of this not being stated in the application.

I am not sure whether any conditions can be attached to the playing of music in the garden but if they can I would ask the committee to consider this.

I would like to add here that I am an enthusiastic supporter of The Bull. Some years ago I successfully campaigned to prevent it being turned into houses, and to get it registered as an asset of community value. I also enjoy going to The Bull myself. However, I am concerned that given their recent record the applicant will abuse the terms of their license to the detriment of the lives of a number of local residents.

3.3 Residents

A total of 13 objections have been received from local residents/businesses – **Annex C**
There have also been 12 letters of support received from local residents/businesses – **Annex D.**

The Live Music Act came into force on the 1st of October 2012 and deregulates live and recorded music where:-

- There is a premises licence or club premises certificate in place permitting 'on sales'
- The premises are open for the sale or supply of alcohol for consumption on the premises
- Live or recorded music is taking place between 8 am and 11 pm
- If the music is amplified live music or recorded music (e.g. DJs or a disco for example), the audience consists of no more than 500 people

I would remind Members that if live amplified music is taking place in an area not shown on the licensed layout plans, for example in a beer garden, it is still not licensable due to the so-called 'workplace' exemption under the Act (again between 8 am and 11 pm). If the music is unamplified live music, providing it takes place between the hours of 8 am and 11 pm, it is not licensable anywhere regardless of the number of people in the audience. The workplace exemption does not apply to recorded music.

Other noise legislation, for example, the Environmental Protection Act 1990, will continue to apply. The Live Music Act does not allow licensed premises to cause a noise nuisance. For example, if music was at an unreasonable level a complaint could be made to Environmental Health who would then need to determine whether a Noise Abatement Notice should be issued.

- 3.4 Although complaints have been received about noise emanating from the beer garden by the Environmental Protection team, no formal action has been taken to date.
- 3.5 The Applicant has circulated further information to persons who made an objection to the application. This was a cover letter, a new site plan, a draft noise management plan and further agreed conditions – **Annex E**.
- 3.6 **Annex F** details responses from objectors in regard to the new information.
- 3.7 At the time of writing this report further conversations are taking place with the Applicant and Objectors, outcomes of these conversations will be verbally reported at the meeting by the Licensing Officer.

4. NATIONAL GUIDANCE

- 4.1 The Secretary of State's Guidance requires Licensing Authorities, following receipt of relevant representations, to make judgements about what constitutes a public nuisance and what is necessary, in terms of Conditions attached to a specific Premises Licence, to prevent it.
- 4.2 Where the Act provides for mandatory conditions to be included in a Premises Licence, it is the duty of the Licensing Authority issuing the Licence to include those conditions in the Licence.

5. PROCEDURES

- 5.1 A copy of the procedure for the Hearing is attached in **Annex G**.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications arising directly from the consideration of this Application. However, any appeal to the magistrates' court against the refusal of the Application or against the imposition of conditions could result in the Council having to bear the legal costs of defending its decision.

7. LEGAL IMPLICATIONS

- 7.1 There is a right of appeal to the magistrates' court within 21 days of the Council's decision should the Council refuse the Application or against the conditions imposed on the Licence.

8. BACKGROUND PAPERS

8.1 West Oxfordshire District Council's Statement of Licensing Policy – 2021

8.2 Home Office S.182 Statutory Guidance published December 2023.

(END)

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We The Bull Charlbury Limited

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description The Bull Charlbury Sheep Street Charlbury			
Post town	Chipping Norton, Oxfordshire	Postcode	OX7 3RR

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£75000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) a health service body | <input type="checkbox"/> | please complete section (B) |

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a
 statutory function or ☐
 a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					

Current residential address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name The Bull Charlbury Limited
Address 2nd Floor Connaught House 1-3 Mount Street (Entrance Via Davies Street) London W1K 3NB
Registered number (where applicable) 14434617
Description of applicant (for example, partnership, company, unincorporated association etc.) Private limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)
Community pub and restaurant, with garden and guest rooms.

The premises has an existing premises licence (reference W/23/00738/PRMDPS). Following the Applicant being transferred the existing licence and taking over the operation of the premises, it has become apparent that the licence plans on file with the Council are out of date, including regarding the use of the bar servery in the garden (which predated the Applicant taking over the premises).

This application proposes to regularise the position by replacing the existing licence with a new premises licence, for the same licensable activities and hours, but with (i) modernised plans, detailing the garden space and the first and second floors in full; and (ii) updated model conditions to promote the licensing objectives.

The existing licence W/23/00738/PRMDPS will be surrendered before the new licence takes effect.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

☒

Supply of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)			
Thur						
Fri						
Sat			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Sun						

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="checked" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	10:00	00:00			
Tue	10:00	00:00			
Wed	10:00	00:00			
Thur	10:00	00:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Fri	10:00	00:00			
Sat	10:00	00:00			
Sun	10:00	00:00			
			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

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

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input checked="" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)			
Mon	23:00	00:00				
Tue	23:00	00:00				
			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)			
Wed	23:00	00:00				
Thur	23:00	00:00				
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.			
Fri	23:00	00:00				
Sat	23:00	00:00				
Sun	23:00	00:00				

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Mon	10:00	00:30			
Tue	10:00	00:30			
Wed	10:00	00:30			
Thur	10:00	00:30	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		
Fri	10:00	00:30			
Sat	10:00	00:30			
Sun	10:00	00:30			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor
(Please see declaration about the entitlement to work in the checklist at the end of the form):

Name James Gummer	
Date of birth 04/08/1990	
Address [Private address - see consent form]	
Postcode	
Personal licence number (if known) 17-206706-1	
Issuing licensing authority (if known) The Royal Borough of Kensington & Chelsea	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	01:00	
Tue	09:00	01:00	
Wed	09:00	01:00	
Thur	09:00	01:00	
Fri	09:00	01:00	
Sat	09:00	01:00	
Sun	09:00	00:00	
			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

M

Describe the steps you intend to take to promote the four licensing objectives:

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

Please see appended operating schedule of proposed conditions to address all four licensing objectives.

b) The prevention of crime and disorder

See a) above

c) Public safety

See a) above

d) The prevention of public nuisance

See a) above

e) The protection of children from harm

See a) above

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable (postal applications only) **[Electronic Submission - LA to serve RA's]** ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☐

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	<i>Thomas and Thomas</i>
Date	22/03/2024
Capacity	Solicitors on behalf of applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Our ref: THE.76.1 Ryan Peermamode Thomas & Thomas Partners LLP 38a Monmouth Street			
Post town	London	Postcode	WC2H 9EP
Telephone number (if any)	020 7042 0417		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) <i>rpeermamode@tandtp.com</i>			

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell

alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.
 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Application for a Premises Licence
The Bull Charlbury
Sheep Street, Charlbury, Chipping Norton
Oxfordshire OX7 3RR

Applicant: The Bull Charlbury Limited

DPS: James Gummer

Description:

Community pub and restaurant, with garden and guest rooms.

The premises has an existing premises licence (reference W/23/00738/PRMDPS). Following the Applicant being transferred the existing licence and taking over the operation of the premises, it has become apparent that the licence plans on file with the Council are out of date, including regarding the use of the bar servery in the garden (which pre-dated the Applicant taking over the premises).

This application proposes to regularise the position by replacing the existing licence with a new premises licence, for the same licensable activities and hours, but with (i) modernised plans, detailing the garden space and the first and second floors in full; and (ii) updated model conditions to promote the licensing objectives.

The existing licence W/23/00738/PRMDPS will be surrendered before the new licence takes effect.

Proposed Licensable Activities

	Alcohol (on and off)	Recorded music	Late night refreshment	Opening hours (for those not staying in guest rooms)
Monday – Saturday	10:00 – 00:30	10:00 – 00:00	23:00 – 00:00	09:00 – 01:00
Sunday	10:00 – 00:30	10:00 – 00:00	23:00 – 00:00	09:00 – 00:00

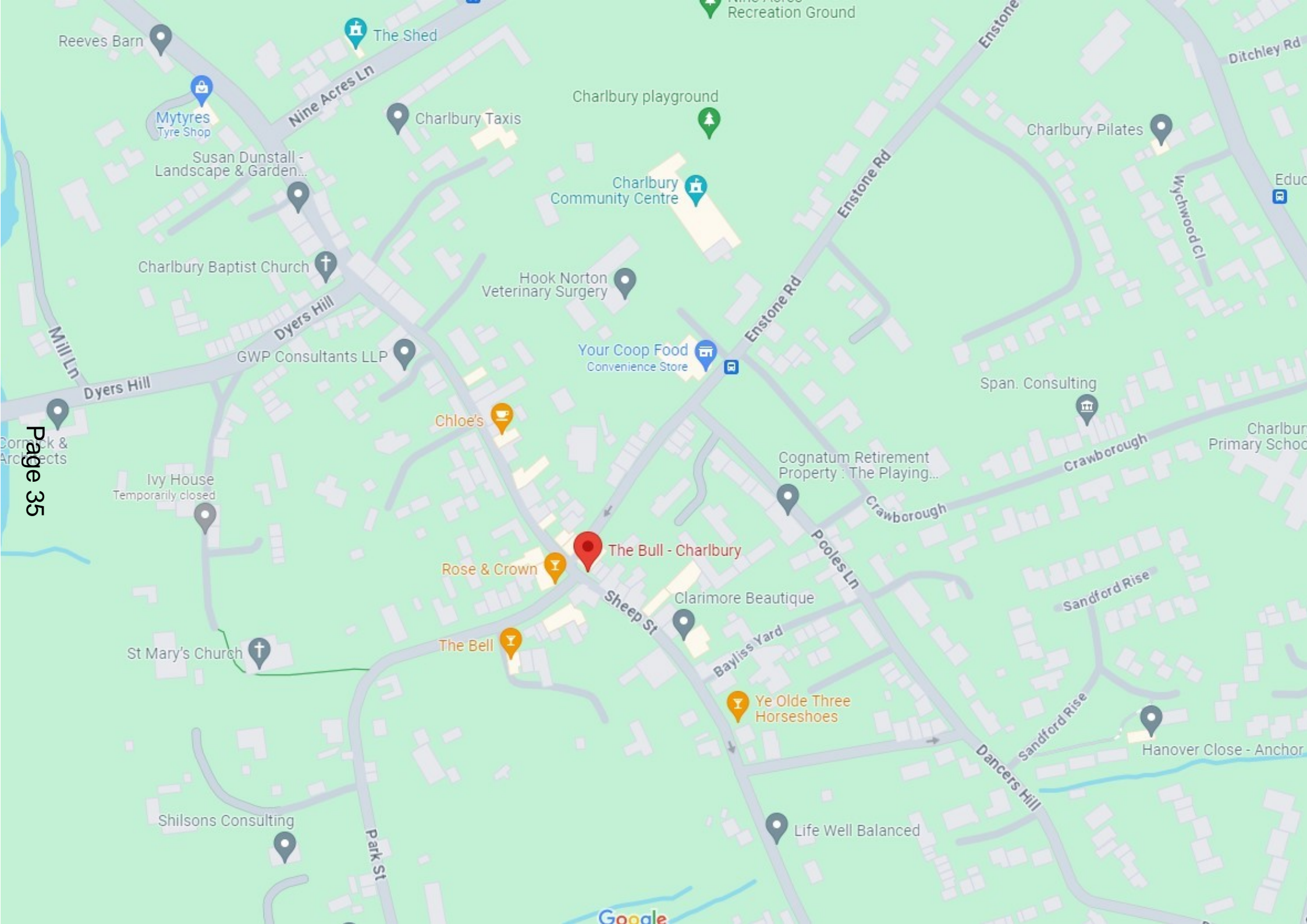
Non-Standard timings:

- From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

Proposed Conditions (in addition to mandatory conditions)

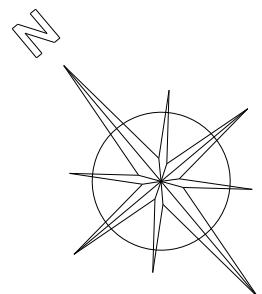
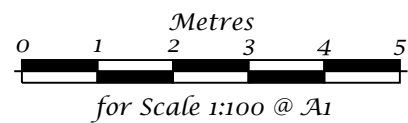
1. All staff shall be suitably trained for their job function in the operating standards for the premise. The training shall be under constant review. All Personal License Holders supervising the sale of alcohol shall hold a nationally recognised licensing qualification.
2. All staff shall be suitably trained in the operating procedures for refusing service to any person who is drunk or is under age or appears to be under age.

3. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
4. There will be no use of the outside areas after 23:00hrs.
5. There will be no regulated entertainment in any outside areas.
6. The Premises Licence Holder shall ensure that no nuisance is caused by noise emanating from the premises.
7. A telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
8. Prominent, clear notices shall be displayed at all exits and in the garden requesting customers to respect the needs of local residents and leave the premises and the area quietly.
9. This premises licence shall have no effect until premises licence W/23/00738/PRMDPS (or such other number subsequently issued for the premises) has been surrendered.



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GROUND FLOOR



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ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF DESIGN AND RE-CHECKED BEFORE CONSTRUCTION PHASE.

- STAFF & WC AREAS
60.3 m²
- GUEST ROOMS
48.8 m²
- PUBLIC AREAS
506.5 m²
- LICENCE SCOPE BOUNDARY

FIRE SCHEME LEGEND

- SMOKE/HEAT DETECTOR WITH SOUNDER
- CALL POINT/BREAK GLASS
- FOAM/CARBON DIOXIDE FIRE EXTINGUISHER
- FD60S FIRE DOOR
- FD30S FIRE DOOR
- FIRE ALARM PANEL
- ILLUMINATED FIRE EXIT SIGN
- EMERGENCY LIGHTS
- ESCAPE WINDOW

(MOVEABLE FURNITURE IS SHOWN INDICATIVE ONLY.)

PUBLIC HOUSE GROUP
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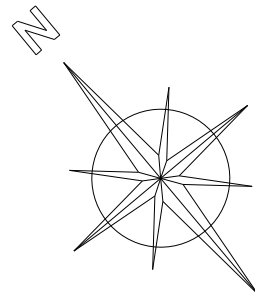
Drawing Status LICENSING APP

B	Issue for Approval	13.03.2024
A	Issue for Comment	05.03.2024
REV	DESCRIPTION	DATE

Client / Project: The Bull Charlbury

Title: Proposed Ground Floor Fire Plan

Scale: 1:100 @ A1 1:200 @ A3	Drawing Number: 0000 (23) GF-01 B
Drawn: AHS	PROJECT DRAWING REV



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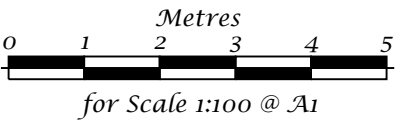
- STAFF & BOH AREAS
11 m²
- GUEST ROOMS
125.6 m²
- PUBLIC AREAS
35.4 m²
- LICENCE SCOPE BOUNDARY

FIRE SCHEME LEGEND	
	SMOKE/HEAT DETECTOR WITH SOUNDER
	CALL POINT/BREAK GLASS
	FOAM/CARBON DIOXIDE FIRE EXTINGUISHER
	FD60S FIRE DOOR
	FD30S FIRE DOOR
	FIRE ALARM PANEL
	ILLUMINATED FIRE EXIT SIGN
	EMERGENCY LIGHTS
	ESCAPE WINDOW

(MOVEABLE FURNITURE IS SHOWN INDICATIVE ONLY.)



FIRST FLOOR



PUBLIC HOUSE GROUP
INTERIOR : PLANNING

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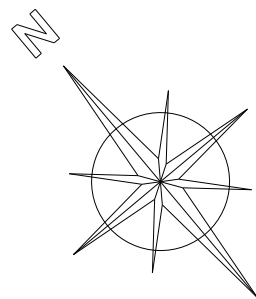
Drawing Status LICENSING APP

B	Issue for Approval	13.03.2024
A	Issue for Comment	05.03.2024
REV	DESCRIPTION	DATE

Client / Project: The Bull Charlbury

Title: Proposed First Floor Fire Plan

Scale: 1:100 @ A1 1:200 @ A3	Drawing Number: 0000 (23) 01-01 B
Drawn: AHS	PROJECT DRAWING REV



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ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF DESIGN AND RE-CHECKED BEFORE CONSTRUCTION PHASE.

- GUEST ROOMS
74 m²
- PUBLIC AREAS
4.5 m²
- LICENCE SCOPE BOUNDARY

FIRE SCHEME LEGEND

SMOKE/HEAT DETECTOR WITH SOUNDER

CALL POINT/BREAK GLASS

FOAM/CARBON DIOXIDE FIRE EXTINGUISHER

FD60S FIRE DOOR

FD30S FIRE DOOR

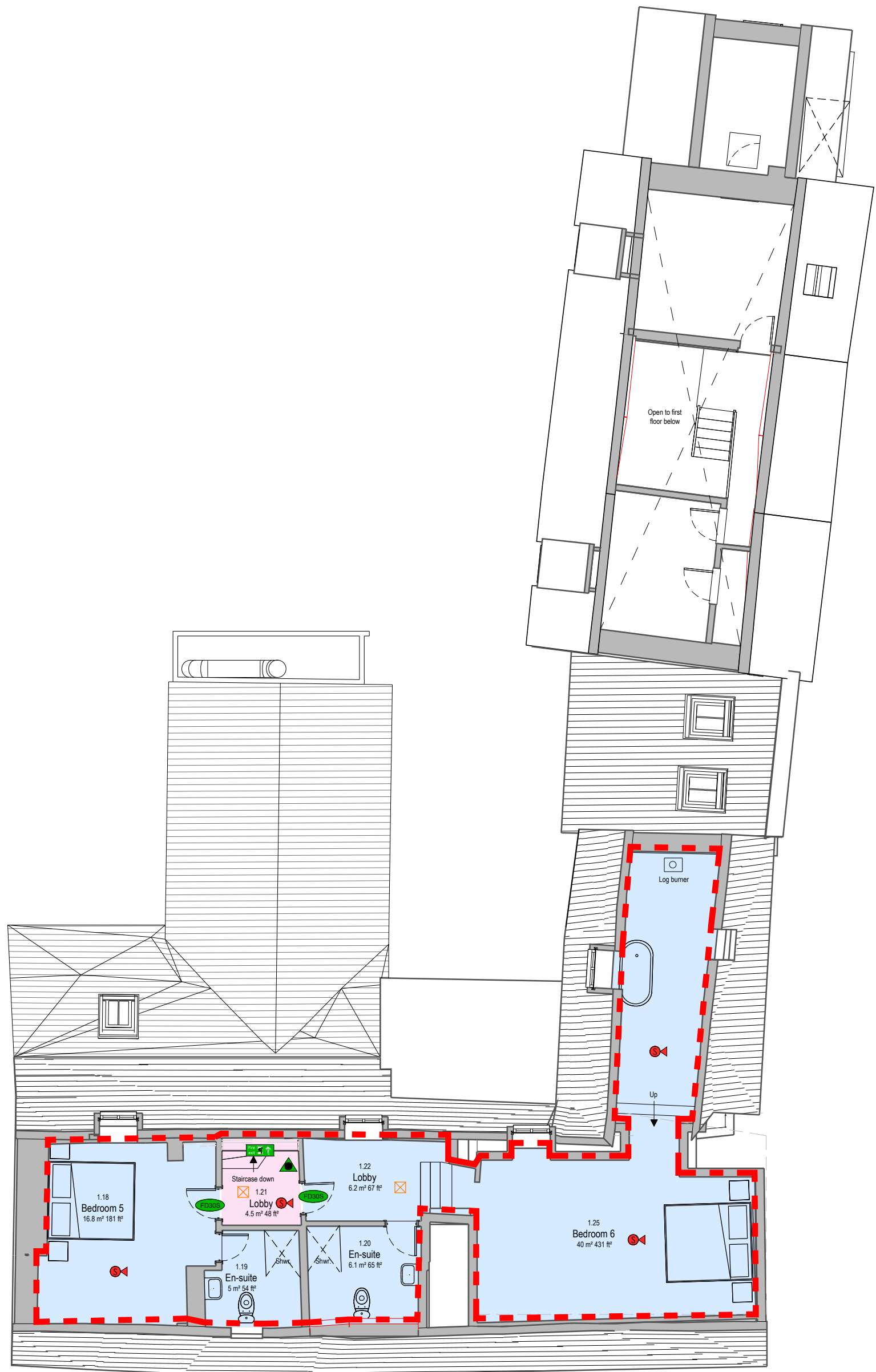
FIRE ALARM PANEL

ILLUMINATED FIRE EXIT SIGN

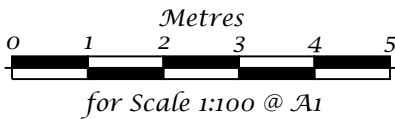
EMERGENCY LIGHTS

ESCAPE WINDOW

(MOVEABLE FURNITURE IS SHOWN INDICATIVE ONLY.)



SECOND FLOOR



PUBLIC HOUSE GROUP
INTERIOR : PLANNING

39A Tavistock Road, London W11 1AR

Drawing Status LICENSING APP

B	Issue for Approval	13.03.2024
A	Issue for Comment	05.03.2024
REV	DESCRIPTION	DATE

Client / Project: The Bull Charlbury

Title: Proposed Second Floor Fire Escape Plan

Scale: 1:100 @ A1 1:200 @ A3	Drawing Number: 0000 (23) 02-01 B
Drawn: AHS	PROJECTDRAWINGREV

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Representations/Objections

1. Mark Hofman

This application seeks to extend the licensed area of the premises to include a large part of the garden area at the rear of the property. The effect of such an extension would be to bring the garden area within the deregulation under the Live Music Act, and permit the playing of live and recorded music in the garden area from 8am to 11pm. This would potentially have an extremely deleterious effect on neighbouring properties, including those a hundred metres or more away, and would affect the quiet enjoyment of their properties and in particular their gardens by residents. I strongly oppose this unnecessary application. The Bull Inn is evidently perfectly successful without the need for this further extension. I would also point out that the garden area is covered by a tent, and according to guidance note 3 in the application form, this would therefore count as 'indoors'. Consequently the application to play recorded music 'indoors' until midnight every day of the week would also apply to the garden area. Again this is wholly unnecessary, potentially very disturbing for residents, and I strongly oppose it.

2. Deborah Hofman

I oppose this application because it would give the Bull Inn the right to play music outside from 8:00 am to 11:00pm every day of the year.

This is likely to have very serious impact on neighbouring properties preventing them from having quiet enjoyment of their homes and gardens particularly during the summer.

The Bull has no need for music to be played outside as the Bull has already shown itself to be very popular without this added entertainment. Moreover the licence is not necessary as its customers can already eat and drink outside in its garden.

3. Julia Ayres

The playing of music at this venue until 23.00 every day is inappropriate and unnecessary, the premises are situated in a highly built up area. We already have to endure the smell of outside cooking until late at night and this coupled with music and customer noise until 23.00 would make living in the area unpleasant and unacceptable

4. Gill Pratt

It is my understanding that the Bull Inn in Charlbury has applied for a licence to play music inside and outside every day all day. There is a tent erected over the garden which in no way mitigates the sound or smell.

As a close neighbour of the Bull I am extremely concerned about this as it would impact on my environment. When music has been played there I can clearly hear it. I also receive smell of cooking and the noise from the customers can be very intrusive. To hear music that is not to my taste in my own garden will have a detrimental impact on my life and therefore I would like to strongly object to this application.

5. Jane Fitzmaurice

The Bull is in the centre of a small, peaceful country town, not London. Their outdoor music has often been very loud and must disturb their close neighbours. Let the Bull play music, live or otherwise, but only inside, not outside and not under the tent

6. Virginia Fitzroy

I object to the new licence application from The Bull, Charlbury to play music outdoors from 8am to 11pm. This could have a very serious impact on people who live nearby and want peace in their houses and gardens.

7. Paul Honey

I live two doors up from Calum and last summer the music from the Bull garden was intolerable with it blasting out from 10 in the morning to 11 at night and sometimes later. This was particularly irksome for those working from home in the area and I think it was because of the number of complaints received that Environmental Health eventually ordered them to take down their speakers, following a period where they were unable to keep the volume to an acceptable level. On a number of occasions, the music drowned out my own TV in my living room it was so loud. I would therefore strongly object to the licence if the indirect impact of it was to allow recorded music to be played during licenced hours.

Thank you for your consideration.

8. Alex Birch

As a homeowner in Church Street The Bull is c 70 metres from my front door. Our bedrooms front onto Church Street. The license currently being applied for adds the playing of music to the license and, I believe, an extension of trading hours. These raise the likelihood of more disturbance to nearby residents which amount in my view to a public nuisance: 1.Later trading hours - more late night departures during the working week - noise from cars and people. 2.Performance of music: the licence indicates "internal" playing of recorded music .. but the configuration of the licensees premises and their approach to use of their garden space means that music played from an "internal" source is easily and effectively broadcast and heard externally. For those living in proximity to the premises such music - proposed to be allowable from 10:00 - 00:00 7 days per week - may amount to a nuisance as it reduces the quiet enjoyment of their property. It should be noted that the disturbance to such quiet enjoyment is not only from the volume of music played but from the "bass line" within the music which transmits for substantial distances as a background "thud" which is also a disturbance. For these reasons I object to the new license terms.

9. David Ouvry

I understand that a new licence application is being submitted which would allow the inn to play live and recorded music in its garden at any time from 8am to 11pm throughout the year.

Such an activity would be unwanted, intrusive and annoying to many people within earshot, and particularly to those using the Corner House for the library and arts activities as well as those wishing to have a peaceful time in their gardens.

The Bull should confine its music to the interior of the building, and if allowed to extend outside, a precedent could be set for other premises to follow in similar ways.

Many of us living in Charlbury value the relative peace and quiet of a country town, and to have what may well be constant external noise of the kind applied for by The Bull would undoubtedly change the character of a town whose present atmosphere we greatly value. I sincerely hope that this application will not be accepted.

10. Marion Speight

I live in a small development which adjoins The Bull Inn in Charlbury and wish to object to them seeking to extend their licenced hours beyond the times universally permitted. This is because I have experience of noise from patrons using the garden of The Bull disturbing me and know that it has impacted on the occupiers of other adjacent properties and feel that 23.00 is quite late enough for any outside (or from tents and awnings in the garden area) sound from music or a garden bar to be permitted.

I therefore ask, for the months when The Bull's outside area is likely to be used that their licenced hours for anything other than their internal rooms is not extended from that generally permitted.

11. Peter Durrant

I am a great supporter of The Bull and wish them every success for the future. I can entirely understand why they seek to regularise and, where possible, extend their licensing facilities.

I have only 2 comments relating to the current application:

-I can't see any definition as to what constitutes "outside areas". I would not wish this definition to include the tented area at the rear of the open garden area. Currently it is open to interpretation -- the area does have a tented covering but it is, essentially, open and it has no real sides to it. I would, therefore, like to see this included in the definition of "garden area" and so not be available for use after 2300 hours.

-I would prefer drinks to be served in the garden from 1200, not 1000 as requested. But, in extremis, could live with the application request.

12. Adam Leach

I wish to lodge an objection to the licence application: W/24/00302/PRMA | New Premises Licence

The grounds for this objection is the considerable concern about the risk of increased, persistent and uncontrolled noise and nuisance to residents in surrounding areas of the town, notably but not exclusively the elderly occupants of The Playing Close/Cognatum.

The objection relates principally to the playing of music on the premises for prolonged daily periods on the premises of the Bull Inn but which will have major impact on the surrounding area.

There is no apparent need for this application because alcohol sold inside can be served and consumed in the garden. It appears that the only reason, therefore, for the application is to be able to play music (live and/or recorded) in the garden. If this is the case, then there is need for specific undertakings that limit the times when music is played, the length of time of every occasion, the volume, frequency and all other pertinent matters in the music performed or played and that may cause noise disturbance to residents in the area. The undertaking in the application to not carry out 'regulated activity in the garden' will not apply to music permitted as a consequence of having the licence if approved.

The principal part of the application is for an extension of the premises regulated for the sale of alcohol. The current licence only permits sale inside the building. This application seeks to extend the licence to sale in the garden. Under a 2012 Act, licence holders automatically have the right to play live and recorded music in licensed premises from 0800 to 2300 every day of the year. The only restriction on that is the common law of nuisance, which is not effective in controlling noise makers. As stated above, the Bull Inn has no need to extend the licence to the garden. Drinks sold inside can be served and consumed in the garden. So it would seem that the only point of the extension is the playing of music in the garden. This is not at all evident in the application and the purpose of the application is obscured.

No guarantees of respect for local residents have been forthcoming and there is reasonable grounds for concern about noise and nuisance on account of volume levels, the pervasive nature (especially beat and pitch) of the music, and because this will not be within the control or capacity to limit on the part of residents if the licence application is approved.

Moreover, there is insufficient clarity or explanation, and considerable confusion, about details of the application and what the implications will be. The application appears to be for the playing of recorded music only indoors. However:

1. there is no definition of 'inside' or 'indoors';
2. times are stated as 1000 until 0000 Monday-Sunday.

Whilst the licence application form does not refer to playing music outdoors, it is understood that the legal effect of the licence (if approved) would be to enable the Bull Inn owners to play music in the garden area (outdoors).

It has also been stated verbally (to the Town Council Planning Committee on 15 April) by the owner that live music will be played 1600-1800 every Sunday. Assertions have also been made that the music will be “ambient” but with no definition of the meaning or implications of this term.

Confusion therefore remains about, inter alia, whether the music is recorded or live, the location of where the music will be played, for how long, nature of the music, volume level, pitch, beat and other aspects.

The basis of this application also raises concerns. It is asserted that the application as it relates to the playing of music is for the benefit of the Community; this is neither defined, who is intended to benefit or how. Furthermore, support for this assertion is explained in terms of “what customers say they want” but again no evidence has been provided for this assertion.

There is no precedent or justification for prolonged periods of playing amplified recorded or live music in Charlbury, either indoors or outdoors. There are numerous opportunities and other venues, including public houses, for playing music in Charlbury which do not cause noise or nuisance.

This application has therefore caused serious and reasonable concerns about its intended purpose. There is neither clarity in the application nor about the implications if approved. If the licence is granted, residents have no recourse or scope to limit or if necessary prevent music being played that is noisy and a nuisance.

Objection to the application is therefore lodged herewith.

13 : 4 : 2024.

Music outdoors at the Bull.

Allowing an application for playing music, live or recorded, outside on any day of the year let alone every day and all day would have a really serious impact on the lives of the citizens of Charlbury.

Everyone enjoys playing their own choice of music, indoors, but to have it imposed upon them is to create a public nuisance.

Activities requiring concentration in quiet surroundings such as workshops in the nearby Art centre in the corner House, and residents in the vicinity wanting to enjoy their gardens would be badly affected by constant sound. Even very quiet music not to one's taste can be extremely irritating, and will cause much distress and annoyance to the residents of Charlbury who are entitled to peace and quiet in their own properties.

To those not immediately affected by the sound, allowing this application could create a precedent.

This application should be rejected.

Dr. M. Clark, M.R.C.P.

Supporting Representations

1. Andy Pickard

To whome it may concern.

I am a Charlbury resident and use the bull fairly often and I would like to show my support for their licence application for the outside bar.

When the bar was operating I couldn't see how it effected the local residents at all. It was never noisy and always shut at 10.30pm. In the summer the garden will be busy if the outside bar is open or not, it just takes a huge amount of pressure off the inside bar.

So please acknowledge my support for a business that greatly contributes to Charlbury.

2. Hattie Mordaunt

I just wanted to email in support of the idea to reopen the bar at the Bull in Charlbury.. it would make the queue inside much smaller and it would make so much sense when it is busy. I used to live opposite the Bull with small children and the noise from the outside bar/garden was never that bad at all. It seems to only be one household that has an issue with it and it seems unfair that the Bull has to suffer because of them.

3. Rebecca Renfrew

I am writing a letter of support to re-open the outside Bar at The Bull in Charlbury. The owners have done a great job in making The Bull a welcoming pub not only for residents who want a drink but for people wanting a very good meal. They have invested time and money and as a resident I would like this rural business to succeed. I would imagine it would be essential to the business to have the outside bar open as the weather gets better and people sit outside.

4. David Oates

My name is David Oates of xxx. I am writing in support of the above application from The Bull in Charlbury to alter their existing licencing conditions to include the addition of live music and also the use of an outside bar. I live approximately 400 yards from the Bull and have lived at that address for a little over 20 years and in Charlbury for over 30 years in total.

The Bull has had mixed success in my time in Charlbury, but since the current owners took over in 2022, has become a thriving and positive addition to the town. The staff and management are friendly and welcoming, the atmosphere is relaxed and comfortable, the food and service is excellent and, in my opinion, it is a fantastically and responsibly-run pub. I have noticed no issues with late-night noise or anti-social behaviour which is down to the way it is managed. As someone who is in a mixed-race relationship, my partner and I have always felt the Bull is a highly inclusive place to be and are very happy that we have such a venue in Charlbury. The garden is the nicest pub garden in the area and is a joy to be in. The addition of well-managed live music would be a boon to the town and something I would whole-heartedly welcome.

If the application was to be approved, I can think of no reason that any of the above would change other than for the better. I don't believe noise levels would increase nor would there be a change in the behaviour of the clientele (which I have always found to be exemplary).

Based on all the above points, I would like to register my strongest support for the application as I believe it would make the Bull an even bigger asset to the community than it already is.

5. Kim Harrison

Distance from The Bull - 50m

I have lived there 4 years

The Bull is a superb asset to Charlbury especially since it has reopened under the current owners. They have totally re energised this building and business.

The management /owners have been so welcoming to our local residents, including me.

I have not experienced any inconvenience from music or customer noise; the use of the garden has not disturbed me in any way. I often spend time there myself enjoying the new beautiful facilities. The venue is a safe and inclusive place to go, and it does not have issues with anti-social drinking or late-night noise that I have experienced, and as I live so close to it, I would know. I very much hope this application is granted, and I know that the garden will be managed well in the future, so as to avoid noise nuisance or disorder, and be a safe place to go.

I totally support this application and I will continue to support this amazing business that Charlbury needs so much. They have gone out of their way to support our local community and provide employment, and custom for other local businesses. As residents we should welcome this fabulous business. I wholeheartedly support this application and fully expect it to be granted. Thank you.

6. Helen Price

I am a Charlbury resident and I'd like to register my support for the Bull reopening their outside bar. The garden is a delightful place to go both in the summer and winter. The outside bar is fantastic and reduces the crowds inside where it can be hard to get served. As locals it's lovely to have a place that is accessible and relaxed with family and friends. Over Christmas they had some really lovely gatherings outdoors and lots of us took advantage. It would be a shame if this is not allowed to continue.

7. Fergus Mcvey

This is a letter of support for the Bull's application to reopen their outside bar.

Charlbury has long needed a really high quality business to drive activity in the centre of town and The Bull has really given the town the impetus it needs, and multiple new businesses have successfully opened - and are paying business rates as a result. As a former business owner in that location I can attest to the need for real drive and purpose. It is vital that this business be allowed to realise it's full potential, I also strongly believe that those who move in near to licenced premises should expect noise. It is fundamentally absurd for

people who buy houses near pubs to complain about noise. There has been a pub there for hundreds of years, it will be noisy, obviously

8. Ian Cox

I am writing as a long time Charlbury resident of 28 years to support the planning application from The Bull in Charlbury. The Neighbourhood Plan seeks to support the viability and vibrancy of the Town Centre and The Bull is an important part of our community. The current owners have invested heavily and have create a popular venue bringing trade into the Town and providing choice for local people. I live in Fishers Lane 400 metres from the venue. I am aware of concerns about the outside log fire but feel that these are manageable. The feedback I have had, and my own experience, is that the management and staff are helpful and considerate to neighbours. The cliental are also respectful and I am not aware of any anti social behaviour. Based on my own experience, if this application is granted, I expect that the garden will be managed well in the future, so as to avoid noise nuisance or disorder, and be a safe place to go. We visited the London pub owned by the same Company when we heard who was buying The Bull. That, too, is a well managed pub with friendly staff. An indication of the culture of the Company

9. Tim Widdows

My name is Tim Widdows and I live and work at xxx

From this address I operate a Gallery and gift shop and a Picture Framing service, our property is opposite the Bull and my bedroom at the top of the building also faces the Bull from where we can see the Pub garden from our bedroom window.

Since the new tenants took over the Bull it has been like a new lease of life has been given to the place and they have done absolute wonders for the building and the town of Charlbury, the staff are fantastic and go out of their way to make our time in the establishment the best they can make it and the food is superb.

Last year I spent many an afternoon in the pub garden which again is a delight to be in, from there we listened to great music and eat great food from the BBQ area and got drinks from the outside bar it was just perfect, even when I was not even on the premises noise level always seemed to be kept at a minimum and has not affected my homelife across the road .

I would like to show my support for The bull's Licence application not only as a regular local at the establishment but also as a business owner right opposite the Bull, I have been in my present address since 2009 and have seen a marked decline in footfall in the town centre over the years, since the new team moved into the Bull and after all the renovations that have taken place, as a business we have started to see footfall begin to increase which has to be good for everyone in the town and long may it continue.

The Bull seems to be able to attract the right clientele for the town as in there seems to be little sign of anti-social behaviour and late night noise which has to be commendable and I look forward to this continuing in the future.

10. Caroline Montagu

The Bull is situated some 250 metres from my dwelling, where I have been living since September 2001.

I have experienced no inconvenience of any sort, including customer noise levels either from my house or just walking past the establishment. This included noise levels coming from the garden. The venue, in my opinion, very well run by courteous, open and sympathetic management, who oversee a complement of very competent, polite, and inclusive staff. Since it's reopening the Bull has proven an impressive and popular asset to the town. The refurbishment both of the pub and outside areas including the garden has been extremely well done. The attraction of the national media's complimentary coverage of the establishment underscores the excellence of the facility.

I have every expectation that the Bull will continue to be well managed and very confident that they will ensure there is no excessive or disorder, particularly in the well set out garden where clients will be able to go on enjoying the hospitality in a safe and comfortable environment.

I firmly support the application which will prove an enhancement to the town's reputation as a very good place to live.

11. Michael Montagu

I, Michael Montagu, of xxxxxxxxxxxxxxxxxxxxxxxxxxxx, am writing in support of the above application. The Bull is situated some 250 metres from my dwelling, where I have been living since September 2001.

I have experienced no inconvenience of any sort, including customer noise levels either from my house or just walking past the establishment. This included noise levels coming from the garden. The venue, in my opinion, very well run by courteous, open and sympathetic management, who oversee a complement of very competent, polite, and inclusive staff. Since it's reopening the Bull has proven an impressive and popular asset to the town. The refurbishment both of the pub and outside areas including the garden has been extremely well done. The attraction of the national media's complimentary coverage of the establishment underscores the excellence of the facility.

I have every expectation that the Bull will continue to be well managed and very confident that they will ensure there is no excessive or disorder, particularly in the well set out garden where clients will be able to go on enjoying the hospitality in a safe and comfortable environment.

I firmly support the application which will prove an enhancement to the town's reputation as a very good place to live.

With thanks and kind regards,

12. Edward Bradbury

I live at xxxxxxxxxxxxxxxxxxxxxxxxxxxx, opposite the car park of the Bull, so very close to the Pub and garden area in question. We, as a family have been there for 18 months, so have observed at close hand the day to day trading of The Bull.

The first few weeks of last summer were testing as regards music and smoke from fire pits but as time has gone by I have observed as a neighbour and a customer how the Operating team have taken on board concerns and tried to address them. I think both the owners and

the management team understand that they are at the heart of a vibrant community and have learnt, i believe, the responsibility that goes with that.

I know that being able to operate an outside bar will greatly enhance the business and make for a better customer experience without additional noise as people will already be using that outdoor space . I have observed how people enjoy this outside space and also how the operators are clear at 11p.m that the outside space had to be vacated. I believe the team are also happy to discuss concerns and accommodate as best they can those concerns, if any, going forward. The Bull is in incredibly good hands and we as a community are very blessed to have a place like this on our doorstep. They attract trade from all over but are still able to be a great local. Please support this application.

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New premises licence application for The Bull Charlbury – W/24/00302/PRMA

Applicant's summary of proposals for the hearing on 16 May 2024, to assist the Licensing Sub-Committee

1. The Applicant here is The Bull Charlbury Limited, represented by directors James Gummer and Phil Winsor. James and Phil grew up in the area as childhood friends, in the nearby villages of Dean and Chilson – and enjoyed some of their first drinks at The Bull.
2. After an extensive renovation project, they have now taken the reins at the pub themselves – having opened fully last summer - and hope to safeguard it as a community asset for the future. There is an existing premises licence for the venue, which they have been operating under and which we understand has been in place for many years. The Bull itself has sat at the heart of Charlbury since the 18th century.
3. The Bull benefits from a large garden space to the rear, which can be used until 11pm under the existing licence. When the team took this over, there was already a bar servery outside, which the previous operator had been using to serve drinks, as a key part of the business. However, it has since come to light that the licence plans on record with the council were not updated by previous operators, and do not authorise the use of the servery. (To be sure, alcohol sales to the garden *are* already permitted – it is just that they are authorised by way of “off” sale using the bar inside the pub, rather than the bar servery in the garden.)
4. So, the company stopped any use of the servery, and has now made this application, proposing to replace the existing licence with a new premises licence, in order to:
 - 1) update and regularise the plans, so as to authorise the use of the bar servery, and to show the full layout of the building, including on the first and second floors; and
 - 2) update the licence conditions to promote the licensing objectives, but without changing the hours or activities authorised – including the 11pm cut-off for all parts of the garden, which is staying the same.

Representations – further conditions agreed

5. An updated list of proposed licence conditions is enclosed for the Sub-Committee.
6. The Applicant has agreed the two additional conditions suggested by Environmental Protection: (1) to require a Noise Management Plan to be submitted to and approved by the Licensing Authority before the new licence takes effect (see condition 1); and (2) to reassert that the designated seating area outside cannot be used past 11pm (see condition 2), supplementing the condition to the same effect included in the application (see condition 8). There were no other representations from the responsible authorities.
7. The concerns of residents and other interested parties were principally focused on noise from music outside and whether there was to be a change in the scope of the music authorised in the garden, and at what times.
8. The team sent a letter in response to these concerns, to provide clarification and reassurance, and to propose amendments to the plans and conditions to address the points raised. That letter and the accompanying Noise Management Plan (required under the condition agreed with Environmental Protection) are both enclosed for the Sub-Committee, together with the updated version of the new plans. To explain further:

Music in the garden

9. The team have no wish to extend their music rights in the garden beyond what is already permitted. However, as a result of the liberalisation instituted by the Live Music Act 2012, extending the red line around the boundary of the garden would necessarily involve deregulating full recorded music outside until 11pm¹ – and would also mean any conditions relating to music outside before 11pm would have no effect (as they would be disapplied by section 177A(2) of the Licensing Act 2003).
10. So, in response to resident concerns, they have now adjusted the red line in the new plan for the ground floor, so that it only covers: (i) the indoor areas within the building; and (ii) the perimeter of the bar servery in the garden specifically. This allows the outside bar to be authorised for alcohol service (by way of “off” sales), without bringing the garden within the ambit of section 177A in relation to music.
11. The result is that only live music and background recorded music will be permitted in the garden, as is the case under the existing licence, since:
 - 1) live music is deregulated by paragraph 12B of Schedule 1 of the Licensing Act 2003, as the garden is a ‘workplace’;² and
 - 2) background recorded music playing while the garden is in use is deregulated under paragraph 7 of Schedule 1 of the Licensing Act 2003, on the basis it is incidental to other activity in the garden.
12. Because section 177A will not apply to the garden, this also means the team have been able to offer new licence conditions controlling music outside, requiring them to:
 - 1) route background recorded music outside at all times through a sound limiting device, set at a level which will not give rise to nuisance to nearby residents (see condition 3); and
 - 2) restrict live music outside to between 3pm and 8pm on a Saturday or Sunday (except for carol singing in December, which is permitted until 9pm on any day) (see condition 4).
13. After further discussions with one of the residents, the form of the sound limiter condition proposed for background recorded music has been bolstered (compared to the draft in the letter) so as to require the level to be determined by and to the satisfaction of an authorised Environmental Protection Officer, to give even more comfort.
14. These prescriptive and enforceable controls go significantly beyond the conditions in the existing licence – and will ensure the venue can offer music, but in a way that promotes residential amenity and avoids nuisance.

Licensed hours – indoors/outdoors

15. As explained in the letter, only those areas within the building itself – surrounded by the red line – are to be treated as ‘indoors’. And the licensed hours proposed for inside the building are the same as on the existing licence. Everywhere outside this boundary in the plans is classed as ‘outside’, within the garden, and subject

¹ Per paragraph 12A of Schedule 1 of the Licensing Act 2003.

² See paragraph 16.43 of the Revised Guidance under section 182 of the Licensing Act 2003. As to the meaning of ‘workplace’ – see regulation 2 of The Workplace (Health, Safety and Welfare) Regulations 1992: “...any premises or part of premises which are not domestic premises and are made available to any person as a place of work...”.

to the hard cut-off at 11pm, as well as the new controls on music.

Other new controls to promote the licensing objectives

16. The team have also responded to resident concerns by committing to there being no deliveries to the premises between 10pm and 7am, secured by a new licence condition (see condition 5). Again, this goes beyond any protection in the existing licence.
17. The Noise Management Plan, meanwhile, contains detailed procedures:
 - 1) regarding the principles for staff reporting and how complaints will be handled (in Section 2) – backed up by the new condition in the licence requiring that residents are given a telephone number to be able to contact the manager at the premises;
 - 2) ensuring that the garden is properly managed and supervised at all times, backed up by the new controls on music outside (in Section 3);
 - 3) governing the quiet and efficient dispersal of customers at closing time (in Section 4); and
 - 4) enshrining the principles for managing deliveries (in Section 5), backed up by the new prohibition on deliveries between 10pm and 7am.

Representations in support

18. The Sub-Committee will note there is a great deal of enthusiastic support from residents in the representations submitted, including from those living very close to the premises. To highlight just a few example quotes:
 - 1) *"the use of the garden has not disturbed me in any way. [...] I totally support this application and I will continue to support this amazing business that Charlbury needs so much. They have gone out of their way to support our local community and provide employment, and custom for other local businesses. As residents we should welcome this fabulous business. I wholeheartedly support this application and fully expect it to be granted."*
 - 2) *"Since the new tenants took over the Bull it has been like a new lease of life has been given to the place and they have done absolute wonders for the building and the town of Charlbury, the staff are fantastic and go out of their way to make our time in the establishment the best they can make it and the food is superb."*
 - 3) While there were some issues initially when first opening (including regarding music), *"as time has gone by I have observed as a neighbour and a customer how the Operating team have taken on board concerns and tried to address them. I think both the owners and the management team understand that they are at the heart of a vibrant community and have learnt, [I] believe, the responsibility that goes with that. [...] I believe the team are also happy to discuss concerns and accommodate as best they can those concerns, if any, going forward. The Bull is in incredibly good hands and we as a community are very blessed to have a place like this on our doorstep."*

Conclusion

19. The Bull is a historic venue that has been in Chalbury for hundreds of years. The measured controls proposed in this application - guaranteed by new and robust conditions that promote the licensing objectives - will put The Bull on a secure economic footing for the future and - crucially – ensure it operates harmoniously within the local community.

Thomas & Thomas Partners LLP

2 May 2024

THE
BULL
CHARLBURY

30th April 2024

New licence application for The Bull - W/24/00302/PRMA

Dear Charlbury Resident

Thank you very much for taking the time to submit a representation in relation to our application for a new premises licence for The Bull, to replace the existing licence.

We feel incredibly lucky to have the privilege of operating this historic pub, where we ourselves had some of our first drinks growing up, and we take the responsibility very seriously.

Some of you have raised concerns with certain aspects of the application, so we wanted to write to respond to those concerns and provide reassurance on our intentions – and propose amendments to the application to back-up those reassurances.

Firstly, the Council's Environmental Health officer has recommended a licence condition requiring us to have a Noise Management Plan (the “**Plan**”) in place, which we are happy to agree to. We have attached a draft of the Plan to this letter for you to see.

We are also proposing to back-up this Plan with additional conditions on the licence, which we have set out in a list at the end of this letter. For ease of reference, in a separate list, we have also set out the conditions included in the original application.

Talking through the particular concerns raised in the representations:

1) Music

- Our intention with this application is to authorise the use of the bar servery in our garden for alcohol service, just to bring the licence in line with how the venue has been used previously. We have no wish to expand our permission for music in the garden or to extend the licensed hours.
- In the application, we extended the red line around the whole of the garden, to show the full area we propose to use for alcohol service from the bar servery. But to allay any concerns about music, we are very happy to adjust the red line, so that it is only around: (i) the indoor areas within the building; and (ii) the bar servery in the garden specifically, so that alcohol sales to the garden are by way of ‘off’ sale only. This is shown in the attached amended ground floor plan.
- To be sure, this means that only: (i) live music; and (ii) background recorded music will be permitted outside, as deregulated activities under the Licensing Act 2003, as is the case for our existing licence.
- To provide further reassurance, we are also happy to add new licence conditions requiring us to:

THE
BULL
CHARLBURY

- route background recorded music outside at all times through a sound limiting device; and
- restrict live music outside to between 3pm and 8pm on a Saturday or Sunday (except for carol singing in December, which is permitted until 9pm on any day).
- This is not to say at all that we intend to have live music every week – we are just committing to our licence not permitting it outside those hours.
- Our existing licence does not have such limitations, but we are very happy to agree to impose them on the new licence, to provide reassurance. This is also built into the controls in the Plan (in section 3).

2) Licensed hours – indoors/outdoors

- The licence conditions have a hard cut-off for use of the outside garden area after 11pm – the same as our existing licence. That includes any area under a tent or covering.
- With the adjusted red line in the plan, we hope it is now clear that only the areas within the building itself are to be treated as ‘indoors’. And the licensed hours proposed indoors - for inside the building - are the same as on our existing licence.

3) Deliveries

- We are going to ensure that deliveries to The Bull do not take place between 10pm and 7am.
- Again, this is guaranteed in the list of additional conditions, and is also built into the principles in the Plan (in section 5).

We hope these additional clarifications and controls allay your concerns, and that you would be happy to withdraw your representation on this basis. Of course, if you have any remaining questions or issues, please don't hesitate to get in touch.

We will always have an open door, and we look forward to continuing to work together with you to ensure The Bull operates harmoniously within the local community.

Yours sincerely

James Gummer and Phil Winsor

THE
BULL
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Additional licence conditions proposed

1. This premises licence shall have no effect until a Noise Management Plan (the “Plan”) for the premises has been submitted to (and approved in writing by) the Licensing Authority. A copy of the Plan shall be kept on the premises and be made available to an authorised officer on request. Any revisions to the Plan shall be submitted to (and approved in writing by) the Licensing Authority within 14 days of the revision. [*As proposed by Environmental Health.*]
2. Use of the designated outdoor seating area is prohibited past 23:00 on any day. [*As proposed by Environmental Health.*]
3. Any recorded music played through speakers positioned outside shall be relayed through a sound limiting device set at a level which will not give rise to nuisance to nearby residents. The level of the sound limiting device shall be set by an independent acoustic consultant. Only the Premises Licence Holder and the Designated Premises Supervisor shall have access to the sound limiting device.
4. In the outside area, live music (other than carol singing) may only take place between 15:00 and 20:00 on a Saturday or Sunday, and at all times at a level that does not cause nuisance to nearby residents. Carol singing may take place outside until 21:00 on any day of the week in December.
5. No deliveries to the Premises shall take place between 22:00 and 07:00.

THE
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CHARLBURY

Licence conditions included in original application

1. All staff shall be suitably trained for their job function in the operating standards for the premise. The training shall be under constant review. All Personal License Holders supervising the sale of alcohol shall hold a nationally recognised licensing qualification.
2. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
3. There will be no use of the outside areas after 23:00hrs.
4. There will be no regulated entertainment in any outside areas.
5. The Premises Licence Holder shall ensure that no nuisance is caused by noise emanating from the premises.
6. A telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
7. Prominent, clear notices shall be displayed at all exits and in the garden requesting customers to respect the needs of local residents and leave the premises and the area quietly.
8. This premises licence shall have no effect until premises licence W/23/00738/PRMDPS (or such other number subsequently issued for the premises) has been surrendered.

The Bull Charlbury – updated list of proposed licence conditions

1. This premises licence shall have no effect until a Noise Management Plan (the “Plan”) for the premises has been submitted to (and approved in writing by) the Licensing Authority. A copy of the Plan shall be kept on the premises and be made available to an authorised officer on request. Any revisions to the Plan shall be submitted to (and approved in writing by) the Licensing Authority within 14 days of the revision. *[As proposed by Environmental Protection.]*
2. Use of the designated outdoor seating area is prohibited past 23:00 on any day. *[As proposed by Environmental Protection.]*
3. Any recorded music played through speakers positioned outside shall be relayed through a sound limiting device set at a level which will not give rise to nuisance to nearby residents. The level of the sound limiting device shall be determined by and to the satisfaction of an authorised Environmental Protection Officer. Only the Premises Licence Holder and the Designated Premises Supervisor shall have access to the sound limiting device.
4. In the outside area, live music (other than carol singing) may only take place between 15:00 and 20:00 on a Saturday or Sunday, and at all times at a level that does not cause nuisance to nearby residents. Carol singing may take place outside until 21:00 on any day of the week in December.
5. No deliveries to the Premises shall take place between 22:00 and 07:00.
6. All staff shall be suitably trained for their job function in the operating standards for the premise. The training shall be under constant review. All Personal License Holders supervising the sale of alcohol shall hold a nationally recognised licensing qualification.
7. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
8. There will be no use of the outside areas after 23:00hrs.
9. There will be no regulated entertainment in any outside areas.
10. The Premises Licence Holder shall ensure that no nuisance is caused by noise emanating from the premises.
11. A telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
12. Prominent, clear notices shall be displayed at all exits and in the garden requesting customers to respect the needs of local residents and leave the premises and the area quietly.
13. This premises licence shall have no effect until premises licence W/23/00738/PRMDPS (or such other number subsequently issued for the premises) has been surrendered.



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STAFF & WC AREAS	60.3 m ²
GUEST ROOMS	48.8 m ²
PUBLIC AREAS	505.5 m ²

--- LICENCE SCOPE BOUNDARY

FIRE SCHEME LEGEND

	SMOKE/HEAT DETECTOR
	CALL POINT/BREAK GLASS
	FOAM/CARBON DIOXIDE FIRE EXTINGUISHER
	FD00S FIRE DOOR
	FD30S FIRE DOOR
	FIRE ALARM PANEL
	ILLUMINATED FIRE EXIT SIGN
	EMERGENCY LIGHTS
	ESCAPE WINDOW

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PUBLIC HOUSE GROUP

INTERIOR : PLANNING

37A Tavistock Road, London W1T 1AR

LICENSING APP

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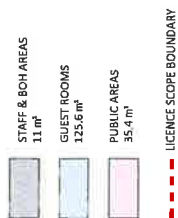


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FIRE SCHEME LEGEND

- | | |
|--|---|
| SMOKE/HEAT DETECTOR
WITH SOUNDER |  |
| CALL POINT/BREAK
GLASS |  |
| FOAM/CARBON DIOXIDE
FIRE EXTINGUISHER |  |
| FD00S FIRE DOOR |  |
| FD03S FIRE DOOR |  |
| FIRE ALARM PANEL |  |
| ILLUMINATED FIRE EXIT
SIGN |  |
| EMERGENCY LIGHTS |  |
| ESCAPE WINDOW |  |

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PUBLIC HOUSE GROUP
INTERIOR • PLANNING

39A Tavistock Road, London W11 1AR

Licensing App

REV	DESCRIPTION	DATE
A	Issue No. 1000000000	10.03.2024
B	Issue No. 1000000000	10.03.2024

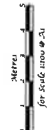
Author: The Bull Charlbury

Proposed First Floor Fire Plan

1000	0000	(23) 01-01	B
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FIRST FLOOR





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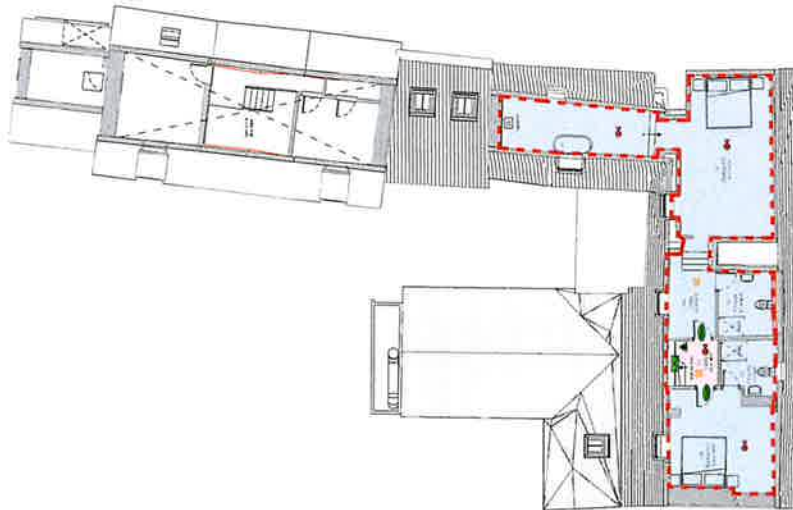
GUEST ROOMS
74 m²

PUBLIC AREAS
4.5 m²

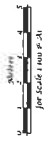
--- LICENCE SCOPE BOUNDARY

FIRE SCHEME LEGEND	
	SMOKE/HEAT DETECTOR WITH SOUNDER
	CALL POINT/BREAK GLASS
	FOAM/CARBON DIOXIDE FIRE EXTINGUISHER
	FD60S FIRE DOOR
	FD30S FIRE DOOR
	FIRE ALARM PANEL
	ILLUMINATED FIRE EXIT SIGN
	EMERGENCY LIGHTS
	ESCAPE WINDOW

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SECOND FLOOR



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Drawn by: MAA	LICENSING APP															
<table><tr><td>Rev</td><td>Description</td><td>Date</td></tr><tr><td>01</td><td>Issue for Approval</td><td>13.03.2024</td></tr><tr><td>02</td><td>Issue for Construction</td><td>04.02.2024</td></tr><tr><td>03</td><td>Issue for Construction</td><td>04.02.2024</td></tr><tr><td>04</td><td>Issue for Construction</td><td>04.02.2024</td></tr></table>		Rev	Description	Date	01	Issue for Approval	13.03.2024	02	Issue for Construction	04.02.2024	03	Issue for Construction	04.02.2024	04	Issue for Construction	04.02.2024
Rev	Description	Date														
01	Issue for Approval	13.03.2024														
02	Issue for Construction	04.02.2024														
03	Issue for Construction	04.02.2024														
04	Issue for Construction	04.02.2024														
Client/Project: The Bull Chantry																
Type: Proposed Second Floor Fire Escape Plan																
Scale: 1:100	Drawing Number: 0000 (23) 02-01															
Sheet: 01/01	B															

The Bull Charlbury, Sheep Street, Charlbury, Chipping Norton OX7 3RR

THE
BULL
CHARLBURY

Noise Management Plan

April 2024

1 Introduction

- 1.1 This document is submitted by The Bull Charlbury Limited (the “**Licence Holder**”) in relation to its application for a new Premises Licence for The Bull Charlbury, Sheep Street, Charlbury, Chipping Norton OX7 3RR (the “**Premises**”).
- 1.2 The Licence Holder is committed to a high standard of professional and responsible management. The proposed management systems are designed to ensure that the Premises is operated successfully, sympathetically and without adversely affecting local residents or businesses. The controls set out in this document place emphasis on the promotion of the Licensing Objectives.
- 1.3 The Licence Holder recognises the need to protect the amenity of nearby residents (including those staying at The Bull) and will put measures in place to limit any potential disturbance by noise from the Premises in accordance with the Licensing Objective: Prevention of Public Nuisance. To that end, the use of the Garden will be managed in accordance with the Policy for the Garden at section 3 of this document.
- 1.4 The departure of customers from the Premises will be managed in accordance with the Dispersal Policy at section 4 of this document. These controls are designed to ensure all customers leave the area as quickly and as quietly as possible.
- 1.5 A Deliveries Policy set out in section 5 seeks to ensure these activities have minimal, if any, impact on local amenity.

2 General principles

The MOD and staff reporting

- 2.1 At all times during opening hours, a Manager on Duty (the “**MOD**”) will be present on the premises. One of the MOD’s roles is to oversee that the procedures contained in this Plan are adhered to.
- 2.2 Staff should monitor any actual or potential issues arising in connection with this Plan, and report to the MOD accordingly.

Complaints procedure

- 2.3 A single phone number is to be available to local residents and businesses, in line with the condition in the premises licence.
- 2.4 Any calls relating to complaints about the Premises will be logged.
- 2.5 The MOD will investigate such complaints to determine whether the Plan has been implemented correctly and take appropriate action to address any shortcomings.
- 2.6 The MOD will communicate with the complainant to let them know what has been done to address their complaint.

3 Policy for the Garden

Introduction

- 3.1 The key objective of this policy is to ensure residents, businesses and members of the public – as well as guests staying at The Bull - are not disturbed by nuisance from the Premises or its customers, or any other anti-social or unsafe behaviour.

Principles governing the use of the Garden

- 3.2 Customers of the Premises are permitted to consume food and drink in the “Garden” shown in the licence plan, provided they are adequately supervised.
- 3.3 Staff may serve customers from the “Garden Bar” shown in the licence plan.
- 3.4 Customers are not permitted to use the Garden after 11pm (including to smoke), and staff are not permitted to serve from the Garden Bar after 11pm.
- 3.5 The Garden must have notices requesting customers to respect the needs of local residents and to leave the Premises and the area quietly.

Music in the Garden

- 3.6 Only two forms of music are permitted in the Garden:
- (a) background recorded music; and
 - (b) live music.
- 3.7 Any background recorded music in the Garden must be relayed through a sound limiting device set at a level which will not give rise to nuisance to nearby residents. The level of the sound limiting device is set by an independent acoustic consultant. Only senior management of the Licence Holder and the Designated Premises Supervisor shall have access to the sound limiting device.
- 3.8 Any live music in the Garden (other than carol singing) may only take place between 3pm and 8pm on a Saturday or Sunday, and at all times at a level that does not cause nuisance to nearby residents. Carol singing may take place in the Garden until 9pm on any day of the week in December.

Monitoring the Garden

- 3.9 Staff should focus on prevention rather just detection or reaction to incidents, and are expected to monitor customer behaviour in the Garden accordingly.
- 3.10 Staff should check regularly that customer noise levels in the Garden remain reasonable. Where customers are found to be raising their voices, they should be quickly and politely asked to quieten down. If concerns remain that levels are too loud, such customers should be asked to move inside or refused service.

Staff provision for the Garden

- 3.11 Management shall ensure that there is sufficient staff provision to supervise customer use of the Garden, and monitor that this Plan is adhered to, whenever it is open to the public, particularly at busier times.

4 Dispersal Policy

Introduction

- 4.1 The objective of the Dispersal Policy is to ensure a quiet, controlled and swift dispersal of the Premises' customers.
- 4.2 The Dispersal Policy promotes professional and responsible management of customers as they leave the Premises to ensure they make their journey home without an adverse impact on local residents.
- 4.3 This Dispersal Policy will be followed whenever the Premises are open, but particular attention will be paid to customers leaving at night.
- 4.4 Staff should remain at the Premises up to one hour after closing to help ensure customers move on from the area in an orderly manner in accordance with this Dispersal Policy.

Entrances and exits

- 4.5 The main entrance/exit of the Premises is located on Sheep Street. This entrance is to be monitored by staff inside the Premises, during busy periods and where deemed necessary.
- 4.6 There are further entrances/exits to the Premises opening into the Garden.

Dispersal

- 4.7 Given the staggering of sittings, there should be a natural, gradual dispersal of customers during the evening. Customers are expected to depart the Premises in a gradual and controlled manner until close.
- 4.8 Towards closing time, the following measures may be taken to ensure a gradual and quiet closure of the Premises:
 - 4.8.1 Raised lighting levels where appropriate.
 - 4.8.2 Politely reminding customers the Premises is about to close.
 - 4.8.3 Asking customers if they require a taxi and advising customers to wait inside the Premises.
- 4.9 The exit has a notice requesting customers to respect the needs of local residents and leave the Premises and the area quietly.
- 4.10 Where appropriate, customers will be directed to nearby transport links and requested to leave quietly.
- 4.11 When booking a taxi or private car, customers will be encouraged to wait inside the Premises where possible.

Transport

- 4.12 Customers are expected to arrive and depart by various modes of transport, including by foot, train, taxi and private car.
- 4.13 All staff are to be familiar with the transport options below so they can advise customers when required.

Trains

- 4.14 Charlbury Station is less than a 10 minute walk from the Premises.
- 4.15 Where necessary customers should be given directions to the station and reminded to reach the station as quietly and as quickly as possible when they leave.

Taxis and Private Hire

- 4.16 There are a number of taxi / private hire companies serving Charlbury.
- 4.17 Staff will be available to assist customers with booking a taxi, if required.
- 4.18 Customers should be encouraged to use these services, and to wait inside whilst a taxi is called.

5 Deliveries Policy

- 5.1 Deliveries are to be arranged carefully with the aim of being sympathetic to local amenity. Wherever possible, multiple deliveries should be combined to reduce the number of vehicles servicing the Premises. Late night and early morning delivery and collection times are to be avoided wherever possible, to avoid disturbing local residents.
- 5.2 In line with the condition in the Premises Licence, no deliveries to the Premises shall take place between 10pm and 7am.

Response from objectors following correspondence from Applicant

I. Adam Leach

The papers attached are not reassuring. The policies are internal documents that any organisation might prepare. It appears, once again, that the owners of the The Bull and their agents are seeking to secure legitimacy for a course of action that will provide licence to act as they choose, for activities which they judge desirable (but without any evidence that local residents want this or even their customers), and which render local residents powerless to prevent noise and nuisance.

Despite the several statements which appear to be presented as concessions to representations made, there remains no real definition of the limits to the additional source of noise, the need for this in Charlbury, nor clear justification for a benefit that is alleged to be for pub customers but which will only frustrate and harm local residents.

Several points are made in the documents received that are not convincing, highlighted as follows:

"to bring the licence in line with how the venue has been used previously" - this is not true; it may have been used in this way from time time but no evidence is provided that this has ever been standard or customary practice, and certainly not in the last 25 years.

"we are very happy to adjust the red line" - this is not reassuring; sound travels notwithstanding assertions (including 'independent consultant's opinions and limiting devices)

"route background recorded music outside at all times through a sound limiting device" - this is not reassuring;

"restrict live music outside to between 3pm and 8pm on a Saturday or Sunday" - this is deeply worrying: the hours have been extended from '4 p.m.-6 p.m.' (as stated to the Town Council (15 April, last); it is unclear how frequent this will be

"Our existing licence does not have such limitations, but we are very happy to agree to impose them on the new licence, to provide reassurance" - this seems mischievous: there is no means of enforcing any restrictions once the licence is granted or preventing levels of noise and nuisance that residents might be experiencing.

"The level of the sound limiting device is set by an independent acoustic consultant." - this is mischievous: the identity, legitimacy and authority, and competence of this person does not guarantee that noise levels and nuisance will be acceptable to local residents.

"Any live music in the Garden (other than carol singing) may only take place between 3pm and 8pm on a Saturday or Sunday, and at all times at a level that does not cause nuisance to nearby residents." - this is not reassuring: how nuisance to nearby residents will be assessed, what sanctions can they rely upon should the

nuisance persist, and there is no good reason why should local residents be required to make representations in order to limit noise and nuisance.



Licensing Act 2003

Licensing Hearing Procedure

May 2005

1. Statement of intent

- 1.1. The Licensing Authority (West Oxfordshire District Council) is committed to processing and determining applications made under the Licensing Act 2003 in an honest, efficient, and considerate manner. Each application will be considered on its individual merits and the Authority will endeavour to prevent negative impact on the four licensing objectives.

2. Introduction

- 2.1. Each application that is determined at a licensing hearing will be treated on its own merits, and The Licensing Authority will take its decision based upon:
- The merits of the application
 - The promotion of the four licensing objectives
 - The Statement of Licensing Policy, a copy of which can be obtained from Community Safety and Licensing, West Oxfordshire District Council, Woodgreen, WITNEY, Oxfordshire OX28 1NB, and is also available from the Council's web site – www.westoxon.gov.uk.
 - The Guidance issued under Section 182 of the Licensing Act 2003 by the Secretary of State for Culture, Media and Sport.
 - Statutory Instrument 2005 No 44 – The Licensing Act 2003 (Hearings) Regulations 2005
- 2.2. In accordance with Policy GN 1 of the Statement of Licensing Policy, licensing hearings will give consideration to promoting the four licensing objectives, which are:
- the prevention of crime and disorder;
 - public safety;
 - the prevention public nuisance; and
 - the protection of children from harm

3. Licensing Hearing Procedure

- 3.1. In accordance with Policy GN 11 of the Statement of Licensing Policy a licensing hearing will be held to determine any of the following where an application has been made to the Licensing Authority and where a valid representation(s) has been made and not withdrawn:
- application for a Personal Licence;
 - application for Personal Licence with unspent convictions; (in all cases as no objections or representations are required for this)
 - application for Premises Licence or Club Premises Certificate;
 - application for provisional statement;
 - application to vary a Premises Licence or Club Premises Certificate;
 - application to vary Designated Premises Supervisor;
 - application for transfer of Premises Licence;
 - application for interim authorities;
 - application to review a Premises Licence or Club Premises Certificate;
 - determination of a Police Representation to a Temporary Event Notice;
 - decision to object when the Authority is a consultee and not the relevant authority considering the application.
- 3.2. The Licensing Authority shall arrange the date on which and time and place at which a hearing is to be held and shall give a notice of hearing in accordance with Regulations 5, 6 and 7. The Regulations provide for the timing of hearings and the notification

requirements to parties to a hearing of the date, time and place of a hearing and information to accompany that notification (regulations 4, to 7 and Schedules 1, 2 and 3). Schedules 1, 2 and 3 of the Licensing Act 2003 (Hearings) Regulations outline the following:

- The type of application – provision under which the hearing is held
 - Period of time by which the hearing must commence
 - Person whom the Notice of Hearing must be given
 - Documents to accompany the Notice of Hearing
- 3.3. The tables contained in the Regulations that show this information have been reproduced in the [Appendix](#) to this procedure.
- 3.4. A Notice of a Hearing will be sent to the applicant(s), interested parties, and responsible authorities in accordance with Regulation 34. The following information will also be made available:
- the rights of the party provided for in Regulations 15 and 16;
 - the consequences if a party does not attend or is not represented at the hearing;
 - this licensing hearing procedure;
 - any particular points on which the authority considers that it will want clarification at the hearing from the party
- 3.5. Where the applicant(s), responsible authority, or interested party intends to produce documents in support of their case, these should be supplied to the Licensing Authority not less than 7 working days prior to the hearing in order for this to be disclosed to all other parties. Regulation 18 allows additional information to be submitted (with consent) in relation to an existing representation at the time of the hearing.
- 3.6. The Licensing Authority will distribute hearing agendas, reports, and associated documents to the applicant(s), responsible authorities, and or interested parties ten clear working days prior to the hearing. Agendas and reports will be published on the Licensing Authority's web site – www.westoxon.gov.uk. Agendas, reports, and associated documents will be available for public inspection at the offices of the West Oxfordshire District Council, Woodgreen, WITNEY, Oxfordshire OX28 1NB. They will also be available for inspection at licensing hearings.
- 3.7. Licensing Hearings will generally be held at the Council Offices referred to in paragraph 3.6 above. The premises have wheelchair access and will be available to all parties 30 minutes prior to, and after the conclusion of, a licensing hearing.
- 3.8. The Licensing Authority may dispense with holding a hearing if the applicant(s), responsible authority, and or interested party agree that such a hearing is unnecessary. A notice will be sent to the applicant(s), responsible authorities, and or interested party informing them that the hearing has been dispensed with.
- 3.9. The Hearing agenda will contain the following information:
- Date, time and place of the hearing
 - Scheduled membership of the Licensing Panel
 - Licensing Authority Contact information
 - Order of business
 - Information on where agendas, reports, and associated documents will be available for public inspection.
 - Information on where the Licensing Hearing Procedure will be available for public inspection

- 3.10. The applicant(s) will have the right to be accompanied to a hearing by his or her representative who may present the case to the Licensing Panel for or on behalf of the applicant(s).
- 3.11. Hearings will be held in public unless the Licensing Authority considers that the public interest in not doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in public in which [case] the applicant(s), those assisting the applicant(s), responsible authorities, or other interested parties can be excluded.
- 3.12. At the conclusion of the Hearing the Licensing Panel will deliberate and determine the application. This process will be carried out in private session.
- 3.13. A record of proceedings will be kept for six years from the date of decision or the disposal of any appeal. The purpose of this is to provide an accurate record of proceedings, and a summary of the key points. The record will also include:
 - Membership of the Panel
 - Any declarations of interest
 - Confirmation that the agreed procedure was followed
 - Details of the decision taken and of the reasons for that decision

4. Licensing Hearing Process

- 4.1. The Chair of the Licensing Panel will at the start of the hearing outline the process, introduce the other members of the panel, and ask the applicant(s), and any responsible authorities or interested parties, to introduce themselves.
- 4.2. The Hearing will begin with a presentation by an officer of the Council, when the application will be outlined.
- 4.3. In accordance with the Regulations:
 - (i) the applicant(s) (or his/her representative) will be invited to address the Panel if they have indicated they wish to and in accordance with the Regulations;
 - (ii) each responsible authority will then be invited to address the Panel if they have indicated they wish to and in accordance with the Regulations; and
 - (iii) Each interested party (whether supporting the application or objecting to it) will then be invited to address the Panel if they have indicated they wish to and in accordance with the Regulations.
- 4.4. The applicant(s) (or his/her representative) will be invited to sum up their application and to address issues raised by the responsible authorities / interested parties.
- 4.5. The Licensing Panel may ask questions of any of the parties following their address.
- 4.6. Regulation 23 states that cross-examination cannot take place unless specified by the Licensing Authority. All parties present at a hearing will be allowed to ask questions of one another through the Chair of the Panel.
- 4.7. The applicant(s) (or his or her representative), responsible authorities, and or interested parties will be allowed an equal period of time (per party) allowed in which all parties can exercise their rights. This will be determined on a case by case basis.
- 4.8. New evidence by the applicant(s), and any responsible authority or interested party will only be considered with the agreement of all parties present at the hearing. The Licensing Authority expects any such evidence to be submitted to the Head of Community Safety & Licensing 48 hours prior to a hearing to allow the Panel, applicant(s), any responsible authority, or interested party the opportunity to consider it.

- 4.9. The Panel may retire at any point during the hearing to consider interim points as they arise.
- 4.10. Agendas, reports, and associated documents relating to the application will be distributed to the Panel prior to the hearing. Panel Members will read and have taken into account the information relating to the application. Applicant(s) (or his/her representative), responsible authorities, and interested parties should in the interest of fairness, efficiency and cost-effectiveness, ensure that their address is factual, and outlines 'key points' relating to the application and the positive or negative impact on the licensing objectives. The Licensing Panel can only consider the impact of an application on the four licensing objectives and will disregard information relating to other matters.
- 4.11. At the conclusion of the public hearing, the Panel will retire to carry out its deliberations and determination of the application. The Panel may have support in the process from an officer of the Licensing Authority, usually a Solicitor or a representative of the Chief Executive. Any advice given to the Panel by an officer of the Council will be disclosed to the applicant(s) (or his/her representative), responsible authorities, and interested parties. Following the deliberation, the Panel will determine the application and announce the decision. This may include:
- (i) Granting the licence in accordance with the operating schedule
 - (ii) Granting the licence in accordance with the operating schedule, but taking into account representations made by the responsible authorities and or interested parties
 - (iii) Applying condition(s) taken from the Licensing Authority's Pool of Conditions or constructing a condition(s) to address the negative impact of an application on one or more of the four licensing objectives
 - (iv) Refusing the application based on the likely negative impact of the proposal on one or more of the licensing objectives
 - (v) Deferring the determination, or adjourning the hearing.

5. Information

- 5.1. Licensing Panels will consist of three elected members of the Licensing Authority (West Oxfordshire District Council). They will all be members of the Licensing Committee required to be established by virtue of the Licensing Act 2003, and will have received prior training on the Licensing Act 2003 and Panel Procedures.
- 5.2. The applicant(s), responsible authorities, and interested parties will be notified of the Panel's decision in writing.
- 5.3. In cases where a decision cannot be given at the end of the hearing, the Licensing Authority will inform the applicant(s) when they will be notified of the decision within five working days.
- 5.4. Decisions will generally be taken regardless of whether the applicant(s) is present, unless an application for an adjournment has been made and granted.
- 5.5. The record of the hearing will be published 10 working days after the hearing on the Licensing Authority's web site - www.westoxon.gov.uk and will be available for public inspection at West Oxfordshire District Council, Woodgreen, WITNEY, Oxfordshire OX28 1NB.
- 5.6. The Licensing Authority may remove disruptive persons from the hearing. These persons will be allowed to submit for consideration, before the end of the hearing, any written representations that relate to the licensing objectives they had wished to make orally to the hearing.

- 5.7. Clerical errors do not render the licensing hearing procedure void. The Licensing Authority will seek to cure any irregularity or error as soon as practicable.
 - 5.8. Written correspondence and documentation relating to the application, both in support and in objection will be made available in its entirety to the Licensing Panel, the applicant(s), responsible authorities, interested parties, and the public so that they can prepare for the hearing and, in the case of the Panel, make an informed decision on the application.
- 6. Appeals**
- 6.1. Applicant(s), responsible authorities, and interested parties have a right to appeal against the decision of a Licensing Panel. Details can be obtained from Community Services, West Oxfordshire District Council, Elmfield, WITNEY, Oxfordshire OX28 1PB Telephone: (01993) 861636. Email: community.services@westoxon.gov.uk.

SCHEDULES 1, 2 & 3 OF THE LICENSING ACT 2003(HEARING) REGULATIONS

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
1. Section 18(3)(a) (determination of application for premises licence).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c).	Section 18(3)(a) (determination of application for premises licence).	(1) The person who has made the application under section 17(1); (2) persons who have made relevant representations as defined in section 18(6).	Section 18(3)(a) (determination of application for premises licence).	The person who has made the application under section 17(1).	The relevant representations as defined in section 18(6) which have been made.
2. Section 31(3)(a) (determination of application for a provisional statement).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c) by virtue of section 30.	Section 31(3)(a) (determination of application for provisional statement).	(1) The person who has made the application under section 29(2); (2) persons who have made relevant representations as defined in section 31(5).	Section 31(3)(a) (determination of application for provisional statement).	The person who has made the application under section 29(2).	The relevant representations as defined in section 31(5) which have been made.

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
3. Section 35(3)(a) (determination of application to vary premises licence).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c) by virtue of section 34(5).	Section 35(3)(a) (determination of application to vary premises licence).	(1) The holder of the premises licence who has made the application under section 34(1); (2) persons who have made relevant representations as defined in section 35(5).	Section 35(3)(a) (determination of application to vary premises licence).	The holder of the premises licence who has made the application under section 34(1).	The relevant representations as defined in section 35(5) which have been made.
4. Section 39(3)(a) (determination of application to vary premises licence to specify individual as premises supervisor).	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 37(5).	Section 39(3)(a) (determination of application to vary premises licence to specify individual as premises supervisor).	(1) The holder of the premises licence who has made the application under section 37(1); (2) each chief officer of police who has given notice under section 37(5); (3) the proposed individual as referred to in section 37(1).	Section 39(3)(a) (determination of application to vary premises licence to specify individual as premises supervisor).	(1) The holder of the premises licence who has made the application under section 37(1); (2) the proposed individual as referred to in section 37(1).	The notices which have been given under section 37(6).

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
5. Section 44(5)(a) (determination of application for transfer of premises licence).	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 42(6).	Section 44(5)(a) (determination of application for transfer of premises licence).	(1) The person who has made the application under section 42(1); (2) each chief officer of police who has given notice under section 42(6); (3) the holder of the premises licence in respect of which the application has been made or, if the application is one to which section 43(1) applies, the holder of that licence immediately before the application was made.	Section 44(5)(a) (determination of application for transfer of premises licence).	(1) The person who has made the application under section 42(1); (2) the holder of the premises licence in respect of which the application has been made or, if the application is one to which section 43(1) applies, the holder of that licence immediately before the application as made.	The notices which have been given under section 42(6).

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
6. Section 48(3)(a) (cancellation of interim authority notice following police objections).	5 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 48(2).	Section 48(3)(a) (cancellation of interim authority notice following police objections).	(1) The person who has given notice under section 47(2); (2) each chief officer of police who has given notice under section 48(2). <i>(Two days notice by virtue of Regulation 6)</i>	Section 48(3)(a) (cancellation of interim authority notice following police objection).	The person who has given notice under section 47(2).	The notices which have been given under section 48(2).
7. Section 52(2) (determination of application for review of premises licence).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 51(3)(c).	Section 52(2) (determination of application for review of premises licence).	(1) The holder of the premises licence in respect of which the application has been made; (2) persons who have made relevant representations as defined in section 52(7); (3) the person who has made the application under section 51(1).	Section 52(2) (determination of application for review of premises licence).	The holder of the premises licence in respect of which the application has been made.	The relevant representations as defined in section 52(7) which have been made.

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
8. Section 72(3)(a) (determination of application for club premises certificate).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 71(6)(c).	Section 72(3)(a) (determination of application for club premises certificate).	(1) The club which has made the application under section 71(1); (2) persons who have made relevant representations as defined in section 72(7).	Section 72(3)(a) (determination of application for club premises certificate).	The club which has made the application under section 71(1).	The relevant representations as defined in section 72(7) which have been made.
9. Section 85(3)(a) (determination of application to vary club premises certificate).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 71(6)(c) by virtue of section 84(4).	Section 85(3)(a) (determination of application to vary club premises certificate).	(1) The club which has made the application under section 84(1); (2) persons who have made relevant representations as defined in section 85(5).	Section 85(3)(a) (determination of application to vary club premises certificate).	The club which has made the application under section 84(1).	The relevant representations as defined in section 85(5) which have been made.

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
10. Section 88(2) (determination of application for review of club premises certificate).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 87(3)(c).	Section 88(2) (determination of application for review of club premises certificate).	(1) The club which holds the club premises certificate in respect of which the application has been made; (2) persons who have made relevant representations as defined in section 88(7); (3) the person who has made the application under section 87(1).	Section 88(2) (determination of application for review of club premises certificate).	The club which holds the club premises certificate in respect of which the application has been made.	The relevant representations as defined in section 88(7) which have been made.
11. Section 105(2)(a) (counter notice following police objection to temporary event notice).	7 days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 104(2).	Section 105(2)(a) (counter notice following police objection to temporary event notice).	(1) The premises user; (2) each chief officer of police who has given notice under section 104(2). <i>(Two days notice by virtue of Regulation 6)</i>			

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
12. Section 120(7)(a) (determination of application for grant of personal licence).	20 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under section 120(5).	Section 120(7)(a) (determination of application for grant of personal licence).	(1) The person who has made the application under section 117(1); (2) the chief officer of police who has given notice under section 120(5).	(No 11) Section 120(7)(a) (determination of application for grant of personal licence).	The person who has made the application under section 117(1).	The notice which has been given under section 120(5).
13. Section 121(6)(a) (determination of application for the renewal of personal licence).	20 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under section 121(3).	Section 121(6)(a) (determination of application for renewal of personal licence).	(1) The person who has made the application under section 117(1); (2) the chief officer of police who has given notice under section 121(3).	(No 12) Section 121(6)(a) (determination of application for renewal of personal licence).	The person who has made the application under section 117(1).	The notice which has been given under section 121(3).
14. Section 124(4)(a) (convictions coming to light after grant or renewal of personal licence).	20 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under section 124(3).	Section 124(4)(a) (convictions coming to light after grant or renewal of personal licence).	(1) The holder of the licence in respect of which the notice has been given; (2) the chief officer of police who has given notice under section 124(3).	(No 13) Section 124(4)(a) (convictions coming to light after grant or renewal of personal licence).	The holder of the licence in respect of which the notice has been given.	The notice which has been given under section 124(3).

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
15. Section 167(5)(a) (review of premises licence following closure order).	10 working days beginning with the day after the day the relevant licensing authority receives the notice given under section 165(4).	Section 167(5)(a) (review of premises licence following closure order).	(1) The holder of the premises licence in respect of which the review has been made; (2) persons who have made relevant representations as defined in section 167(9). <i>(Five days notice by virtue of Regulation 6)</i>	<i>(No 14)</i> Section 167(5)(a) (review of premises licence following closure order).	The holder of the premises licence in respect of which the review has been made.	The relevant representations as defined in section 167(9) which have been made.
16. Paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence).	10 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under paragraph 3(2) or (3) of Schedule 8.	Paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence).	(1) The person who has made the application under paragraph 2(2) of Schedule 8; (2) each chief officer of police who has given notice under paragraph 3(2) or (3) of Schedule 8. <i>(Five days notice by virtue of Regulation 6)</i>			

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
17. Paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate).	10 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under paragraph 15(2) or (3) of Schedule 8.	Paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate).	(1) The club which has made the application under paragraph 14(2) of Schedule 8; (2) each chief officer of police who has given notice under paragraph 15(2) or (3) of Schedule 8. <i>(Five days notice by virtue of Regulation 6)</i>			
18. Paragraph 26(3)(a) of Schedule 8 (determination of application by holder of a justices' licence for grant of personal licence)	10 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under paragraph 25(2) of Schedule 8.	Paragraph 26(3)(a) of Schedule 8 (determination of application by holder of a justices' licence for grant of personal licence).	(1) The person who has made the application under section 117 to which paragraph 23(1) of Schedule 8 applies; (2) the chief officer of police who has given notice under paragraph 25(2) of Schedule 8. <i>(Five days notice by virtue of Regulation 6)</i>			

Copies of the Licensing Hearing Procedure are available from:

Community Safety and Licensing
West Oxfordshire District Council
Woodgreen
WITNEY
Oxfordshire
OX28 1NB

Telephone: (01993) 861636
Email: licensing@westoxon.gov.uk

Copies can also be downloaded on the Councils web site – www.westoxon.gov.uk.