

Premises Licence

(Licensing Act 2003 - Part A)

CRAWLEY BOROUGH COUNCIL

Licensing Section, Town Hall, The Boulevard, Crawley,
West Sussex. RH10 1UZ
01293 438289



PREMISES LICENCE NUMBER

22/02720/LAPRE

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description:

Caddies Crawley Limited
Unit 4C (First Floor)
Crawley Leisure Park
London Road
West Green
Crawley
West Sussex
RH10 8LR

Business Phone Number: 0345 216 0200 **Mobile Phone Number:** [REDACTED]

Where the licence is time limited the dates: Not applicable

Licensable activities authorised by the licence

Supply of Alcohol, Recorded Music

The times the licence authorises the carrying out of licensable activities:

Supply of Alcohol

Standard days & Timings

Monday to Wednesday:	10:30 Hours to 22:30 Hours
Thursday to Friday:	10:30 Hours to 23:30 Hours
Saturday:	09:00 Hours to 23:30 Hours
Sunday:	09:00 Hours to 22:30 Hours

Recorded Music

Standard days & Timings

Monday to Wednesday:	10:30 Hours to 22:45 Hours
Thursday to Friday:	10:30 Hours to 23:45 Hours
Saturday:	09:00 Hours to 23:45 Hours
Sunday:	09:00 Hours to 22:45 Hours

The opening hours of the premises:

Standard days & timings:

Monday to Wednesday	10:30 Hours to 23:00 Hours
Thursday to Friday	10:30 Hours to 00:00 Hours
Saturday	09:00 Hours to 00:00 Hours
Sunday	09:00 Hours to 23:00 Hours

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

23/02833/LAPRE 30.03.2023

ON THE PREMISES ONLY

Part 2

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

Caddies Crawley Limited
Unit 4C (First Floor)
Crawley Leisure Park
London Road
West Green
Crawley
West Sussex
RH10 8LR

Electronic Mail: clubhouse@caddiesgolf.co.uk **Business Phone Number:** 0345 216 0200 **Mobile Phone Number:** [REDACTED]

Registered number of holder, for example company number, charity number (where applicable):
13534718

Name and address of designated premises supervisor where the premises licence authorises the supply of alcohol:

Mr Sean O'Regan
[REDACTED]

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

Personal Licence number: 23/00115/LAPER Licensing Authority: Reigate & Banstead Borough Council

State whether access to the premises by children is restricted or prohibited:

Restricted

Children aged under 16 must be accompanied by a responsible adult when on the premises after 21:00 hours.

No persons under 18 years of age shall be allowed in the premises after 22:00 hours.

Annex 1 –Mandatory Conditions

All Premises Licence authorising supply of alcohol

The licence is granted subject to the Mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

1. No supply of alcohol may be made under the Premises Licence –

- (a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence;
or

- (b) At a time when the Designated Premises Supervisor does not hold a Personal Licence, or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange, or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.
- a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise).
- b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective.
- c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective.
- d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage, or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
- e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and either –
- (a) a holographic mark or
- (b) an ultraviolet feature.
6. The responsible person must ensure that –

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Minimum Drinks Pricing

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1 –

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

Where –

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

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –

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

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

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

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

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

If the Premises Licence allows Exhibition of Films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
3. Where
 - (a) The film classification body is not specified in the licence, or
 - (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,admission of children must be restricted in accordance with any recommendation made by that Licensing Authority.
4. In this section “children” means any person aged under 18; and “film classification body” means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

If the Premises Licence has conditions in respect of Door Supervision except theatres, cinemas, bingo halls and casinos

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:
 - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) be entitled to carry out that activity by virtue of section 4 of the Act.
2. But nothing in subsection (1) requires such a condition to be imposed:
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
 - (b) in respect of premises in relation to:
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
3. For the purposes of this section:
 - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and

- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 – Conditions consistent with the Operating Schedule

1. Digital Closed Circuit Television (CCTV) and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises, the entrance to the toilets, the dance floor, bar areas and quiet room as a minimum. The system shall be on and recording at all times the premises licence is in operation.
 - o The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
 - o CCTV footage will be stored for a minimum of 31 days.
 - o The designated person assuming responsibility for the premises will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.
 - o The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
 - o Subject to General Data Protection Regulation (GDPR) guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police.
 - o Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
 - o In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive, or a temporary replacement drive as soon as practicable.
2. Security Industry Authority (SIA) door supervisors must be deployed at the premises at any time when the licence holder identifies by way of a suitable and sufficient written risk assessment that SIA door supervisors and other security measures are necessary. It must also consider busy periods such as Bank Holidays, Christmas and New Year, Seasonal Variations, and other Town Centre Events, along with any special events at the premises such as live music, discos, screening of sporting events, and other similar functions or entertainment. The risk assessment will also cover any requirement for polycarbonate drinking vessels, ticket only events, entry restrictions, and last entry times.
3. The written risk assessment must be available on the premises for inspection by Police and authorised officers of the Licensing Authority. This written risk assessment is to be reviewed and updated as necessary, and at least annually, and must take into account information or guidance offered by the Police and the Licensing Authority.
4. All SIA registered door supervisors shall wear and operate body worn video cameras with a continual recording facility. The body worn cameras will be recording all the time the door supervisors are on duty whether inside the premises or in the vicinity of the premises. All recordings shall be stored for a minimum period of 31 days, with date and time stamping. Viewing of recordings shall be made available upon the request of Police, or authorised Local Authority officers, throughout the entire 31 days period. The premises will ensure there are sufficient spare batteries fully charged for the body worn cameras so there is no issue with cameras not recording due to flat batteries.
5. Whenever SIA door supervisors are on duty, they must be provided in accordance with the following:

- o At a ratio of 1 per 100 customers or part thereof, although at all times with a minimum of two;
 - o On duty until the premises has closed to the public, licensable activities have ceased, and the venue is completely clear of patrons, and all customers have dispersed from the immediate area;
 - o Must wear clearly marked reflective jacket or tabard, in order that they can be readily identifiable;
 - o Must be equipped with clickers or other device(s) in order that they can accurately measure and ensure, that the maximum capacity of the premises is complied with, and a written record is kept; and
 - o Must monitor/supervise any queue of customers waiting to gain access to the premises, and ensure that so long as social distancing requirements are in place, that these are complied with both inside and outside the premises.
6. Those performing the role of door supervisor shall not perform any other role when engaged for the purpose of door supervision activities.
 7. SIA door supervisors shall be fully briefed prior to work with clear written instructions regarding their specific duties, including an awareness of persons banned from the premises. These records shall be made available to the local licensing authority and/or Sussex Police upon request.
 8. SIA door supervisors shall complete incident logs prior to the end of their shift. Records shall be maintained at the premises containing the full name, date of birth, and SIA badge number of every Door Supervisor. The record shall include all dates and times when a Door Supervisor is employed. If staff are employed through an agency, the name and address of the agency must be included. The Door Supervisor records will be kept at the premises and made immediately available to officers of any responsible authority upon request.
 9. Polycarbonate or tempered/toughened glass drinking vessels will be used when a need is identified by the licence holder's own risk assessment.
 10. Patrons will not be permitted to take drinks in open containers to consume outside on the pavement/public highway beyond the licensed area of the premises whilst smoking or otherwise congregating outside of the premises beyond the licensed area.
 11. The premises will operate a Challenge 25 policy whereby any person attempting to buy alcohol who appears to be under 25 years of age, will be asked for photographic identification documents (ID) to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID, or proof of age cards bearing the PASS mark hologram. Suitable and sufficient signage advertising the Challenge 25 policy will be displayed in prominent locations in the premises.
 12. The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:
 - o The lawful selling of age restricted products
 - o Refusing the sale of alcohol to a person who is drunk
 13. Further verbal reinforcement/refresher training covering the above, will be carried out thereafter at intervals not to exceed six months, with the date and time of the verbal reinforcement/refresher training documented.
 14. All such training undertaken by staff members shall be fully documented and recorded, and signed and dated by both the employee and the Designated Premises Supervisor (DPS). All training records shall be kept on the premises for a minimum of twelve months, and made available to officers of any responsible authority upon request.
 15. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises, and any refusals of alcohol. The incident log will be inspected and signed off by

the DPS (or a person with delegated authority) at least once a month. The logbook should be kept on the premises and be available for inspection at all times the premises are open, by officers of any responsible authority.

The incident log will record the following:

- o All crimes or incidents reported to or occurring at the venue including the immediate outside area and smoking area.
 - o All ejections of patrons
 - o Any complaints received
 - o Any incidents of disorder
 - o All seizure of drugs or offensive weapons
 - o Any faults in the CCTV system
 - o Any refusal of the sale of alcohol
 - o Any visit by a relevant authority or emergency service together with the full name, job title and relevant authority the visitor represents.
16. The Designated Premises Supervisor (DPS) or a member of the management team who is a personal licence holder shall be present on the premises as the primary responsible person, from 21:00 hours until closing, on Friday & Saturday evenings.
 17. Children under 16 years of age must, be accompanied by a responsible adult when on the premises after 21:00 hours.
 18. No persons under 18 years of age shall be allowed in the premises after 22:00 hours.
 19. The premises management will ensure that any crime scene is preserved (without being cleaned) and cordoned off to preserve evidence until the police arrive. than under and in accordance with an authorisation or knowingly allow a licensable activity to be so carried on.
 20. Custom will not be sought by means of personal solicitation outside or in the vicinity of the premises.
 21. No regulated entertainment will take place on the exterior balcony at any point.
 22. Food/drink consumed on the exterior balcony, can only be served to a person seated at a table, and only ordered via waitress service or a phone app.
 23. All drinks consumed/served on the exterior balcony only will be in either disposable paper cups, or reusable polycarbonate plastic cups.
 24. The exterior balcony will have rounded balustrades to prevent drinks or items from being placed on top.
 25. The exterior balcony will be closed to the public, between the hours of 22:00 hours and 10:30 hours the next day.
 26. Prominent, clear, and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
 27. Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents and businesses. The movement of bins and rubbish outside the premises will be kept to a minimum after 23.00 hours. This will help to reduce the levels of noise produced by the premises.
 28. Any lighting on or outside the premises will be positioned in such a way so as to not cause a disturbance to nearby residents or businesses. Lighting will be fixed with no movement.

Annex 3 – Conditions attached after a hearing by the licensing authority

Annex 4 – Plans:-

This licence is issued subject to the attached approved plan (plan which was submitted as part of the application process) and now forms a very important part of the 'authorisation'.

(Any alternation made to the premises or a substantial change to the approved plans which are currently in the possession of the Council may require a variation of the licence. You are advised to consult with this Licensing Authority before you make any proposed changes).

IMPORTANT:

This licence is issued subject to the relevant (Licensing Act 2003, the Act) legislation and does not constitute an authorisation for any other purpose administered by Crawley Borough Council and it may not be construed that the grant of this premises licence shall indicate the approval of any other authorisation administered by this Council.

This licence forms an authorisation which indicates the approved licensable activities applicable to the premises so mentioned, the times of these activities, the approved layout of the premises and the conditions by which the premises may lawfully operate.

You are advised that in accordance with s136 on the Act , a person commits an offence if they carry on or attempt to carry on a licensable activity on or from any premises otherwise than under and in accordance with an authorisation or knowingly allow a licensable activity to be so carried on.