

# 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

22/02738/LAPRE

### Part 1 - Premises details

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

Crawley Rugby Club  
Willoughby Fields Pavilion  
Ifield Avenue  
Ifield  
Crawley  
West Sussex  
RH11 7LX

Mobile Phone Number: [REDACTED]

Where the licence is time limited the dates: Not applicable

Licensable activities authorised by the licence:

Sale by Retail of Alcohol for consumption On, Films, Indoor Sporting Events, Live Music, Recorded Music,  
Provision of facilities for entertainment of a similar description.

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

#### **Sale by Retail of Alcohol for consumption On the Premises**

##### Standard days & Timings:

Monday to Thursday: 11:00 Hours to 23:00 Hours  
Friday to Saturday: 11:00 Hours to 00:00 Hours  
Sunday: 11:00 Hours to 22:00 Hours

##### Non-Standard days & Timings:

New Years Eve and Christmas Eve: 11:00 Hours to 02:00 Hours

#### **Films (Indoors only)**

##### Standard days & Timings

Monday to Sunday: 12:00 Hours to 22:00 Hours

#### **Indoor Sporting Events**

##### Standard days & Timings

Friday to Sunday: 12:00 Hours to 23:00 Hours

#### **Live Music and Recorded Music**

##### Standard days & Timings

Monday to Saturday: 12:00 Hours to 23:00 Hours  
Saturday to Sunday: 12:00 Hours to 22:00 Hours

##### Non-standard days & timings:

New Years Eve: 12:00 Hours to 01:00 Hours

**Anything of a similar description to live music, recorded music or performances of dance**

**Standard days & Timings:**

Monday to Sunday: 12:00 Hours to 23:00 Hours

**The opening hours of the premises:**

**Standard days & timings:**

Monday to Thursday: 11:00 Hours to 23:00 Hours

Friday and Saturday 11:00 Hours to 00:00 Hours

Sunday: 11:00 Hours to 22:00 Hours

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

ON THE PREMISES

**Part 2**

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

Crawley Rugby Club  
Willoughby Fields Pavilion  
Ifield Avenue  
Ifield  
Crawley  
West Sussex  
RH11 7LX

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

087322017

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

Paddy Constance

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

22/02568/LAPER - Crawley Borough Council

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

Restricted - Children under the age of 16 must be accompanied by a responsible adult, parent or guardian when entering the clubhouse.

## **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.
  - The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
  - CCTV footage will be stored for a minimum of 31 days.
  - The management 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.
  - The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
  - 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.
  - Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
  - 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. A documented Risk Assessment (RA) must be written and agreed with Sussex Police, which identifies the activities undertaken at the premises and the controls necessary to promote the licensing objectives. This will include the need for SIA door supervisors, Polycarbonate drinking vessels for use both externally and internally. The RA must cover what the hazards are, who could be harmed and how, and the mitigations employed and by whom. This will include bar staff only using polycarbonate drinking vessels, door supervisors verifying ticket only events, and enforcing entry restrictions and last entry times. The RA will be available on the premises for inspection by Police and Authorised Officers of the Licensing Authority, is reviewed and updated as necessary and at least annually, and will take into account information or guidance offered by the Police and the Licensing Authority.
3. Whenever Security Industry Authority (SIA) Door Supervisors are on duty, they will operate at a ratio of 1 per 100 customers or part thereof, although at all times with a minimum of two; be on duty until the premises has: closed to the public, licensable activities have ceased, the venue is completely clear of patrons, and all customers have dispersed from the immediate area; All SIA Door Supervisors must wear a clearly marked reflective jacket or tabard in order that they can be readily identifiable.
4. SIA Door Supervisors must complete incident logs prior to the end of their shift, which are maintained at the premises, and must contain the full names, date of birth, and SIA badge number of every Door Supervisor. The records include all dates and times when a Door Supervisor is employed, as well as the name and address of the agency used, and are immediately available to officers of any responsible authority upon request.
5. SIA Door Supervisors must not perform any other role when engaged for the purpose of door supervision activities. They will be fully briefed prior to work, with clear written instructions regarding their specific duties, including an awareness of persons banned from the premises, and these records are to be available to the local Licensing Authority and/or Sussex Police upon request.

6. All SIA Door Supervisors must wear and operate Body Worn Video (BWV) cameras with a recording facility. The BWV cameras will record at all times the Door Supervisors are on duty. All recordings will be stored for a minimum period of 31 days, with date and time stamping. Viewing of recordings is to be available upon the request of the Police, or authorised Local Authority Officers, throughout the entire 31 days period. The premises will ensure that there are sufficient spare batteries fully charged for the BWV cameras so there is no issue with cameras not recording due to flat batteries.
7. The Premises Licence Holder (PLH) shall ensure that all staff members (including family members and friends) engaged or to be engaged, in selling alcohol at the premises, shall receive induction training. This training will take place prior to the selling of such products:
  - The lawful selling of age restricted products.
  - Refusing the sale of alcohol to a person who is drunk.
  - The conditions on the Premises Licence.
8. Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed six (6) months, with the date and time of the verbal reinforcement/refresher training documented.
9. All such training undertaken by staff members shall be fully documented and recorded, and signed and dated by both the employee and the DPS. All training records shall be kept on the premises and made available to officers of any responsible authority upon request.
10. All children under 16 years of age must be accompanied by a responsible adult, parent or guardian when entering the clubhouse, and there is clear signage of this requirement on display.
11. The premises will operate an age verification policy set at a minimum of 25 years of age, whereby any person attempting to buy alcohol who appears to be under the specified age, will be asked for photographic Identification Documents (ID) to prove their age. Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale and the area where the alcohol is displayed, as a minimum. The recommended forms of ID that will be accepted are passports, driving licences with a photograph, Citizen Card, or validated proof of age card bearing the "PASS" mark hologram.
12. The premises will not run any promotion with any discounting of costs of alcoholic drinks, nor run any "Happy Hours" or where drinks are offered for free under certain circumstances.
13. No parties or events are permitted for Under 21-year-olds (other than no alcohol "Children's" events), at the Clubhouse. The hirer will always be met prior to agreeing to anything.
14. Children's events will be strictly members only, and held during the day. No over 18's will be allowed, other than the Parents or guardians of children attending, and who must be present.
15. No Adult Entertainment will be conducted on the premises.
16. The outdoor refreshment area is used to sell teas, coffees, and alcohol. No glassware or glass bottles are permitted outside, and only plastic or polycarbonate drinking receptacles are used during all events.
17. The premises will operate a zero-tolerance drug policy, which is clearly communicated throughout the club.
18. The premises shall at all times maintain and operate a sales refusals log and incident log, which will be kept to record all refusals of sales of alcohol, and incidents of crime or disorder. These shall be reviewed and signed by the Designated Premises Supervisor (DPS) at intervals of no more than four (4) weeks. Feedback shall be given to staff to ensure these are used on each occasion that a refusal,



or incident occurs at the premises. These records shall be kept for a minimum of twenty for (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.

19. The outdoor licensed area is marked out 2 metres around the perimeter of Pitch1, and as shown on the Approved Plan.
20. There is clear signage to the reverse side of the entrance door, reminding patrons when they leave the premises, to do so quietly and consider our neighbours.
21. The premises shall operate all activities both internally and externally in accordance with the documented Noise Management Plan for the premises, dated 18<sup>h</sup> February 2022. The Noise Management Plan has been prepared in conjunction with an Authorised Officer of Crawley Borough Councils Pollution Team and any neither this nor any subsequent Noise Management Plan must be amended without the express agreement of the Authorised Officer, Crawley Borough Councils Pollution Team.

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

**Not applicable**

### **Annex 4 – Plans:**

This licence is issued subject to the attached approved plan as signed and dated, and now forms a very important part of the 'authorisation'.

(Any alteration 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 Licensing Act 2003, and does not constitute an authorisation for any other purpose administered by Crawley Borough Council (the Council) and it may not be construed that the grant of this premises licence shall indicate the approval of any other authorisation administered by the 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 Section 136 of the Licensing Act 2003, 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.