

City of York Council

Meeting of the Licensing Act 2003 Sub-Committee held remotely on 6 August 2020

Decision Notice

4. **The Determination of a Section 18(3) (a) Application by Event Coordin8 Ltd for a Premises Licence in respect of The Salix Yurts, Willow House Caravan Park, Wigginton Road, Wigginton, York, YO32 2RH**

Meeting reconvened remotely in private session at 10:50 hrs on 6 August 2020

Present: Councillors Mason (Chair), Galvin and Norman

Resolved: That Option 2 be accepted and the application for a premises licence be granted, with modified/additional conditions imposed by the Sub-Committee, as follows:

Activity	Timings
Live music (indoors and outdoors)	23:00 - 00:00 Wednesday, Friday, Saturday and Bank Holiday Sundays
Recorded music (indoors only)	23:00 – 00:00 Wednesday, Friday, Saturday and Bank Holiday Sundays
Late night refreshment (indoors and outdoors)	23:00 – 01:00 Wednesday, Friday, Saturday, Sunday, Bank Holiday Sundays
Sale of alcohol (on sales only)	11:00 – 00:30 Wednesday, Friday, Saturday, Sunday, Bank Holiday Sundays
Opening times	08:00 – 01:00 Wednesday, Friday, Saturday, Sunday, Bank Holiday Sundays

1. The premises shall operate for pre-booked and bona fide private events and weddings only to which members of the public are not admitted (“Events”). Pre-booked is

defined as booked in writing not less than 7 clear days in advance by the customer.

2. Events shall be restricted to the following days of the week:

Wednesday, Friday, Saturday, Sunday, Bank Holiday Sundays

3. The hours of regulated entertainment including live music and recorded music shall be restricted to the following hours and days:

Friday, Saturday, Bank Holiday Sundays -23:00 – 00:00 hours.

4. No regulated entertainment, including live and recorded music, shall be played through electronic speakers in the outside licensed area.
5. Within 2 months of the date of grant of the premises a detailed noise management plan shall be submitted in writing to the Local Authority for approval. Once approved, the noise management plan shall be implemented thereafter and adhered to.
6. The Sale of alcohol shall cease 30 minutes prior to the venue closing.
7. An event manager shall be allocated to each Event and consideration shall be given to the need for an event management plan (EMP).
8. Once in every month the licence holder shall inform residents of Sandringham Close, Haxby of proposed Events via leafleting and provide a direct telephone number for the manager of the premises in the event of complaint during an Event.
9. It is the responsibility of the Designated Premises Supervisor /Manager on duty for risk assessing not less than 7 days before the event the need for Door Supervisors at the premises for all events held.
10. Documented staff training will be given regarding staff's obligation under the Licensing Act in respect of the:-
 - Retail sale of alcohol

- Age verification policy
- Conditions attached to the Premises Licence
- Permitted Licensable activities
- The Licensing objectives and
- The Opening Times of the venue.

Such training will be refreshed (and documented) every six months and the documented records shall be kept for a minimum of one year.

Such records shall be kept for a minimum of one year and will be made available immediately upon request from any Responsible Authority.

11. A Refusals Register and Incident Report Register will be kept. Such documents will record incidents of staff refusals of alcohol sales to under-age or drunk people as well as incidents of any anti-social behaviour and ejections from the premises.

Such records shall be kept for at least one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry]: They will be made available immediately upon a reasonable request from any responsible authority.

12. A digital colour CCTV system will be installed to cover the premises.
 - It will be maintained, working and recording at all times when the premises are open.
 - The recordings should be of good evidential quality to be produced in Court or other such hearing.
 - Copies of the recordings will be kept available for any Responsible Authority for 28 days. (Subject to Data Protection requirements).
 - Copies of the recordings shall be made available to any Responsible Authority within 48 hrs upon request. (Subject to Data Protection requirements).
 - Copies of the recordings will display the correct time and date of the recording.
 - It is the responsibility of the management to ensure that there are sufficient members of staff available during the hours of operation to be able to download

evidence from the CCTV system at the request of the police or responsible authority.(Subject to Data Protection requirements).

13. The licence holder will operate a Challenge 25 Age Verification Policy.
 - The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence, Military ID card, or identification carrying the PASS logo.

All conditions offered in the operating schedule shall be included in the licence, unless contradictory to the above conditions. The licence is also subject to the mandatory conditions applicable to licensed premises.

The full reasons for the Sub-Committee's decision will be included in the detailed Decision Letter which will be provided to the Applicant and Representors within 5 working days of this decision.

There is a right of appeal for the Applicant and the Representors to the Magistrates' Court against this decision. Any appeal to the Magistrates Court must be made within 21 days of receipt of the Decision Letter and sent to the following address:

Chief Executive
York and Selby Magistrates Court
The Law Courts
Clifford Street
York
YO1 9RE