

## Operating Schedule & Applicant Guidance

### Introduction

This document is intended to offer guidance to applicants. The Licensing Team can also provide advice on applications, or you may choose to employ a solicitor or similar to advise and/or assist you.

- The Slough Borough Council's [Statement of Licensing Policy](#) is available on our website.
- [Home Office website about alcohol licensing](#).
- The [Secretary of State's Guidance to the Licensing Act 2003](#).

### Licensable Activities

Activities which are licensable under the Licensing Act 2003 are as follows:

- Sale by retail of alcohol (or supply of alcohol in a club).
- Provision of late night refreshment: the sale of hot food or hot drink between the hours of 23:00 and 05:00
- Regulated entertainment (defined as one or more of the following):
  - i) a performance of a play;
  - ii) an exhibition of a film;
  - iii) an indoor sporting event;
  - iv) a boxing or wrestling entertainment
  - v) a performance of live music (but note changes brought in Live Music Act 2012)
  - vi) any playing of recorded music;
  - vii) a performance of dance;
  - viii) entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance.

There has been significant deregulation of regulated entertainment. Formal advice should be sought before making an application as premises may be exempt from requiring a premises licence for certain regulated entertainment depending on a number of factors.

Exemptions apply to:

- Provision of entertainment at a place of religious worship or for the purposes of a religious meeting or service
- Garden fetes (unless the event is promoted for private gain)
- Amplified live music between 08:00 and 23:00 in premises licensed to sell alcohol for consumption on the premises or workplaces for audiences of no more than 200 persons
- Unamplified live music between 08:00 and 23:00
- Education, rehearsals and demonstration of products

If you are carrying out licensable activities you will require authorisation under the Licensing Act 2003.

## **The Licensing Objectives**

The role of the Council is to promote the licensing objectives:

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

## **What types of licence (authorisations) are available?**

- Premises licences
- Club premises certificate
- Temporary event notices can authorise licensable activities at any premises, which can include open spaces and temporary structures as well as buildings or parts of buildings.
- Personal licence

## New Applications

**For new premises licence, club premises certificate applications, and provisional statements**, the Licensing team should be sent one copy of the application form with the plan and relevant fee.

Licensing Team  
Slough Borough Council  
Observatory House  
25 Windsor Road  
Slough  
SL1 2EL

[licensing@slough.gov.uk](mailto:licensing@slough.gov.uk)

**Copies of the completed application form and plan MUST be sent to the following responsible authorities:**

<p>Licensing Thames Valley Police HQ South Oxford Road Kidlington OX5 2NX</p> <p><a href="mailto:licensing@thamesvalley.pnn.police.uk">licensing@thamesvalley.pnn.police.uk</a></p>	<p>Trading Standards Observatory House 25 Windsor Road Slough SL1 2EL</p> <p><a href="mailto:trading.standards@slough.gov.uk">trading.standards@slough.gov.uk</a></p>
<p>Resilience and Enforcement Team Observatory House 25 Windsor Road Slough SL1 2EL</p> <p><a href="mailto:ResilienceandEnforcementTeam@slough.gov.uk">ResilienceandEnforcementTeam@slough.gov.uk</a></p>	<p>Planning Department Observatory House 25 Windsor Road Slough SL1 2EL</p> <p><a href="mailto:planning@slough.gov.uk">planning@slough.gov.uk</a></p>
<p>Food &amp; Safety Department Observatory House 25 Windsor Road Slough SL1 2EL</p> <p><a href="mailto:foodandsafety@slough.gov.uk">foodandsafety@slough.gov.uk</a></p>	<p>Local Safeguarding Children Board – Independent Chair c/o Observatory House 25 Windsor Road Slough SL1 2EL</p>
<p>Royal Berkshire Fire &amp; Rescue Service Slough Community Fire Office The Fire Station 124 London Road Langley Slough SL3 7HS</p> <p><a href="mailto:easthubfiresafety@rbfrs.co.uk">easthubfiresafety@rbfrs.co.uk</a></p>	<p>Consultant in Public Health Observatory House 25 Windsor Road Slough SL1 2EL</p>

<p>The Home Office Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY</p> <p><a href="mailto:Alcohol@homeoffice.gsi.gov.uk">Alcohol@homeoffice.gsi.gov.uk</a></p>	
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## Advertising the application

**For new premises licence and club premises certificate applications, provisional statements and variation applications**, the applicant must advertise the application as follows

- a public notice displayed at the premises;
- in a local newspaper

### The Public Notice

The public notice must be displayed prominently at the premises where it can be conveniently read from the exterior of the premises for a period of no less than 28 consecutive days starting on the day following the day the application was served on the licensing authority.

- (a) Of a size equal or larger than A4;
- (b) Of a pale blue colour; and
- (c) Printed legibly in black ink or typed in black in font size of 16 or bigger.

In the case of a premises covering an area of more than 50 metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway. The notice shall be:

A template for the notice is available on request from the Licensing team.

### Newspaper Advert

Applicants must advertise the application in a local newspaper circulating in the local area within **10 working days (from the date of submission)** in one of the following newspapers:

Slough and Langley Observer  
Observer Group  
Upton Court  
Datchet Road  
Slough  
SL3 7NR

Tel: 01753 523355

Slough Express  
487 Ipswich Road  
Slough  
SL1 4EP

Tel: 01753 825111

Both the newspaper notice and the public notice must contain the following information:

- (a) The relevant licensable activities proposed to carry on at the premises;
- (b) The name of the applicant;
- (c) The postal address of the premises, or if not applicable a description of the premises concerned;
- (d) Details of where the application can be inspected at the My Council customer service centre - (Licensing Team, 25 Observatory House, Windsor Road, Slough SL1 2EL);
- (e) The dates between which an interested party and a responsible authority may make representations to the Licensing Authority (Slough Borough Council);
- (f) A statement that all representations must be made in writing;
- (g) A statement that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine (£5000) for which a person is liable on summary conviction for the offence

**Please note that the 28 days for representations is calculated from the day after the application was served on the licensing authority (Slough Borough Council).**

## Plans

The plan of the premises shall be of 1:100 scale (unless otherwise agreed with BFBC Licensing) and should include the following details to ensure the Fire Authority can assess the fire precautionary measures:

- The location and extent of the boundary of the building, if relevant, and any external and internal walls which comprise the premises, or in which the premises is comprised;
- The size of the licensed area (in square metres)
- The location of exits and escape routes from the premises, showing clear exit widths of doors, passageways, staircases
- The locations in the premises to be used for licensable activity and in the case of an application where the premises is to be used for more than one licensable activity, the location for each activity;
- In a case where the application relates to the sale or supply of alcohol, the location or locations on the premises which is or are to be used for the consumption of alcohol;
- Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- The location and type of any fire safety and other safety equipment; including fire exit signage, fire detectors, fire alarm call points and indicator panel

- The location of a kitchen, if any on the premises.
- Area covered by escape lighting.
- Key to plan symbols used (a copy of the key to plan symbols as used, and preferred, by the Fire Authority is available from the Fire Authority on request).

## Application Fees

Fees for the Licensing Act 2003 have been set by central government. The fees are based on the non-domestic rateable value of the premises. To find out the non-domestic rateable value of a premises, please check using the [Valuation Office's website](#). These are divided into 5 bands:

Band	A	B	C	D	E
<b>Non-domestic rateable value</b>	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

The fees for applications for new and variation applications for premises licences and club premises certificates are as set out below:

Rateable value bands	A	B	C	D	E
Main Application Fee	£100	£190	£315	£450	£635

However, the fees for applications for new or variations to premises licences and club premises certificates where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, are as set out below:

Rateable value bands	A	B	C	D	E
Main Application Fee	n/a	n/a	n/a	£900	£,1905

Also, applications for new or variations to premises licences and club premises certificates, where the capacity of the premises will exceed 5,000 are subject to additional fees. Please contact the Licensing team for details.

Community buildings are exempt from paying an application fee, provided there is no sale of alcohol or late night refreshment. For more information about this exemption and to check whether you would qualify, please contact the licensing team.

## Mandatory Conditions (Annex 1)

The Licensing Act 2003 details specific mandatory conditions that **MUST** be entered on all licenses dependant upon the type of licensable activity taking place. These conditions are detailed in Annex 1 of the premises licence

## Conditions Specific to the Premises (Annex 2)

An application for a new premises licence or club premises certificate, the applicant must submit an **'operating schedule'** (section M of the application form) which should contain details of the steps they intend to take to promote the four licensing objectives.

This document (pages 6- 8) includes model conditions which could be used by applicants within their operating schedule.

**The applicant should carefully consider what they include in this section as the steps may become a condition of the licence/certificate, and breach of conditions is an offence under the Licensing Act 2003. Conditions will not be attached where this would duplicate matters addressed within other legislation.**

In addition to any mandatory conditions required by law, the Licensing Authority will only attach conditions that are consistent with the operating schedule and any other conditions agreed to by the applicant and imposed as a result of a committee hearing to determine the application.

Each application for a licence will be considered on its own merit. It is recognised that proposed conditions will differ due to the individual circumstances of the premises and will depend on a range of factors, including the nature and style of the premises, its location, the activities taking place there and anticipated clientele.

**All Conditions must relate to the four Licensing Objectives:**

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

## Operating Schedule

### Door Supervisors

If door supervisors are required as a condition of the premises licence, the exact requirements will be discussed between the applicant, licensing authority and the responsible authorities during the 28 day consultation period. The following will be specified;

- Days and times required.
- Number of door supervisors required.
- Ratio in relation to the capacity of the premises.

**Please note: The additional conditions relating to door supervisors should only be selected if door supervisors are required.**

1.	A written record shall be kept in respect of all door supervisors working at the premises containing the following information:	<b>Promoting the 4 licensing objectives (Please tick)</b>
2.	Any door supervisors working at the premises must be clearly identifiable and must clearly display their SIA badge.	√
3.	There shall be a minimum of one female door supervisor on duty at the premises at all times when door supervisors are required.	√



**CCTV**

4.	A CCTV system will be installed and working to the satisfaction of Thames Valley Police and the Licensing Authority. The cameras must give clear coverage all areas of the premises where licensable activities take place. Coverage must include all entrance and exit points of the premises.	√
5.	CCTV recordings must be maintained for a period of 28 days.	√
6.	If the CCTV equipment fails, the Police and the Licensing Authority will be informed as soon as reasonably practicable and immediate steps will be taken to put the equipment back into working order.	√
7.	DPS and/or nominated person must be trained on how to work the CCTV system to the standard where they can download any potential evidence required by Thames Valley Police, Local Authority Licensing Officers or relevant Agencies. DPS and/or nominated person is responsible for supplying the necessary media (discs, data stick) containing any downloaded content.	√

**General**

8.	All seizures of controlled drugs must be logged, held securely and the Police notified of the seizure.	<input type="checkbox"/>
9.	The premises will operate a challenge 25 age verification policy in relation to the sale of alcohol. Clear signage relating to the policy shall be displayed.	√
10.	A refusal register for all age restricted products will be maintained and records kept for one year. The register is to be made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers.	√
11.	An incident register must be kept to record all incidents of disorder and refusals of admittance at the premise.	√

	<p>The manager and member of staff involved in the incident must sign off each entry. The incident register must remain on the premises at all times and records kept for a minimum of one year and must detail the following;</p> <ul style="list-style-type: none"> <li>• time and date</li> <li>• exact location</li> <li>• nature of incident</li> <li>• name of staff members or door supervisors involved</li> <li>• name of any offender</li> <li>• action taken as a result of the incident</li> </ul>	
12.	The premises will actively participate in Pub Watch (or similar) whilst such a scheme is in existence.	<input type="checkbox"/>
13.	A personal licence holder must be on the premises at all times when alcohol is available for sale.	<input type="checkbox"/>
14.	There shall be at least two members of staff on duty at the premises every evening from ..... <b>[Insert time]</b> until the premises closes, one of whom must be a personal licence holder.	<input type="checkbox"/>
15.	There shall be at least two members of staff on duty at the premises every evening from ..... <b>[Insert time]</b> until the premises closes, one of whom must be a personal licence holder.	<input type="checkbox"/>
16.	Any alcohol sold shall be supplied in clearly identifiable carrier bags relating specifically to the premises.	<input type="checkbox"/>
17.	All staff responsible for alcohol sales shall be able to converse with members of the public and relevant agencies in English.	<input type="checkbox"/>
18.	When regulated entertainment is taking place at the premises after 23:00 hours, all external doors (including lobby doors) and windows to the premises shall remain closed, other than for access and egress.	√
19.	At least 7 days notice shall be given to the Licensing Authority in respect of any entertainment which involves special risks (e.g. firearms, pyrotechnics, lasers, real flame or explosives).	√

20.	At least 7 days notice shall be given to the Licensing Authority in respect of any entertainment which involves any live animal, bird or fish in a performance on the premises.	√
21.	Prominent, clear and legible notices are to be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.	√
22.	All outside areas shall be closed to customers after <b>10pm</b> with the exception of the external smoking area [as identified on the premises plan].	√
23.	All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between <b>23:00 hours and 07:00 hours</b> .	√
24.	<p>All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol, the company's proof of age policy and the procedure on handling and recording refusals.</p> <p>Training must be documented and details made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. Training shall be reviewed and updated on an annual basis.</p>	√