

**Castle House, Great North Road, Newark on Trent, NG24 1BY
Premises Licence**

Premises licence number 002392

Part 1 – Premises details

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

Royal Oak
Station Road

Post town	Collingham	Post code	NG23 7RA
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Telephone number

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

1. Regulated Entertainment:
 - a) Films
 - b) Live Music
 - c) Recorded Music
2. Supply of alcohol

The times the licence authorises the carrying out of licensable activities

- 1 Regulated Entertainment
 - a) Films – Monday to Friday 10:00 to 22:00
Saturday 10:00 to 23:00
Sunday 12:00 to 21:00
 - b) Live Music – Sunday to Thursday 12:00 to 21:00
Friday to Saturday 12:00 to 23:00
Non-standard timings – 31st December 12:00 to 01:00 the following day
 - c) Recorded Music - Friday to Saturday 19:00 to 23:00
Non-standard timings – 24th December 19:00 to 24:00
31st December 19:00 to 01:00 the following day
2. Supply of alcohol – Sunday to Thursday 10:00 to 23:00
Friday to Saturday 10:00 to 24:00
Non-standard timings – 24th December 10:00 to 24:00
31st December 10:00 to 01:00 the following day

The opening hours of the premises

Monday to Thursday 08:00 to 24:00
Friday to Saturday 08:00 to 01:00
Sunday 10:00 to 24:00
Non-standard timings – 24th December 08:00 to 24:00
31st December 08:00 to 01:00 the following day

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

Both on/off sales

Part 2

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence

Collingham Community Pub Ltd
The Royal Oak
Station Road
Collingham
Notts
NG23 7RA

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

Company number: RS007810

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Joseph Keegan

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

Personal licence number: PA1546
Issuing Authority: Rushcliffe Borough Council

Annex 1 - Mandatory conditions

Designated Premises Supervisor

No alcohol may be supplied under this Licence:

- (a) at any time when there is no Designated Premises Supervisor in respect of these Premises; or
- (b) at any time when the Designated Premises Supervisor does not hold a personal licence or his/her personal licence is suspended.

Authorisation By Personal Licence Holders

Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.

Irresponsible Promotions

- (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).

Potable Water

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Age Verification

(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 licence 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.

Small Measures

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;

(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.”

Sales Of Alcohol Below The Permitted Price

(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 authorizes the 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 this 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

Door Supervision

Any person exercising a security activity (as defined by paragraph 2(1)(a) of schedule 2 of the Private Security Industry Act 2001) shall be licensed by the Security Industry Authority. Any such person shall be employed at the premises at the discretion of the Licence Holder/Designated Premises Supervisor and shall display their name badge at all times when on duty.

Annex 2 - Conditions consistent with the Operating Schedule

- 1) A bound and sequentially paginated incident and accident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book shall be made available for inspection and copying by the Police or any other authorised person upon request and all such books shall be retained at the premises for at least 12 months.
- 2) A CCTV system with recording equipment shall be installed and recorded on the plan appended to the licence. The system shall be installed prior to the premises carrying out licensable activities and maintained in accordance with the system.

All recordings used in conjunction with CCTV shall:

- * be of evidential quality
- * Cover the point of sale, and entrance and exit
- * indicate the time and date
- * be retained for a period of 31 days
- * Sufficient staff will be trained to use the system

- * The original images will be made available for inspection immediately upon the request of Police officers, or other authorised officers.
 - * Copies of recordings shall be provided in a format which can be viewed on readily available equipment without the need for specialist software.
- 3) All members of staff shall be fully trained in the retail sale of alcohol. The training shall be ongoing and each member of staff shall be reviewed every six months. All details of the level of training shall be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person on request and all such books shall be retained at the premises for at least 12 months.
 - 4) A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g. passport, driving licence, Military ID or PASS accredited card).
 - 5) Challenge 25 notices shall be displayed in prominent positions throughout the premises.
 - 6) There shall not be 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.
 - 7) Signage shall be displayed advising customers to be respectful to residents and to leave the area in a quiet and orderly manner.
 - 8) A bound and sequentially numbered book or electronic record shall be kept at the premises. This book shall contain the names, addresses, dates of birth, full SIA licence number(s) (16 digits) and hours worked of all door supervisors employed on any day. The book shall be retained at the premises for at least 12 months and shall be made available for inspection and copying by the Police, SIA or any other authorised person immediately upon request.
 - 9) Noise limiters shall be fitted to all equipment used in the provision of regulated entertainment and set at an appropriate level to be determined by Newark and Sherwood District Council's Environmental Health Department.
 - 10) Noise levels shall be monitored at the boundry of the premises every 30 minutes whilst regulated entertainment takes place to ensure that no vibration or noise nuisance is caused to any residential premises. The results of all monitoring shall be recorded in either a bound and sequentially paginated book or as an electronic record, which shall be kept at the premises and be available at all times for inspection by an authorised officer of the council or Police Officer. A record of all actions taken as a result of the monitoring shall also be kept.
 - 11) Children will only be allowed in the restaurant, snug and outside areas.
 - 12) No children will be allowed on the premises after 10pm

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

Not applicable

Annex 4 – Plans

Attached Plans: Site plan – 2018/101 L(20)08
Ground Floor plan – 2018/101 L(20)01
First Floor plan – 2018/101 L(20)02 C