

**APPENDIX 3D**

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

**Premises licence number** 002487

**Part 1 – Premises details**

The Corn Exchange  
18 Castle Gate

**Post town** Newark

**Post code** NG24 1BG

**Telephone number**

**Where the licence is time limited the dates**

Not applicable

**Licensable activities authorised by the licence**

1 Regulated Entertainment

- a) Plays
- b) Films
- c) Live Music
- d) Recorded Music
- e) Performances of dance
- f) Anything of similar description to c, d and e above.

2 Supply of alcohol

3 Late Night Refreshment

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

1 Regulated Entertainment – All activities (Indoors and outdoors) (Outdoors limited to a maximum four day in total per week)

Monday to Wednesday from 0800hrs to 0200hrs the following day.

Thursday and Sunday from 0800hrs to 0300hrs the following day.

Friday and Saturday from 0800hrs to 0400hrs the following day.

2 Supply of alcohol

Monday to Wednesday from 0800hrs to 0200hrs the following day.

Thursday and Sunday from 0800hrs to 0300hrs the following day.

Friday and Saturday from 0800hrs to 0400hrs the following day.

3 Late Night Refreshment

Monday to Wednesday from 0800hrs to 0200hrs the following day.

Thursday and Sunday from 0800hrs to 0300hrs the following day.

Friday and Saturday from 0800hrs to 0400hrs the following day.

**The opening hours of the premises**

Monday to Wednesday from 0800hrs to 0200hrs the following day.

Thursday and Sunday from 0800hrs to 0330hrs the following day.

Friday and Saturday from 0800hrs to 0430hrs the following day.

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

On and Off sales

**Part 2**

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

Corn Exchange Newark Ltd  
Broad Street Business Centre  
10 Broad Street  
Spalding  
Lincs  
PE11 1TB

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

Company number: 12631829

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

Matthew Campbell Clark

**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: PA0112  
Issuing Authority: South Holland District 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

### **Exhibition of Films**

Admission of children (i.e. persons under the age of 18 years) to any exhibition of film must be restricted in accordance with any certificate and/or recommendation relating to that film made by the British Board of Film Classification

### **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. There shall be no activities in the outside area to the rear of the premises including the bandstand area after 2330hrs each day.
2. No food or drinks to be taken outside into the smoking area after 2300hrs until close on any day.
3. Before the premises may open to the public, the premises licence holder shall commission and undertake a full sound survey and consult on noise limitation options available. Such survey results will be sent to Newark & Sherwood District Council prior to the venue being open to the public. The premises licence holder shall co-operate with the relevant Environmental Health Officers of the Council to ensure noise nuisance is not created by the premises.
4. No off sales of alcohol can be made unless a food order is made at the same time and both food and alcohol are ordered by the same person for delivery to the same address.
5. No open or decanted containers of alcohol may be carried in a delivery vehicle nor provided to customers on any delivery
6. Any off sales deliveries including sale of alcohol must be delivered to a named person by way of delivery to a residential or commercial/business address and not to any open public place such as a park, street or wharf.
7. On delivery of any off sales of alcohol; the ID of the person accepting the delivery will be checked and confirmed they are over 18 years of age.
8. All smokers should be directed to use the designated smoking area and patrons should not be permitted to smoke outside the front of the premises.
9. No open drinks, bottles, or cans to be taken from the premises by patrons or drunk outside at the front of the premises
10. The gate/access to and from the towpath to the venue to be monitored to ensure customer safety and venue capacity is not exceeded. The gate to and from the towpath to the venue to be closed either at 2300hrs or sundown whichever is earliest.

11. Appropriate signage to be placed within the smoking area to the effect of reminding patrons to be respectful of neighbouring homes and to keep noise to a minimum whilst in the area.
12. 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
13. During general times of operation SIA staff will be employed based on risk assessment carried out to the satisfaction of the Designated Premises Supervisor. Written risk assessment will always be available, upon demand, to responsible authorities.
14. During times where the premises intends to provide any licensed activity terminating after 0000hrs, which is similar to live music, recorded music, or the performance of dance and is alongside the supply of alcohol, and on a Friday and Saturday evening, staff will be employed on the ratio of 1 to 100 persons, from 2200hrs, with a minimum of 3 SIA personnel on a Friday and 4 SIA personnel on a Saturday.
15. An agreed ejection policy with Nottinghamshire Police to include basement ejection from side door rather than via front steps, ensuring to a well-lit route, covered by CCTV to and directly to the public footpath.
16. A CCTV system shall be installed and operative in the premises when licensable activities are taking place plus at least 30 mins after closing.
17. All recordings used in conjunction with CCTV shall:
  - i) be of evidential quality
  - ii) indicate the time and date
  - iii) be retained for a period of 31 days

18. Recordings to be made available for inspection to the Police or any other authorised person when requested.
19. At least one camera at any entrance will be of a high-resolution and of an evidential quality for use in supporting any prosecutions.
20. Off sales are only permitted in sealed containers.
21. No persons carrying open, or sealed, vessels shall be admitted to the premises at any time.
22. Public areas will be inspected and recorded as safe before the premises is open to the public.
23. Signage shall be displayed advising customers to be respectful to residents and to leave the area in a quiet and orderly manner.
24. The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to control the level of noise so as not to cause a disturbance to residents.
25. All local residents will be issued with direct methods of communication to the DPS, so that they can report any concerns.
26. All amplified sound equipment will be positioned and operated in a manner to ensure noise does not escape the curtilage of the premises and is not permitted to disturb any residents in the vicinity.
27. The performance of live music with amplified instruments outside of the property will be limited to no more than 4hrs on any one day, and to no more than 4 days in any one week.
28. The disposal of empty glass bottles shall not be undertaken externally on any day between 2200hrs and 0800hrs on the following day.



29. A free phone service will be offered to all customers to call a taxi to collect from immediately outside of the premises.
30. No under 18 events other than to be applied for using the statutory process for seeking a TEN.
31. At all times, an enhanced challenge policy shall be enforced
  - i) Challenge 21 will include the use of two forms of ID, at least one being photographic
  - ii) Challenge 25 a single form of photographic ID.
32. A bound and sequentially paginated refusals book or electronic record shall be kept at the premises to record all instances where admission or service is refused. Such records shall show:
  - i) The basis for the refusal;
  - ii) The person making the decision to refuse; and
  - iii) The date and time of the refusal.

Such records shall be retained at the Premises for at least 12 months, and shall be made available for inspection and copying by the Police or any other authorised person upon request.
33. As the venue is multi-faceted, the following restrictions shall apply:
  - Basement area to be exclusively for the use of over 18, at all times when open for public use.
  - Entry to the Ground floor (bar and gaming area) to be refused to those under the age of 18, who are not accompanied by an adult, after 2100hrs on all days, if accompanied by an adult permitted until 2200hrs on all days.
  - Entry to the First floor (dining area) to be refused to those under the age of 18, who are not accompanied by an adult, after 2200hrs on all days, if accompanied by an adult after 2300hrs.

- Regular 'glass collecting' will take place, ensuring the reduction of opportunity for minor to get access to alcohol.
- Exterior family areas, for where dining is encouraged, will be non-smoking (or vaping).
- When films are shown, adherence to the BBFC age ratings will be prevalent

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

Not applicable

**Annex 4 – Plans**

Attached Plans: Dated July 2020