

## Application for the review of a premises licence or club premises certificate under the Licensing Act 2003

Please read the following instructions first:

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

Name of applicant: William Dell'Orefice - HDC Licensing Officer – Responsible Authority

Apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described below.

### Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description:  Huntingdon Pool and Snooker Club St. Benedict's Court
Post town: Huntingdon
Postcode (if known): PE29 3PN
Number of premises licence or club premises certificate (if known):  HDC/PRE00783

**Applicant details (tick which applies)**

- a) An individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)
- b) A responsible authority (please complete (C) below)
- c) A member of the club to which this application relates (please complete (A) below)

**(A) Details of individual applicant (fill in as applicable)**

<b>Details of individual applicant</b>
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:
First name:
Surname:
I am 18 years or over <input type="checkbox"/>
Current postal address if different from premises address:
Post town:
Postcode:
Daytime contact telephone number:
Email address:

**(B) Details of other applicant**

<b>Details of other applicant</b>
Name:
Address:
Telephone number:

Email address:

**(C) Details of responsible authority applicant**

<b>Details of responsible authority applicant</b>
Name: William Dell'Orefice - HDC Licensing Officer – Responsible Authority
Address: Pathfinder House, St Mary's Street, Huntingdon PE29 3TN
Telephone number: 01480 387075
Email address: [REDACTED]

**This application to review relates to the following licensing objective(s) - please tick one or more boxes**

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

**Please state the ground(s) for review (please read guidance note 2):**

Following two licensing inspections, on the 09<sup>th</sup> and 12<sup>th</sup> of September 2024, the premises have been found to be in breach of several licence conditions relating to the four licensing objectives. There have been several reports of police incidents in the last 12 months.

**Please provide as much information as possible to support the application (please read guidance note 3):**

The inspection carried out on the 12<sup>th</sup> September 2024 was conducted alongside Cambridgeshire Fire and Rescue due to concerns noted on the inspection conducted on the 09<sup>th</sup> September 2024, which itself was carried out with the Licensing Police Officer from Cambridgeshire Constabulary.

The premises was found to be in breach of the following conditions:

1. CCTV will be provided in the form of a recordable system, capable of providing pictures of High definition (HD) evidential quality in all lighting conditions in

particular facial recognition. Cameras must cover the entire licensed area including the outside curtilage of the building.

- a. The plans included on the licence show the downstairs external area and cameras are not present in this location.
2. The premises licence holder must ensure at all times that an appointed member of staff is present when the premises is conducting a licensable activity, who is capable and competent at using the CCTV system and downloading CCTV footage on their own recordable media, and be able to hand this footage over to an authorised person on request.
  - a. On the inspection conducted on the 09<sup>th</sup> September 2024, staff present were unable to access CCTV.
3. The person nominated as the DPS will join the HBAC/Huntingdon Pub Watch scheme and support its aims and objectives. This includes support of its agreed banning policy and attending meetings; personally or by sending an authorised representative of the venue. The condition is only binding whilst the HBAC/Huntingdon Pub Watch scheme is in existence.
  - a. The DPS has never attended a pubwatch scheme meeting and has nominated someone on his behalf to attend.
4. The premises shall devise and implement a dispersal policy to ensure patrons do not congregate outside the premises, and they disperse from the premises in an orderly and quiet manner so not as to disturb residents within the vicinity.
  - a. No written dispersal policy provided on inspections.
5. A written risk assessment will be done completed detailing the requirement for SIA door staff. A minimum of 2 SIA staff will be on duty on a Friday and Saturday (and days prior to a public holiday), SIA doorman will be on duty from 22:00hrs until 30 minutes after closing time, or until all customers have dispersed from the immediate vicinity of St. Benedicts Court. This risk assessment will be made available to police or licensing authority officers upon request. The duties of the SIA staff will include the following, but not restricted to:
  - a. No written risk assessment provided on inspections
6. A search policy shall be implemented, as appropriate as a part of the risk assessment process, and with signage being displayed at point of entry.
  - a. No search policy implemented.
7. At least 2 body worn cameras will be used at all times when door staff are on duty. One of these body worn cameras will be utilised by a SIA staff member at ground floor exit door onto St. Benedicts Court, at least 30 minutes prior to closing time. When door staff are not working the duty manager will wear and use a body worn camera during licensable hours after 22:00hrs.
  - a. On both inspections, only one camera on site and staff stated they were not wearing these cameras when SIA door staff were no on site.
8. Music Noise Levels (MNL) from any performance, expressed as an L(A)<sub>eq</sub>, 1min, shall not exceed the representative L(A)<sub>90</sub> level without entertainment noise (WEN). MNL expressed as an L(A)<sub>10</sub> will not exceed the L(A)<sub>90</sub> (WEN) in any 1/3 octave band between 40 and 160Hz. Measurements shall be made 1m from the façade of noise-sensitive premises.
  - a. Unable to provide evidence of noise monitoring or and noise monitoring equipment on site.
9. All staff shall be trained to challenge every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable

means of identification. Such training shall be provided not less than every six months, and written records shall be kept of all training and refresher training.

- a. No staff training records have been provided. On the 12<sup>th</sup> September 2024 inspection, the shift manager stated that no training was provided, and the online records were empty.
10. No persons under 18 years of age to be permitted to remain on the premises after 21:00hrs, unless taking part in a prearrange pool or snooker tournament, and then they must be supervised by a responsible adult. Appropriate signage will be on display on the premises to inform customers of this.
- a. No signage on display during both inspections.
11. A written Drugs Policy will be implemented and made available to view by an authorised officer on request.
- a. No written Drugs Policy provided on inspections.
12. Between the hours of 21:00hrs and close at least one person who holds a personal licence will be on duty on a Friday and Saturday (and day prior to a public holiday).
- a. No evidence of personal licence holders being present on site as required. The shift manager on Saturdays has confirmed that he does not hold a personal licence held and no one else on site on Saturdays has one either.

Some of the documents presented on the inspection conducted on the 12<sup>th</sup> September were risk assessments and policies applicable to the security company who provide door staff to the premises and would not meet the requirements of the above conditions. The assessments and policies appeared to be over 10 years old and related to the actions and conduct of door staff, not the premises itself or the staff employed by the premises.

In addition to the breach of conditions, the Premises Licence Holder and Designated Premises Supervisor have failed to attend the pre-arranged inspections and have previously failed to return any contact from Licensing Officers, Cambridgeshire Constabulary, or Huntingdon Business Against Crime (HBAC). This includes a notice of suspension issued in July 2024 to the premises licence holder for failure to pay the annual licence fee. This notice was emailed to the premises licence holder and designated premises supervisor, but no response was received, and the notice was left at the premises with the shift manager and was eventually paid.

There is reason to believe that neither individual has any day-to-day involvement in the running of the premises and there is no suitable control over the premises to ensure adherence to and promotion of the licensing objectives. On a phone call with the Designated Premises Supervisor (DPS) on the 12<sup>th</sup> September 2024, the DPS stated verbally that he did not know where any written documents were as this was all dealt with by a manager who he was unable to make contact with. The current DPS was added to the licence after concerns were raised to the Premises Licence Holder in June 2023 that the then DPS did not have control over the premises.

**Have you made an application for review relating to the premises before?**

Yes  No

If yes, please state the date of that application:

**If you have made representations before relating to the premises please state what they were and when you made them:**

1. I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
2. I understand that if I do not comply with the above requirements my application will be rejected

It is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003 to make a false statement in, or in connection with, this application.

### Privacy Notice

All personal information that you provide us is managed in accordance with our Privacy Policy. Please visit the [Privacy Notice for Community- Regulation and Enforcement](#) on our website where you can find out information about how we handle your information and your rights of access.

### Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 5). If signing on behalf of the applicant please state in what capacity.

Signature: William Dell'Orefice

Date: 17/09/2024

Capacity: Licensing Officer

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6):

Post town:
Postcode:
Telephone number:
If you would prefer us to correspond with you using an email address: Yes <input type="checkbox"/>

### Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

This is the address which we shall use to correspond with you about this application.