

To: MEMBERS OF THE LICENSING SUB COMMITTEE  
Councillors Botten, Stamp and Steeds

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c.c. substitute Councillors Farr and C.White

2 March 2021

Dear Sir/Madam

**LICENSING SUB COMMITTEE**  
**WEDNESDAY, 10TH MARCH, 2021 AT 6.30 PM**

The agenda for this meeting of the Sub-Committee, to be hosted via Zoom from the Council Officers, Oxted, is set out below. If a member of the Sub-Committee is unable to attend the meeting, please notify officers accordingly.

Yours faithfully,



Jackie King  
**Acting Chief Executive**

## AGENDA

- 1. Election of Chair**
- 2. Apologies for absence (if any)**
- 3. Declarations of Interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

- 4. John Fisher Sports Club, Warlingham - application from Surrey Police for a review of premises licence and club premises certificate (Pages 3 - 164)**
- 5. Any other business which, in the opinion of the Chair, should be considered as a matter of urgency**

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<b>REPORT TO THE LICENSING SUB-COMMITTEE – WEDNESDAY 10<sup>th</sup> MARCH 2021</b>	
<p style="text-align: center;"><b>APPLICATION BY SURREY POLICE FOR REVIEW OF PREMISES LICENCE &amp; CLUB PREMISES CERTIFICATE, WHICH HAS ATTRACTED A REPRESENTATION FROM THE TANDRIDGE LICENSING OFFICE – AT JOHN FISHER SPORTS CLUB, REAR OF 192 LIMPSFIELD ROAD, WARLINGHAM, SURREY, CR6 9RD</b></p>	
Report of:	Ian Garrod, Licensing Officer - 01883 732794 <a href="mailto:licensing@tandridge.gov.uk">licensing@tandridge.gov.uk</a>
Purpose of Report:	To consider the application for review of a Premises Licence and Club Premises Certificate.
Publication status:	<p>The following documents are not in the public domain and copies have been restricted to Councillors (and substitutes) who will form the Sub-Committee. The restricted circulation is in accordance with paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972 (<i>information in respect of which a claim to legal professional privilege could be maintained in legal proceedings</i>):</p> <p>Appendix G2 – confidential documents within the application for review by Surrey Police</p> <p>Appendix I2 – submissions from John Fisher Sports Club:</p> <ul style="list-style-type: none"> <li>• minutes of a committee meeting held on 25.10.20</li> <li>• letter dated 26.10.20 revoking an individual’s membership with the 4<sup>th</sup> paragraph unredacted</li> </ul>
Recommendation:	<p>The Sub-Committee considers the evidence of all parties involved at the hearing and then determines the steps it considers appropriate to promote the licensing objectives by selecting one of the options below:</p> <ul style="list-style-type: none"> <li>A. take no action;</li> <li>B. issue a formal warning to the premises supervisor and/or premises licence holder;</li> <li>C. modify the conditions of the licence;</li> <li>D. exclude a licensable activity from the scope of the licence;</li> <li>E. remove the designated premises supervisor;</li> <li>F. suspend the licence for a period not exceeding three months;</li> <li>G. revoke the licence.</li> </ul>

## Appendices:

A	Club Certificate for John Fisher Sports Club (page 11)
B	Club constitution and membership rules (page 15)
C	Current plan of club premises certificate licensable area (page 21)
D	Premises Licence for John Fisher Sports Club (page 23)
E	Current plan of premises licence licensable area (page 29)
F	Location plan of John Fisher Sports Club (page 31)
G1	Application for review by Surrey Police (public documents) (page 33)
G2	Application for review by Surrey Police (private documents) (page 37)
G3	Application for review by Surrey Police (public documents continued) (page 69)
G4	Police delegated authority certificate (page 77)
H	Representation from the Licensing Team (page 79)
I1	Submissions from John Fisher Sports Club (public documents) (page 83)
I2	Submissions from John Fisher Sports Club (private documents) (page 119)
J	Letters of Support (page 123)
K	Relevant sections of guidance issued under s182 of the Licensing Act 2003 (page 155)
L	Relevant sections of Tandridge District Council Licensing Policy (page 157)

## 1 Purpose of Report

- 1.1 The supply of alcohol, provision of regulated entertainment, and sale of late night refreshment are licensable activities under the Licensing Act 2003. Authorisation from the Council, in its role as the licensing authority, is required in order to carry on any of these activities at premises within the District.
- 1.2 The Licensing Sub-Committee (“the Sub-Committee”) is responsible for the exercise of many of the functions of the licensing authority, including determination of applications where representations have been received.
- 1.3 In accordance with the provisions of Section 53C of the Licensing Act 2003 the Council as licensing authority must hold a hearing to determine an application for full review of a premises licence within 28 days commencing the day following the day on which the application was received.
- 1.4 The Council must consider any representations made; providing that the representations are relevant to the promotion of the licensing objectives and in the case of those made by other persons are not frivolous or vexatious

## 2 Background Information

- 2.1 John Fisher Sports Club have held a Club Premises Certificate since October 2005 when it was converted under the then new Licensing Act 2003 this was granted for the building and was for the following:-
  - Supply of alcohol for Members & Guests Only
  - The provision of regulated entertainment namely: plays, films, indoor sporting events, boxing or wrestling, live & recorded music, performances of dance, and entertainment of a similar description, provision of facilities for making music, dancing and entertainment of a similar description.
- 2.2 A copy of the Club Premises Certificate is attached at **Appendix ‘A’** and Club Rules is attached at **Appendix ‘B’** and a copy of the current Club Certificate plan is attached as **Appendix ‘C’**

- 2.3 The premises licence has been held since August 2018 when it was granted a licence for a small patio area outside in addition to the main building. This licence was for;-
- on and off sales of alcohol
  - indoor regulated entertainment for films
  - indoor and outdoor regulated entertainment for live music, recorded music and performance of dance
  - late night refreshment
- 2.4 A copy of the Premises Licence is attached at **Appendix 'D'** and a copy of the current premises plan is attached as **Appendix 'E'**. Although the boundaries of the field are marked in red on the plan this does not indicate the licensed area.
- 2.5 A plan of the Location of John Fisher Sports Club is shown in **Appendix 'F'**
- 2.6 The evidence supplied by the police of the events that took place is as follows:-
- On 21<sup>st</sup> October 2020 Surrey Police received a report of a fight in John Fisher Sports Club Main Hall. On attending, they found the premises bar to be closing and an attendance in the bar in excess of the then current COVID restrictions (these included the 10pm curfew for pubs and restaurants and a ban on most gatherings of more than six people) of people, twenty that were attending a wake. It is alleged that a 10 year old child had been assaulted by its mother and the child was in a state of distress. The mother was heavily intoxicated. and was arrested she then bit the arresting officer. CCTV of the incidents was obtained from the Club by Police who had recorded directly from the Clubs CCTV onto a Police camera. Police then left the Club. There was one female member of staff on duty at the time and she had not reported the matter to the Police. Police are supplying the CCTV recording that day as evidence in this matter.
- 2.7 There are other incidents mentioned in the Police application for a Review which had occurred at the venue earlier under the same management.
- 2.8 On the 14<sup>th</sup> January 2021, an application for a Review of the Club Premises Certificate and Premises Licence for John Fisher Sports Club was received by the Licensing Authority. This was submitted by Surrey Police as **Appendix 'G'**.
- 2.9 Surrey Police have requested the following:-
- Following the 21<sup>st</sup> October 2020 incident, Surrey Police once again stated their complete lack of confidence in the John Fisher Club to promote the licensing objectives and Surrey Police are seeking the revocation of both the Club Premises Certificate and the Premises Licence.
- 2.10 In the event that the Licensing Committee are minded not to revoke the Premises Licence or Club Premises Certificate, Surrey Police are of the opinion that the current DPS should be removed from the Premises Licence, both Premises Licence and Club Premises Certificate should be suspended for 3 months and additional conditions to the CPC and premises Licence be considered as set out below. This has been set out to enable separate decisions to be made on both the Premises Licence and the Club Certificate

## Premises Licence

Remove Condition 2 and replace with –

1. All events involving licensable activity on the licenced premises, shall require a minimum of two SIA door supervisors, a third SIA door supervisor where 150 persons are in attendance and one further SIA door supervisor for each additional 75 persons thereafter.
  
2. The incident log to record whether the Club Premises Certificate or Premises Licence is operating. this entry should be made 24 hours prior to the day in question and endorsed by two committee members.

## Club Premises Certificate

1. CCTV shall be installed on the premises and fully maintained, showing correct date and time information. The CCTV will cover internal public areas and external doorways, smoking area, beer garden and external areas at the front and side of the premises. The CCTV shall provide clear images of evidential quality and shall capture images of people entering and exiting the premises. The club committee must ensure that staff are able to make copies available at the request of the Police or other authorized licensing authority within 24 hours. CCTV footage must be retained for minimum of 31 days.
  
2. All events involving licensable activity on the premises, shall require a minimum of two SIA door supervisors, a third SIA door supervisor where 150 persons are in attendance and one further SIA door supervisor for each additional 75 persons thereafter.
  
3. A club committee member shall be present at all times when an event involving licensable activity takes place on the premises.
  
4. Staff training shall be undertaken on staff appointment and updated every 6 months. Training delivered to staff shall be recorded. Training shall cover:
  - The licensing objectives
  - The requirements for ID as part of age verification.
  - Dealing with an intoxicated person
  - Dealing with disorderly incidents/disorderly persons
  - Dealing with drug related activity on a licensed premises
  - Recording of any refusal to sell alcohol
  - Recording of incidents
  - Reporting of incidents to police and information to be shared with police to promote the licensing objectives
  - The safeguarding of children and vulnerable adults
  - All training records will be available to an authorized officer on request

5. An incident log shall be maintained on the premises documenting the date and time of any incidents involving the premises which could undermine the four licensing objectives. This shall be completed within 24 hours of the incident, be available upon request of a police officer or an authorized officer and will record the following:
  - All crimes reported at the venue
  - All ejections of patrons
  - Any complaints received concerning crime and disorder
  - All drugs seized or found
  - Any incidents of disorder
  - Any faults in the CCTV system, including action taken to remedy
  - Persons banned from the premises
6. The incident log to record whether the Club Premises Certificate or Premises Licence is operating This entry should be made 24 hours prior to the day in question and endorsed by two committee members
7. There shall be a record of any refused supply or sale of alcohol. The refusal register shall be inspected on a regular basis by a committee member.
8. The Club committee shall adopt a 'Challenge 25' policy on the premises.
9. Signage shall be displayed in a prominent position on the premises requesting that customers leave quietly and respect the neighbourhood
10. When licensable activity takes place under the authorisation of the Club Premises Certificate, a Club 'signing in book' shall be maintained which will record the date the club is open for licensable activity, be endorsed on that day by a staff or committee member and be available for inspection by an authorised officer.

3. Consultation

- 3.1 On receipt of a review application the Council must display a statutory notice at the premises and in the Council reception for the consultation period of 28 days.
- 3.2 It is confirmed that statutory notices were displayed on the site and on the public notice board at the Council's offices.
- 3.3 The application prompted a representation from the Council's Licensing Department. A copy of the representation is attached at **Appendix 'H'**. The representation is on the grounds of the prevention of crime and disorder. They have requested the following:
  - The conditions suggested by the Police are considered by the Licensing Sub-Committee;
  - The Licence and Certificate are not revoked but suspended for a period of time to enable the Club to ensure that there is a properly elected committee have oversight of activities at the Club.
- 3.4 No other representations were received from any other responsible authorities.

- 3.5 Apart from the complaints outlined in the Police application for review, the responsible authority for Health and Safety has clarified that although they had received complaints, they are satisfied with the actions taken and will continue to monitor the Premises.
- 3.6 Mr Jeff Barretto (Club Chairman) has supplied several documents including a Risk Assessment form which was written by the club with guidance from the Council, updated Club Rules with regards as to how the Club is run currently., as well as a warning letter from 2019 and then banning letter for the organisers of the Wake He also is in agreement that all of the conditions requested by Police in their Review Application apart for the requirement of Door Staff at Events be added to the Club Certificate
- 3.7 The documents supplied are in response to comments of both the Police and Licensing Team. Copies of the documents are attached at Appendix 'I'
- 3.8 There have been no comments received from the Premises Licence Holder, Mr Mark Courtney with regards to additional conditions on Premises Licence, although some of the documents submitted show that they are adhering to specific conditions currently on the Premises Licence, Challenge 25, Staff training records, Risk Assessments
- 3.9 Several members of the public have contacted the Council during the consultation period in support of John Fisher Sports Club and the events they have held. Thirty one letters of support were received and accepted and twenty eight wished their letters to be put before the Committee. Two more letters of support were received after the deadline and have not been included. The accepted letters are from:-

Jonathan Peters
Emma Smith
Frank Howe (Club Vice Chairman)
Andrew Etheridge
Danny Garraway
Daniel Holah
Tara Rogers
Sam Rose
Matt Smith
Tracy Sweet
Billy Tanner
Joanna Davis
Nevilline Barretto
Neil Marsh
Lee Sackett
Charlotte Urry
Karl Woolhouse
James Sinclair
Christopher Courtney
Tina Rigelhuth
Karen Pryke & Nicholas de Bidaph
Jo Hoskyn
Iris Holah
David Rogers
Michelle Smith (Club Secretary)
Lesley Rigelhuth
Vince Bryan
Charmaine Smith

- 3.10 A copy of these are attached at **Appendix 'J'**



## 4 Policy & Guidance – Points For Consideration

### 4.1 **Section 182 Guidance**

The most relevant paragraphs of the Section 182 Guidance issued by the Secretary of State in relation the Sub-Committees decision are set out below and must be considered by the Sub-Committee:

1.2 - 1.5	Licensing objectives and aims
1.16	Licence conditions – general principles
9.37 - 9.38	Hearings
9.42 - 9.44	Determining actions that are appropriate for the promotion of the licensing objectives
11.16-11.23	Powers of a licensing authority on the determination of a review
11.24-11.28	Reviews arising in connection with crime
13.10	Giving reasons for decisions

The relevant sections of Section 182 Guidance is provided at **Appendix ‘K’**

### 4.2 **Tandridge District Council – Licensing Policy**

The main sections of the Councils Licensing Policy which are particularly relevant to the Sub-Committees decision are set out below and should be considered when determining this application:

4	Fundamental principles
5	Decision making process
7	Premises licences
9	The prevention of crime and disorder
10	Public safety
12	Prevention of harm to children

The relevant sections of Tandridge District Council Licensing Policy are provided at **Appendix ‘L’**.

## 5 Determination

The Sub-Committee is requested to determine the application in line with Section 4 below, giving full reasons for the decision.

## 6 Legal Considerations

6.1 When considering applications, the Committee is required to carry out its functions with a view promoting the licensing objectives, which are:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm

- 6.2 The allegations are that this may be a serious incident, which may have breached the The Health Protection (Coronavirus, Restrictions) Regulations 2020, which in turn may have impinged on the licensing objectives of the prevention of crime and disorder and public safety. The Sub-Committee must consider the application on its own individual merits and take into account all relevant matters then determine the application by taking the steps it considers appropriate and proportionate to promote the licensing objectives.
- 6.3 Following the outcome of the Committee hearing, all parties to the application have the right to appeal to the Magistrate's Court within the period of 21 days beginning with the day on which the Club would be notified by the Council of the decision appealed against. The determination of the application for review will not have effect until the end of the period given for appealing against the decision or, if the decision is appealed against, until the appeal is disposed of.

----- end of report -----

Council Offices  
8 Station Road East  
Oxted  
RH8 0BT

**CLUB PREMISES CERTIFICATE**

**Club Premises Certificate Number**

TAND\CLUBPREM\05\040\V1

**Date of Issue**

19 OCTOBER 2005

**Club Details**

**Name of club in whose name this certificate is granted and relevant postal address of club** John Fisher Sports Club

**Address** Limpsfield Road

**Post town** WARLINGHAM

**Post code** CR6 9RD

**Telephone number**

**If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description**

N/A

**Post town**

**Post code**

**Telephone number**

**Where the club premises certificate is time limited the dates**

N/A

**Qualifying club activities authorised by the certificate**

1. Supply of alcohol for Members & Guests Only
2. The provision of regulated entertainment namely: plays, films, indoor sporting events, boxing or wrestling, live & recorded music, performances of dance, and entertainment of a similar description, provision of facilities for making music, dancing and entertainment of a similar description.

**The times the certificate authorises the carrying out of qualifying club activities**

The supply of alcohol and regulated entertainment may take place during the following hours:

08.00 – 23.59 Monday to Sunday

Also from the closing time on New Year's Eve until the opening time on New Year's Day.

**The opening hours of the club**

00.00 – 23.59 Monday - Sunday

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

ON & OFF

**Annex 1 – Mandatory conditions**

1. The supply of alcohol for consumption off the premises is only permitted at a time when the premises are open for the purpose of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
2. Any alcohol supplied for consumption off the premises must be in a sealed container.
3. Any supply of alcohol for consumption off the premises must be made to a member of the club in person.
4. The admission of children to the exhibition of any film shall be restricted according to the classification of the film by the film classification body designated by section 4 of the Video Recordings Act 1984.

**The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 as amended:**

1. (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).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (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.

4. 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; and

(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.

#### **The Licensing Act 2003 (Mandatory Conditions) Order 2014:**

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 authorises a 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.

#### **Annex 2 – Conditions consistent with the Club operating schedule**

1. During 'adult only' nights, entrance shall be restricted to over 18's only.
2. CCTV installed at the club and security lighting outside the Club.
3. All doors and windows shall be closed after 23.00.
4. No regulated entertainment or amplified sound outside the enclosed premises between 23.00 and 09.00

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

N/A

#### **Annex 4 – Plans**

See attached plans

**Note: The authority of this licence does not overrule any other legislative conditions or requirements.**

# John Fisher Sports Club

## CONSTITUTION

### 1. NAME

The club shall be called the John Fisher Sports Club (the Club).

### 2. OBJECTS

The objectives of the club shall be to provide organised sporting opportunities for the members, encouraging and enhancing sportsmanship and personal development.

### 3. STATUS OF RULES

These rules (the Club Rules) form a binding agreement between each member of the Club.

### 4. RULES AND REGULATIONS

(a) The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules. The same applies to any other governing body of sport which is carried out at the Club. The John Fisher Old Boys Association is an Associate member of the John Fisher Sports Club.

(b) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

### 5. CLUB MEMBERSHIP

The Club will be made up of separate sections, initially consisting of Football, Cricket, Hamsey Rangers JFC, each of which will hold their own accounts but will be ultimately financially responsible to the Club. Future sections may be incorporated at the discretion of the Committee.

(a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Secretary of each section, and a master list held by the Club secretary.

(b) Any person who wishes to be a member of a section, must deliver their application to the section secretary. Election to membership shall be at the sole discretion of the Section Committee. **Membership shall become effective 48 hours after the application is accepted by the Section Committee.** Membership will lapse automatically if annual subscriptions are not paid by the due date.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The Football Association and parent County Association (including any other sport as applicable) shall be given access to the Membership Register on demand.

(e) Parents / guardians of junior members will be honorary social members with no voting rights.

### 6. ANNUAL MEMBERSHIP FEE

(a) An annual fee and/or match/other fees payable by each member shall be determined from time to time by the section Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

- (c) **The Club Committee shall have the authority to levy an annual fee to each section for the use of the Club facilities, and will be responsible for ensuring the facilities are in good working order. No section can enter into any contracts which involve debt or financial obligations, on behalf of the Club, without the prior written approval of the Club Committee.**

#### 7. RESIGNATION AND EXPULSION

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. Such notice must be accompanied by all dues owed to the club up to that date. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

#### 8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairman/woman, Treasurer, Secretary, Grounds Manager, Social secretary, Fisher Club secretary, Bar manager and up to 5 other committee members, elected at an Annual General Meeting. The committee will be made up on a ratio, based on the revenue / members each section provides.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairman/woman of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman/woman, or in their absence the Secretary. At management committee meetings one third of all officers will form a quorum, except that one of either the Chairman, Secretary or Treasurer must be present.
- (c) The Club Committee shall have monthly meetings and the decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 21 days' notice in writing to all members of the Club Committee.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (f) The Club Committee shall have the power to suspend, fine or expel any member of the club deemed guilty by them of conduct prejudicial to the good name of the club.
- (g) Any officer, regardless of the number of positions held within the club, may only cast one vote at any meeting. In the event of a tied vote in any matter the Chairman or acting Chairman will have the casting vote.

#### 9. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each year to:
  - (i) receive a report of the activities of the Club over the previous year



- (ii) receive a report of the Club's finances over the previous year
  - (iii) elect the members of the Club Committee
  - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
  - (c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than twenty five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
  - (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
  - (e) The quorum for a General Meeting shall be one third of members.
  - (f) The Chairman/woman or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman/woman of the Meeting shall have a casting vote.
  - (g) The Club Secretary, or in his/her absence, a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
  - (h) The constitution may only be altered at an AGM or SGM convened specifically for this purpose. For any proposed changes to the constitution written notice of AGM /SGM and the agenda with the proposed changes must be circulated to all members at least 15 days in advance of the meeting. Of all votes cast, 75% must be in favour of the motion for any changes to be accepted.
  - (i) Proxy votes are not acceptable at any SGM or AGM.
  - (j) Members under the age of 18 have no voting rights in any capacity whatsoever.

#### 10. CLUB TEAMS

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's sporting teams. The appointed members shall be responsible for managing the affairs of the team.

#### 11. CLUB FINANCES

- (a) A bank account shall be maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman/woman, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The income and assets of the Club (the Club property) shall be applied only in furtherance of the objects of the Club.
- (c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- (d) The Club property, other than the Club Account, shall be vested in three custodians, who shall be the Chairman/woman, Treasurer and Secretary (the Custodians), who shall deal with the Club property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (g) The Custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## 12. SPONSORSHIP

Any materials, money and objects resulting from sponsorship become the property of the club and the Club Committee have the right to determine the use and destination of the said materials, money or objects at their sole discretion.

## 13. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of the votes cast.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the affiliated body (e.g. Surrey FA) who shall determine how the assets shall be utilised for the benefit of the Sport. Alternatively, such assets may be disposed of in such other manner as the members of the Club, with the consent of the affiliated body, shall decide.



## Club Membership Rules & Regulations

1. Members are required to carry their membership cards when visiting the club. Membership cards must be shown to any member of staff upon request.
2. Membership cards are non-transferrable and can only be used by the named card holder
3. A £5.00 administration fee will be charged to replace a lost membership card.
4. Members may bring guests and their children to the club. The member is responsible for their guests and must sign them in on the guest register at the bar upon arrival. Members shall at no time leave the club whilst their guests are on the premises. Management reserve the right to forbid entry of any guests.
5. Management reserve the right to ask any member and their guests to leave the premises if they believe they are not adhering to the club rules
6. If your previous membership has expired, you shall no longer receive the benefits of membership until full payment has been made
7. The purchase and supply of alcohol on the club premises is in the control of the management. Members and their guests shall be supplied with alcohol in accordance with the permitted hours laid out in the Licensing Act, and fixed by the management of the club
8. Alcohol may not be sold to or consumed on the premises by any person under the age of 18. We operate a challenge 25 programme and our bar staff have the right to refuse anyone who cannot produce valid ID.
9. If the conduct of any member, either within or outside of the Club premises, shall in the opinion of the management have a detrimental effect to the club or its members, the management reserve the right to revoke their membership without reimbursement (Examples of conduct which would be unacceptable include; racist remarks or behaviour, malicious damage to club property, members failing to take responsibility for their guests and children. Insulting, aggressive or unnecessary behaviour towards staff, management, other club members or their guests. Using social media to discuss issues with the club, its members or staff. Any incidents where the Police have been called to assist with an issue of behaviour at the Club)
10. Children are only permitted in the club or on the grounds when supervised by an adult member. The member takes full responsibility for the behaviour of their children and their guest's children whilst in the premises of the club.
11. The club must be used respectfully. If any member, their children, their guests or guests' children cause damaged to club property, the member will be asked to reimburse the club in full or partial payment towards replacement or repair of the damages. Failure to reimburse the club could result in your membership being revoked. A clean-up fee of £25.00 applies to vomit/toilet related incidences.
12. Please do not smoke or drink outside at the front of the club. Plastic glasses must be used when consuming drinks outside in the field area of the club to comply with the club licence.
13. The changing rooms and showers and are not to be used by children unless supervised by an adult.
14. Dogs are permitted in the club grounds with lead and supervised you must clean up after your dog. Dogs are not permitted to indoor club events.
15. Only activities permitted by the management will be allowed to take place on the Club premises

OFFICIAL

16. All members and guests must leave the premises ½ hour after time at the bar is called
17. Only food and drink purchased from the bar may be consumed on the premises, under no circumstances should you bring in your own food or drink.
18. We are members of the John Fisher Spots and social club Association. Any person with an 'exclusion order' will be refused access to enter our premises as it is a serious offence to enter a licensed premise in breach of an exclusion order.
19. We have a zero-tolerance policy to all drug related incidents. Any member thought to be involved will be asked to leave and their membership will be immediately revoked without reimbursement. Any members guests involved will be asked to leave and will be permanently forbidden access to the club and its premises.
20. Overnight Parking is available, but all vehicles must be removed before 8am (due to football matches) the following day
21. Any member found breaking any of the club rules could have their membership revoked without reimbursement All matters arising out of, or not provided in these rules, shall be dealt with by the Club Management of John Fisher Sports and social Club, Limpsfield Road , Warlingham, Surrey CR6 9RD Tel 01883 625149 Email: [jfsc-warlingham@outlook.com](mailto:jfsc-warlingham@outlook.com)

Reviewed January 2020

Fire extinguishers

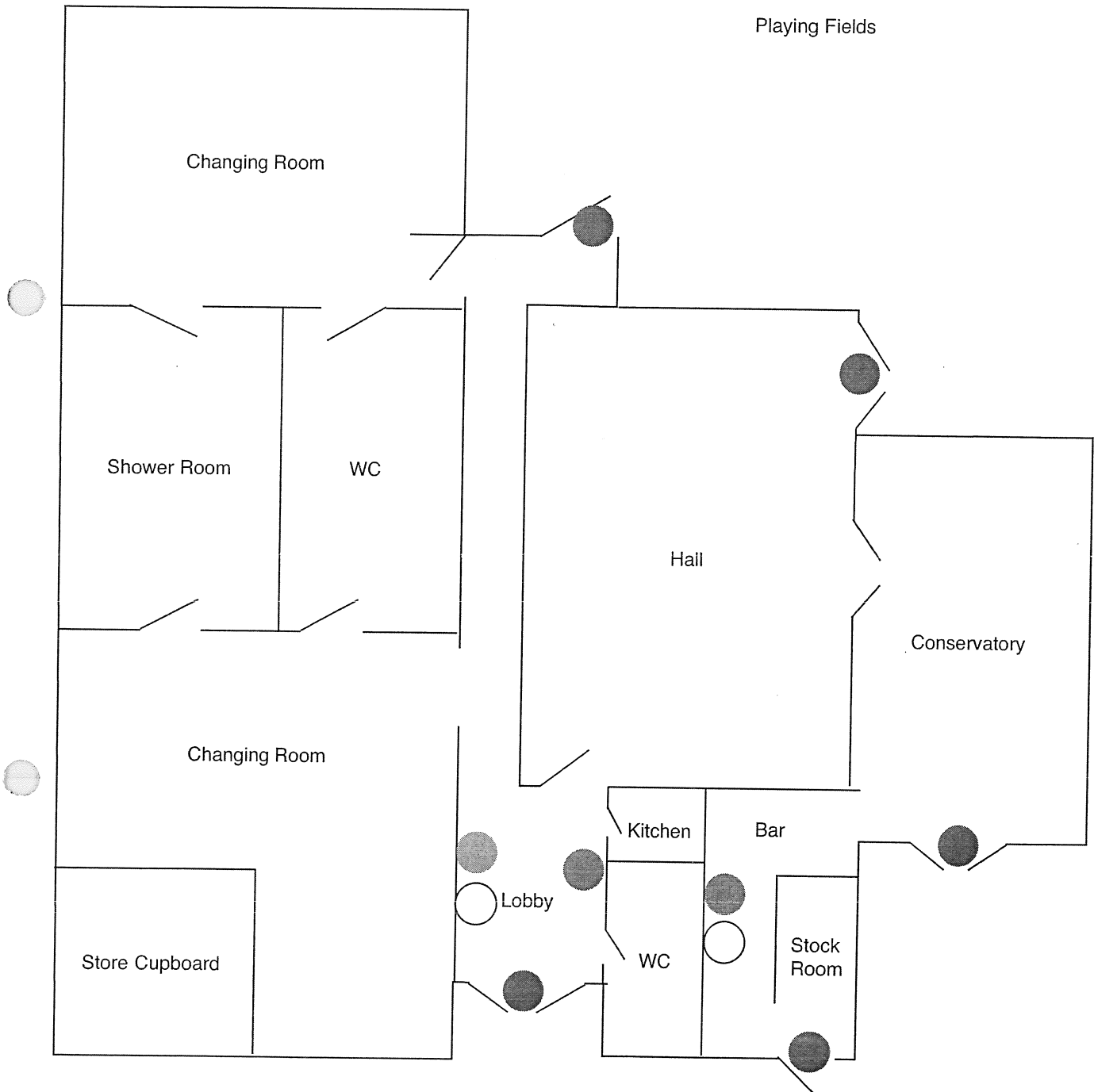
Fire exits ●

Scale: 1:125

● Water

● Powder

○ CO<sub>2</sub>



Car Park

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Council Offices  
8 Station Road East  
Oxted  
RH8 0BT

**PREMISES LICENCE**

**Premises Licence Number**

**TAND/PREM/18/006**

**Date of Issue**

**17 AUGUST 2018**

**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> John Fisher Sports Club, Limpsfield Road	
<b>Post town</b> Warlingham	<b>Post code</b> CR6 9RD
<b>Telephone number</b>	

**Where the licence is time limited the dates** N/A

<p><b>Licensable activities authorised by the licence</b></p> <ol style="list-style-type: none"> <li>1. The sale by retail of alcohol.</li> <li>2. Provision of regulated entertainment (indoors only) namely: films</li> <li>3. Provision of regulated entertainment (indoors and outdoors) namely: live music, recorded music, performances of dance and the provision of anything of a similar description to live music, recorded music or performances of dance</li> <li>4. Provision of late night refreshment</li> </ol>
---

<p><b>The times the licence authorises the carrying out of licensable activities</b></p> <p><u>The sale by retail of alcohol may take place during the following hours:</u> 11:00 – 23:00 Sunday to Thursday 11:00 – 00:00 Friday to Saturday</p> <p><u>Provision of regulated entertainment (indoors only) namely: films may take place during the following hours:</u> 11:00 – 23:00 Sunday to Thursday 11:00 – 00:00 Friday to Saturday</p> <p><u>Provision of regulated entertainment (indoors and outdoors) namely: live music, recorded music, performances of dance and the provision of anything of a similar description to live music, recorded music or performances of dance may take place during the following hours:</u> 11:00 – 23:00 Sunday to Thursday 11:00 – 00:00 Friday to Saturday</p> <p><u>Provision of late night refreshment may take place during the following hours:</u> 23:00 – 00:00 Friday to Saturday</p>
---

**The opening hours of the premises**

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

**Part 2**

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

Mark Courtney, 5 Dane Road, Warlingham, CR6 9NP

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

N/A

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

Mark Courtney,

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

TAND/PERS/18/018 – Tandridge District Council

**Annex 1 – Mandatory conditions**

**Mandatory conditions where the licence authorises the supply of alcohol:**

1. No supply of alcohol may be made under the premises licence –
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

**The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 as amended:**

1. (1) The responsible person shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
  - (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
  - (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;
  - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a



sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) 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.

2. The responsible person shall ensure that no alcohol is dispensed 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).
3. The responsible person must ensure that free tap water is provided on request to customers where it is reasonably available.
4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.  
(2) 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 a holographic mark.
5. 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; and
  - (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.

#### **The Licensing Act 2003 (Mandatory Conditions) Order 2014:**

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 authorises a 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) 'valued 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.

**Mandatory condition: exhibition of films:**

1. The admission of children to the exhibition of film must be restricted in accordance with any recommendation made by The British Board of Film Classification or such persons designated as the authority under section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).

**Annex 2 – Conditions consistent with the operating schedule**

1. The premises shall be secured with an intruder alarm when closed which shall be centrally monitored.
2. Drinks purchased shall not be permitted to leave the premises past the premises boundaries (eg. They shall be permitted to be taken onto the external areas belonging to the premises in suitable receptacles)
3. The DPS and premises licence holder shall monitor the external premises area in relation to any anti-social behaviour or public nuisance.
4. The premises shall only accept trade deliveries or rubbish collections during normal working hours and be dealt with in a prompt and timely manner.
5. The DPS shall monitor the exterior of the premises to ensure litter is kept to a minimum.
6. Staff supplying alcohol shall only accept valid forms of identification such as photo driving licence, passport and home office approved ID cards displaying the national proof of age standard scheme (PASS hologram).
7. Children on the premises must be supervised/ accompanied by a responsible adult. If this is a sporting event such as a junior football match, it shall be the responsibility of the team organiser to ensure a suitable ratio of responsible adults to children.
8. Staff shall be trained in the challenge 25 policy.
9. Challenge 25 material shall be clearly displayed within the premises.

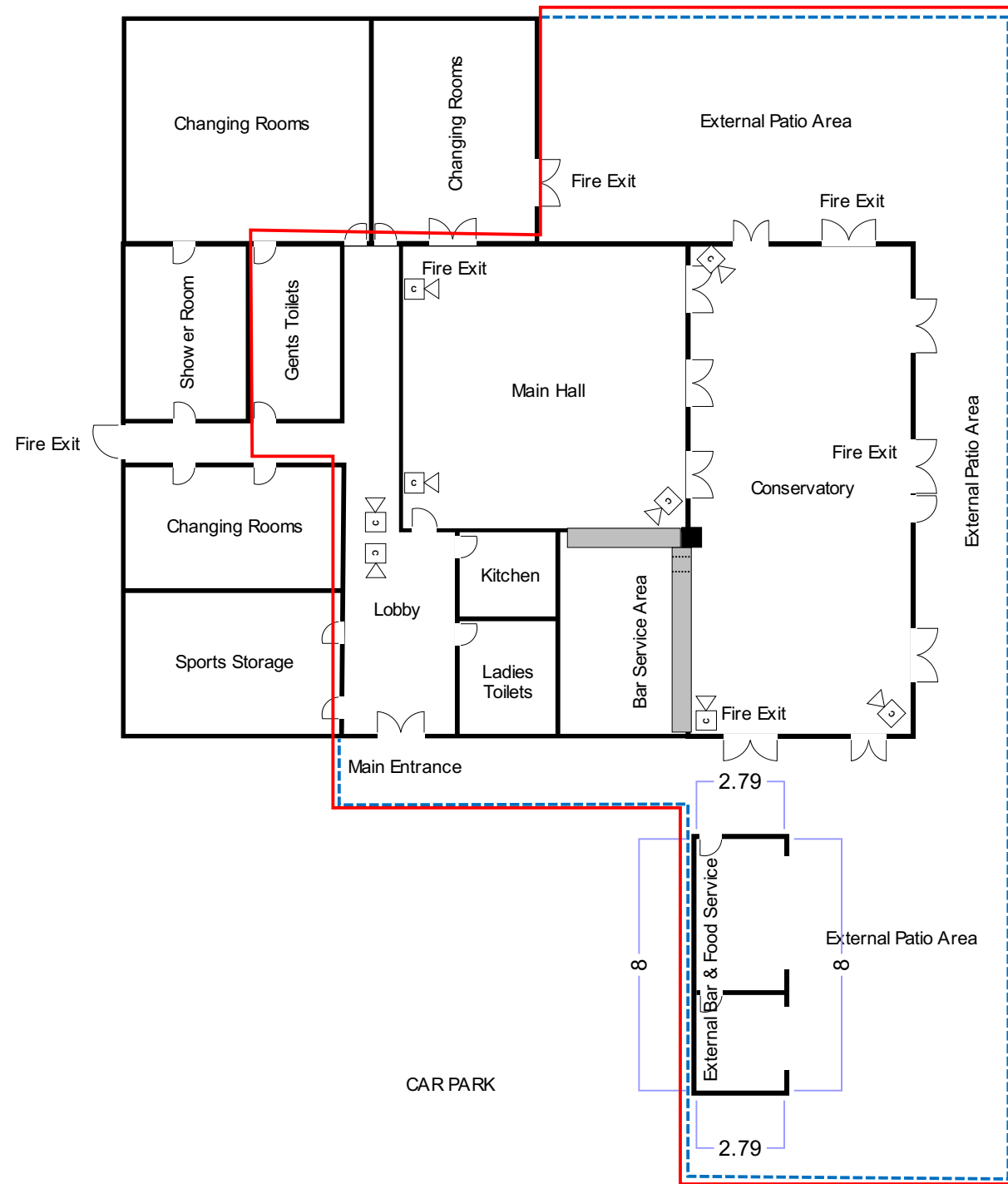
**Annex 3 – Conditions attached after a hearing by the licensing authority**

1. CCTV shall be installed on the premises and fully maintained, showing correct date and time information. The CCTV shall cover internal public areas and external doorways, smoking area, beer garden and external areas at the front of the premises. The CCTV shall provide clear images of evidential quality and shall capture images of people entering

and exiting the premises. The premises licence holder must ensure that staff are able to make copies available at the request of the Police or other authorised licensing authority within 24 hours. CCTV footage must be retained for minimum of 31 days.

2. The venue shall conduct a risk assessment for every booked event to determine the requirement of SIA door supervision, to promote the licensing objectives. Risk assessments shall be retained for six months and available to inspection by a police officer or responsible authority.
3. A personal licence holder shall be present on the premises, when a booked event is held at the premises.
4. Staff training shall be undertaken on staff appointment and updated every 6 months. Training delivered to staff shall be recorded. Training shall cover:
  - a) The licensing objectives
  - b) The requirements for ID as part of age verification.
  - c) Dealing with an intoxicated person
  - d) Dealing with disorderly incidents/disorderly persons
  - e) Dealing with drug related activity on a licensed premises
  - f) Recording of any refusal to sell alcohol
  - g) Recording of incidents
  - h) Reporting of incidents to police and information to be shared with police to promote the licensing objectives
5. All training records shall be available to an authorised officer on request.
6. An incident log shall be maintained on the premises documenting the date and time of any incidents involving the premises which could undermine the four licensing objectives. This shall be completed within 24 hours of the incident, be available upon request of a police officer or an authorised officer and shall record the following:
  - a) All crimes reported at the venue
  - b) All ejections of patrons
  - c) Any complaints received concerning crime and disorder
  - d) All drugs seized or found
  - e) Any incidents of disorder
  - f) Any faults in the CCTV system, including action taken to remedy
  - g) Persons banned from the premises
7. There shall be a record of any refused sale of alcohol. The refusal register shall be inspected on a regular basis (at least weekly) by the DPS. It shall be made available to Responsible Authorities on request.
8. The Premises Licence Holder shall adopt a 'Challenge 25' policy on the premises.
9. Signage shall be displayed in a prominent position on the premises requesting that customers leave quietly and respect the neighbourhood.
10. External amplified music shall stop at 21:00, external background music shall stop at 22:00.
11. All windows and doors shall be kept closed apart from entering and exiting premises from 23:00
12. A tamper proof noise limiter shall be in place from 23:00, limits to be set and agreed between the licence holder and an environmental health officer.

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John Fisher Old Boys Club Limpsfield Road Warlingham CR6 9RD		Scale = 1:200 at A3	
Fire Safety		Security	
All fire fighting/safety equipment will be installed at the new premises by approved contractors and will meet the requirements of the licensing Act 2003. Subject to the grant of the premises licence on the above named premises.		INT. CCTV	8
		EXT. CCTV	12 Cameras
		8 internal and 12 external motion activated CCTV cameras with 31 day record.	
		Monitored alarm system installed with call out service.	
Private driveway from Limpsfield Road leading to car parking for up to 70 vehicles at the front of the premises, vehicle reg reader on way into site. Overall size of site is approx. 8.5 acres which includes car park, buildings and 4 football pitches.			



Club house and playing fields off Limpsfield Road outlined in red ink

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**SURREY**  
**POLICE**

Eastern Licensing Unit,  
P O Box 101,  
Guildford,  
Surrey,  
GU1 9PE,

**Licensing Act 2003**  
**Review of a Club Premises Certificate and a Premises Licence**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance note at the end of the form. If you are completing this form by hand please print. Please ensure your answers are inside the boxes and written in black ink. You may use additional sheets if necessary. You may wish to keep a copy of the completed form for use by you at any hearing held by the Council or the Magistrates Court as a result of this representation.

**I, the undersigned, hereby make representations to review the following Premises Licence.**

**Details of club premises certificate you wish to make representations against.**

<b>Name of Premises or Club</b> John Fisher Club – Club Premises Certificate (TAND/CLUBPREM/05/040) John Fisher Club - Premises Licence (TAND/PREM/18/006)	
<b>Address of Premises or Club</b>  Limpsfield Road,	
<b>Post town</b> Warlingham	<b>Post code (if known)</b> CR3 9RD

**Type of application**

	Please tick ✓
<b>Premises Licence application</b>	
<b>Review of Club Premises Certificate &amp; Premises Licence</b>	X
<b>Variation to a Premises Licence</b>	
<b>Club Premises Certificate application</b>	
<b>Variation of a Club Premises Certificate</b>	
<b>Temporary Event Notice</b>	

## Representor's Details

I am

Please tick one only ✓

1) A person who is not a responsible authority (please complete section (A) below)	<input type="checkbox"/>
2) A responsible authority (please complete section (B) below)	<input checked="" type="checkbox"/>

If you do not fall into one of the above categories you may not be entitled to make representations.

### Section A - DETAILS OF INDIVIDUAL REPRESENTOR (fill in as applicable)

Surname or Family Name
Forenames
Address of where you live (you can give an alternative address for correspondence later in this form)
Daytime Telephone
E-mail address (optional)

### Section B - DETAILS OF RESPONSIBLE AUTHORITY

Name of contact person completing this form Licensing Enforcement Officer Ian Sandwell - authorised by Inspector Karen Hughes, Tandridge Borough Commander.
Name of Authority <b>SURREY POLICE</b>
Address of Authority <b>P O BOX 101 GUILDFORD SURREY GU1 9PE</b>
Telephone number of contact person <b>01483 - 631465</b>

**Please state the ground(s) for the representation and how it relates to one of the licensing objectives. Please use additional blank sheets if necessary.**

Prevention of Crime and Disorder , Protection of Children from Harm and Public safety

On the 21<sup>st</sup> October 2020, at 1853hours, Surrey Police received a report of a fight in progress at The John Fisher Club, Limpsfield Road, Warlingham. The report was made by a member of a dance class that was being held in the main hall of the club house at the time. The information Surrey Police received, advised that up to 20 persons, both male and female were fighting at a 'Wake'. A number of police officers were dispatched to the location .On their arrival the fight had stopped and people attending the Wake had started to leave the venue. Police Officers commenced the process of determining what had happened .One of the officers spoke to a distressed 10 year old boy at the scene, who disclosed to officers that he had been assaulted by his mother whilst at the WAKE, alleging he had been hit in the face and the chest and kicked in knee .When officers went to speak to the mother regarding the allegations of assault, she was heavily intoxicated with slurred speech and eyes glazed .The mother, whilst in the bar area of the clubhouse, was arrested by PC Logan on suspicion of assault on her son. Whilst the female was being handcuffed she became uncooperative and bit the arm of PC Logan, which later required PC Logan to attend the A&E department for medical treatment and for which the offender has now been charged with an assault on a frontline worker, whilst also claiming post arrest, that she had coronavirus. Whilst the alleged assault on the 10 year old child, is no longer subject of an investigation, CCTV obtained from the incident will be able to identify the youth and therefore together with the assault on police charge, Surrey Police ask that the hearing and CCTV is not made available to the general public. Whilst at the venue, the police officers on speaking to the member of staff on duty, established that she had also been assaulted during this period of public disorder. The staff member stated she had her hair pulled, but did not wish to take any police action. Police officers at the scene, sought to preserve CCTV evidence of the incident from the cameras in the bar area, that would have captured the incident. Detective Constable David Casey was unable to download any CCTV data onto a USB stick and found that only one of the two cameras covering the bar area, Camera 7, appeared to have recorded any CCTV images, with Camera 9 not working. In order to secure evidence, DC Casey recorded the CCTV images which covered the public disorder captured by camera 7, onto his Mobile Data Terminal, which also covered the assault on PC Logan. CCTV footage has subsequently been submitted to Surrey Police by the CCTV engineer acting on behalf of the John Fisher Club .The CCTV images submitted to police by the John Fisher Club, only covers camera 7, which would confirm that camera 9 was not working at the time of the incident. Camera 7 was showing the incorrect time. Both technical failings are a breach of the condition number 1, on the Premises Licence and an offence under section 136 of the Licensing Act 2003. On viewing of the CCTV , police are able to see that a significant public disorder incident occurred at the Wake .The images show in excess of 15 mourners were present at the Wake. The fight started with a dispute between females at a table (as shown from 17:58 hours on the CCTV recording) which then escalated to where many people, both male and female were involved in public disorder and a number of persons are being assaulted. The CCTV captures a person being kicked while on the ground and a male being hit with a bar stool by a female, whilst a child looks on. A man is seen pulling off his shirt and he then runs at a male, making violent contact with his fist .Two women are seen pulling at each other's hair. Stools, chairs, bottles and glasses have been strewn around the premises, whilst disorder erupts in the licensable area. During the disorder, a single female staff member is seen walking around and holding her hands on her head, as if in despair and disappointingly it is noted by Surrey Police that the staff member did not make a call to Surrey Police to report the public disorder in progress, where young children including a baby , were exposed to violent disorder and this point is of real concern to Surrey Police, as not reporting incidents of violence to police is a recurring theme, despite the Premises Licence having a condition setting out the requirement for staff to be trained on the reporting of incidents to the police. The failure to report incidents to the police was recently highlighted to the licensing committee at a hearing for the John Fisher Club.

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By virtue of paragraph(s) 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**This representation relates to the following licensing objectives(s)**

Please tick one or more boxes ✓

- |   |   |
|---|---|
| 1) the prevention of crime and disorder | X |
| 2) public safety                        | X |
| 3) the prevention of public nuisance    |   |
| 4) the protection of children from harm | X |

**If your representation does not relate to one of the above objectives your representation will be invalid.**

Please tick ✓

- I understand that this representation may result in a hearing before a Licensing Sub-Committee and if the decision of that Sub-Committee is appealed against, a hearing in the Magistrate's Court.
- I understand that this representation will become a public document and will be included in the agenda for any Licensing Sub-Committee hearing that may be held as a result of this representation.


X

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT IN CONNECTION WITH THIS REPRESENTATION. THIS IS PUNISHABLE, ON CONVICTION, BY A FINE OF UP TO £5,000.**

This representation must be signed by:

a person making a representation or

a person authorised to do so by a Responsible Authority.

Signed ...Insp Hughes.....  Date 14/01/21

Address for correspondence 


Contact address for correspondence if different from that given in Sections A or B, above.	
LICENSING ENFORCEMENT OFFICER	
ADDRESS AS ABOVE	
Post town	Post code
Daytime Telephone number (if any) 01483 - 631465	
e-mail address (optional) ian.sandwell@surrey.pnn.police.uk	





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**Nicki French Total Eclipse Of The Heart - Warlingham Sausage & Cider Festival June 2019**

Wayne & Si Roberts [Subscribe](#) 352


19 views

Up next Autoplay

- Total Eclipse of The Heart - Nicki french (Lyrics)**  
lizzielou95 614,247 views 3:53
- Mix - Nicki French Total Eclipse Of The Heart - Warlingham**  
YouTube 50+ VIDEOS
- Robin Williams on Carson w/ Jonathan Winters 1991**  
MaTeOWaNa ReMaStErZeR 33:43 Recommended for you
- The Partridge Family - VH-1 Behind the Music**  
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**Kelly Wilde performing Gloria at The Sausage & Cider Festival**

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Warlingham

### Kelly Wilde performing Tina Turner Songs at The Sausage & Cider Fes

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Published on Jul 1, 2019  
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Warlingham

Kelly Wilde performing Gloria at The Sausage & Cider Festival

Marc Ciccone [Subscribe](#) 9

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Published on Jul 2, 2019

Kelly Wilde performing Gloria at The Sausage & Cider Festival in Warlingham on Sunday 30th June 2019.

This festival was held over two days of glorious sunshine 29th and 30th June 2019, other artists

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**THIS MAN DIED DURING SURGERY,**



**Lisa Jane Courtney**

Yesterday at 19:25 · 🌐

John Fisher Sports Club Limpsfield Road Warlingham Surrey CR6 9RD. We are opening this coming Friday 12th 13th and 14th June at 5pm. We are opening our outside bar for purchase of drinks off sales on our main field. All social distancing and government guide lines will be followed at all times. If wish to come along for a drink tables of 6 or below can be pre booked through [redacted] please call or text [redacted]



Like



Comment

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# SURREY POLICE

## DELEGATED AUTHORITY

### LICENSING ACT 2003

I, the Chief Constable of Surrey Police, hereby authorise and delegate powers conferred upon me by:

#### **Licensing Act 2003 ("the Act")**

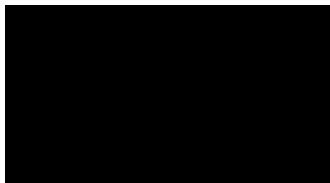
With regard to the following functions and responsibilities under the aforementioned Act:

**Grant of premises licence, provisional statements, variation of licences, transfer of premises licence, review of premises licence, and relevant club premises certificate equivalent (under Parts 3 and 4 of the Act); temporary permitted activities (under Part 5 of the Act); grant and renewal of personal licences (under Part 6 of the Act)**

To: T/Inspector 40205 Karen Hughes

This delegation shall remain forever in force until revoked by the Chief Constable of Surrey Police.

Signed:



Chief Constable Gavin Stephens

Date: *24 Jan. '20*

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Members of the Licensing Sub-committee  
Tandridge District Council  
8 Station Rd East,  
Oxted  
RH8 0BT

Phone: 01306-879351

E-mail: paul.holliday@molevalley.gov.uk

Date: 11/02/2021

Dear Members of the Sub-committee,

**John Fisher Sports Club review of premises licence and club premises certificate - representation from the licensing authority acting as responsible authority**

The Licensing Act 2003 makes provision for the licensing authority itself to make representations with respect to applications. The guidance issued by the Secretary of State recommends that the licensing authority should not normally make representations that should be made by another responsible authority with the expertise in that area.

The police application for review of the premises licence and club premises certificate details why they consider the review is necessary on the grounds of the prevention of crime and disorder. As this licensing objective is clearly within the remit of the police it is not necessary for the licensing authority to act as responsible authority and make representation on the substantive details contained within the review application. However, it is appropriate that the licensing authority intervene as a responsible authority when it is necessary to bring to the attention of the licensing Sub-committee a number of issues only observed by licensing officers which collectively undermine the licensing objectives.

Since 30<sup>th</sup> April 2018 a number of meetings have taken place between licensing officers and members of the club where the role of the club's committee and the management of the club have been discussed as an issue. Problems identified included a failure to sign in guests for events, uncertainty as to the location of the current club rules, a lack of minuted committee meetings, and no separate committee overseeing the sale of alcohol at the club as required by the legislation.

Whilst licensing officers have worked with the club to resolve the problems identified, concerns remain that the club's committee have not put in place sufficient measures to ensure the promotion of the licensing objective of preventing crime and disorder. Licensing officers believe the problems identified in the police application are symptomatic of a lack of strong governance by the club's committee.

The Sub-committee are asked to note the following to support this view;-

**customerservices@tandridge.gov.uk** **www.tandridge.gov.uk**

- Following the brawl at the club that resulted in a police officer being assaulted on 21<sup>st</sup> October 2020, an Environmental Health Officer notified the club's chairman Jeff Barretto of the letter sent to the club house manager Mark Courtney concerning the breaches of Covid regulations. On 20<sup>th</sup> November 2020 Mr Barretto replied to say he was unaware of the function and would be contacting Mr Courtney to discuss. That such a serious matter had not been escalated to all committee members of the club nearly a month after the event is of serious concern to the licensing authority.
- As a result of the incident of 21<sup>st</sup> October licensing officers met with Mark Courtney and Jeff Barretto at the club on 4<sup>th</sup> December 2020. At the meeting Mr Barretto was asked if he had seen the CCTV of the incident and he said he had not. Even making allowance for the Covid restrictions in place at the time, having been advised of the incident 2 weeks earlier the club Chairman would be expected to have taken the necessary steps to ensure he had seen the CCTV of the incident before the meeting.
- In June 2020 the club proposed to have an event that contravened the Covid regulations, though following contact from Environmental Health the event did not go ahead. Whilst it should be acknowledged that the John Fisher club was not the only premises to make a mistake over the changing Covid regulations, it was again reported that the club chairman had not been made aware of the proposed event. Given the significant impact reopening the club during the pandemic would have been for members it is surprising that the Chairman had not been aware of the event until contact by Tandridge officers.
- On 26<sup>th</sup> June 2019 a licensing Sub-committee determined that, following an objection from the police, a Temporary Event Notice ('TEN') for an event at the club on 29 and 30 June should not be authorised. The TEN had been served by Mrs Courtney in her capacity as club secretary, and she attended the hearing with her husband who acts as the manager for the club, with both being present when the decision was given. As set out in the police application for review, there is strong evidence that the event went ahead. When Mr Courtney was asked about the event, he said he was unaware of what happened at the club that weekend as he and his wife had gone away for the weekend. The police and licensing authority did not establish that an offence had been committed, and the Sub-committee should not act as a proxy for formal action with respect to that event. However, the Sub-committee are invited to consider whether senior members of the club had been 'wilfully blind' to their responsibilities at the club, and whether this affects their credibility to promote the licensing objectives.
- The club secretary is Mrs Lisa Courtney. Following the serious assault at the venue on 29<sup>th</sup> January 2018 detailed in the police application for review, a licensing officer carried out an unannounced visit to the club. At this time Mrs Courtney expressed her view that the club was being unfairly targeted as a result of the incident. Following the Sub-committee decision regarding the TEN (as described above), again Mrs Courtney asserted her opinion to officers that the decision was the result of an agenda against the club.
- The premises licence for John Fisher Sports Club is held by Mr Mark Courtney, the de facto manager of the club house, who is also the designated premises supervisor. Over the course of a number of visits and meetings at the club, it has become the licensing officer's opinion that the club is overly reliant on Mr and Mrs Courtney for the running of the club. The only other committee member spoken to at these meetings has been the chairman Mr Jeff Barretto, when his attendance has usually been arranged by licensing officers. Whilst Mr and Mrs Courtney's dedication and long service to the club are commendable, it has repeatedly been made clear at these meetings that the club cannot be run by individuals in isolation, and that other members need to be involved in

the running of the club house. To date licensing officers remain concerned that decisions and responsibilities at the club are not being properly shared amongst members.

Having considered this information in light of the police application for review, licensing officers are satisfied on the balance of probabilities that the current arrangements at the club are detrimental to the promotion of the licensing objectives.

However, licensing officers recognise the important role local community clubs play in promoting sport and supporting better health and wellbeing for local residents. Officers hope that the club will be able to demonstrate to the Sub-committee that as a result of the application for review they have put in place the necessary measure to ensure the promotion of the licensing objectives. Licensing officers believe that the starting point to this must be changes to the club's committee, who are collectively responsible for ensuring compliance with licence conditions and the law under the 2003 Act. Key to this will be clearly defined responsibilities, with the workload spread amongst members who will actively work with partnership organisations, including the police and the licensing authority, to achieve this goal.

If having considered the evidence and submissions presented at the hearing the Sub-committee finds that significant concerns exist on the club's ability to promote the licensing objectives, but that it is likely the club's committee are committed to make the necessary changes, the licensing authority acting as responsible authority would agree with the alternative recommendation made by the police at the bottom of page 9 of the application for review. The conditions set out are appropriate measures for the club to undertake and are proportionate to the issues identified at the club. A suspension of the licence and certificate for a period of time would allow for the club to address the governance issues and ensure a properly elected committee with a robust and effective role in overseeing activities at the club.

Yours,

*Paul Holliday*

Paul Holliday  
Senior Licensing Officer

Cc: Jeff Barretto – Club Chairman  
Lisa Courtney – Club Secretary  
Mark Courtney - Premises licence holder and designated premises supervisor  
Surrey Police - Applicant

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## The John Fisher Sports Club

Rear of 192 Limpsfield Road,  
Warlingham, Surrey  
CR6 9RD

### CONTRACT EVENTS BOOKING FORM:

Contract for Booking of function rooms. You can gain access at 2.30pm for decorating of the main hall etc. You can gain access to the extension at 5.30 after football has finished. Tables, chairs and buffet tables available. Evening staff arrive at 6.30pm. Function: \_\_\_\_\_ Time: 7pm to midnight. Last orders 11.30pm, need to vacate premises by 12.15am. Number of people attending please – (maximum 180)

Cost of hire: £200 - £100 needs to be paid immediately. Please either post cheque payable *John Fisher Spots club* with this form address below or email back to XXXXXXXXXX or transfer deposit to Barclays Bank sort code: 208417 account number: 90667250 with your date of party as reference. The remaining £100 to be paid on the evening of your event.

- ONLY OVER 18's will be served alcohol; ID will be requested. Challenge 25 is always in operation. We encourage responsibly drinking.
- Anyone maybe searched.
- Any alcohol found or brought on the premises will be confiscated and the person may be asked to leave.
- No bouncy castles or outside equipment at adult parties (unless summer months need to speak to us first)
- Children are always welcome but need to be supervised, you have booked an adult's party. No children's soft drinks to be brought onto the premises bar carries stock.
- We request all your guests are polite and not rude to the staff at John Fisher, if impoliteness happens, they may be asked to leave, and police may be called.
- Anyone turning up drunk or under the influence of drugs will be asked to leave and will not entre the party.
- If any trouble or fighting breaks out, police will be called the party will be shut down with no refund.
- Any drugs or gas canisters taken or found on the premises, by person/ persons, police will be called. Also, party will be shut down. We have zero drug tolerance at John Fisher Sports Club.
- If there are any damages to club property you will be asked to pay in full for damages.
- **No confetti or Confetti balloons. Crystals, diamonds or party poppers etc to be used on tables or anywhere else please. If found using them, we will ask you to remove them. PLEASE DO NOT HANG OR PLACE ITEMS ON THE BLACK AND WHITE DRAPES AROUND THE MAIN HALL WALLS PLEASE.**
- **Only use blue tac for decorations all, decorations including balloons must be taken down or home or let the balloons go outside at the end of the evening. (Because of the alarm system)**
- All food left you must dispose of at the end of the party, please inform us black bags provided.
- If you use any other furniture from the storage cupboards you must put it back at the end of the evening. Hall must be left the same way you found it please.
- All DJ, bands, light up letters, numbers, flower walls and any personal effects and music equipment must be taken away at the end of the event. (Club will not take any responsibility for equipment or personal items being lost damaged or stolen etc)
- Any items left behind at John Fisher club we will not take any responsibility for, left at own risk this also includes cars left in the car park overnight. We are not always available to open the club the next day to retrieve cars left behind. I would advise you to inform your guests it may be best to park outside on the main road, if you need to leave your car overnight.
- If you need to cancel the party your £100 is non-refundable

## The John Fisher Sports Club

Rear of 192 Limpsfield Road,  
Warlingham, Surrey  
CR6 9RD

Please sign, date and return this part of the booking form and retain the top part of the booking form for your information: to [REDACTED] or email back to [REDACTED]

**Booking is not secured until £100 is paid and booking form returned**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Contact details: \_\_\_\_\_

Email: \_\_\_\_\_

Many thanks  
[REDACTED]



## The John Fisher Sports Club

Rear of 192 Limpsfield Road,  
Warlingham, Surrey  
CR6 9RD

### 18<sup>th</sup> to 21<sup>st</sup> party booking contract form

Contract for Booking of function rooms. You can gain access to the main hall at 3pm for decorating etc.

Tables, chairs and buffet tables are available. 2 SIA are provided and wristbands for over 18's.

Function: 18<sup>th</sup> Birthday -

DATE:

7pm to 12 midnight, last orders 11.30pm, everyone must vacate the premises by 12.15am

Number of people attending – (maximum allowed 120)

Cost of hire: £400 Friday or £600 a Saturday date (Saturday's are more expensive as Saturday's are premium.

We require £200 which needs to be paid immediately. Please either post cheque payable John Fisher sports club with this form address below or email back to [REDACTED] or transfer deposit to Barclays Bank sort code:

208417 account number: 90667250 with your date of party as reference. The remaining £200 or £400 must be paid on the day of your event before party commences.

- There must be a ratio of 1 to 10, meaning 1 adult to 10 guests present attending the event. The parent/ Guardian of the person who's 18<sup>th</sup> party it is must always provide a mobile number and carry the fully charged phone at the party.
- ONLY OVER 18's will be served alcohol; ID will be requested at all times. Wrist bands will be attached.
- We require a full guest including all family members, please email list to [REDACTED] 48hrs prior to event. Party cannot go ahead without the guest list. No one will gain entry if not on the guest list. Last entry is 10pm, if guests are going to be late because of work commitments etc. please add a note next to name on guest list.
- Everyone will be searched including bags.
- Any alcohol found or brought on the premises will be confiscated.
- John Fisher does not tolerate rudeness towards staff, you will be asked to leave or if continued police may be called.
- Anyone turning up intoxicated or under the influence of drugs will be asked to leave and will not enter the party.
- If any trouble or fighting breaks out the party will be shut down with no refund. If police are required to be called, we will not hesitate to call them.
- Any drugs taken or found on the premises also be prepared to be searched, person/ persons will be asked to leave, drugs confiscated, police called. Also, party could be shut down, with no refund (decision of manager is final) John Fisher has zero drug policy
- If there are any damages to club property you will be asked to pay in full for damages.
- No children's or soft drinks to be brought onto the premises bar carries stock.
- **No confetti. Confetti balloons, Crystals, diamonds or party poppers etc to be used on tables or anywhere else. Also please do not hang items on the black and white drapes in the main hall.**
- **Only use blue tac, no Sellotape for decorations**, all decorations including balloons must be taken down or home or let the balloons go outside at the end of the evening. (Because of the alarm system)
- All food left you must dispose of at the end of the party, please inform us black bags provided.
- If you use any other furniture from the storage cupboards you must put it back at the end of the evening. Hall must be left the same way you found it please.
- All DJ, bands etc and music equipment, flower walls, light numbers must be taken away at the end of the event. (Club will not take any responsibility equipment being lost damaged or stolen etc)
- Any items left behind at John Fisher club we will not take any responsibility for, left at own risk this also includes cars left in the car park overnight. We are not always available to open the club the next day to retrieve cars left behind.
- If you need to cancel the party your £200 is non-refundable.



## The John Fisher Sports Club

Rear of 192 Limpsfield Road,  
Warlingham, Surrey  
CR6 9RD

**Booking is not secured until £200 is paid and booking form returned.**

**Only this section to be returned you need to keep the above**

**Please sign, date and return booking form** [REDACTED]  
**or email back to** [REDACTED]

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Contact details:

\_\_\_\_\_

Email:

\_\_\_\_\_

Event

date \_\_\_\_\_

Please provide Parent /Guardian (They must attend the party) of the persons 1<sup>h</sup> birthday party.

Full name \_\_\_\_\_

Mobile Number \_\_\_\_\_

Many thanks

[REDACTED]





OFFICIAL

## Challenge 25 policy

Challenge 25 is a policy whereby anyone buying alcohol who appears to be below the age of 25, seven years above the age required to buy alcohol in the UK, can be asked to provide an acceptable form of ID.

The Challenge 25 policy follows on from the Challenge 21 campaign introduced by the British Beer and Pub Association. The scheme has since been taken over by the Retail of Alcohol Standards Group.

By raising awareness as to the illegality of underage sales, with both staff and customers alike, the Challenge 21 and Challenge 25 schemes are aimed at reducing underage drinking.

### Who does Challenge 25 apply to?

Under the Licensing Act 2003, it is mandatory for all licensed premises in England and Wales to adopt an age verification policy in relation to the sale or supply of alcohol.

In accordance with the Home Office licensing guidance, this policy must as a minimum require individuals who appear to the responsible person to be under the age of 18 to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and either a holographic mark or ultraviolet feature.

The premises licence holder must also ensure that staff, especially those involved in the sale of alcohol, are made aware of the existence and content of the applicable age verification policy.

Whilst the Challenge 25 policy is not in itself mandatory, for responsible licensees it can be a sensible way to meet this statutory “proof of age policy” condition. It can also prove to be an effective way of preventing, and even eradicating, underage sales.

The Challenge 25 policy will encourage your staff to verify the age of any individual who looks under the age of 25 when buying alcohol, to prevent the commission of an offence. Equally, it will encourage anyone who is over 18 but looks under 25 to carry suitable ID when buying alcohol on your premises.

### What does the law say about underage sales?

In the UK there are strict laws relating to the sale and supply of alcohol. Under the provisions of the 2003 Act it is illegal in England and Wales:

- To sell alcohol to someone under the age of 18 anywhere.
- For someone under the age of 18 to buy or attempt to buy alcohol.
- For an adult to buy or attempt to buy alcohol on behalf of someone under the age of 18.
- For an adult to buy alcohol for someone under the age of 18 for consumption on licensed premises, save except where this is the purchase of beer, wine or cider to be drunk by a 16 or 17 year old with a table meal, where s/he is accompanied by an adult.
- For someone under the age of 18 to drink alcohol in licensed premises, save except where s/he is 16 or 17 years old and accompanied by an adult. In this case it is legal for them to drink, but not buy, beer, wine and cider with a table meal.

### What are the penalties for underage sales?

If you are found guilty of an offence under the 2003 Act, there can be significant consequences. These include:

- A potentially unlimited fine if you or a member of staff makes an underage sale, unless it can be shown that reasonable steps were taken to verify the customer's age.
- A potentially unlimited fine for licensed premises that persistently sells to people underage, defined as happening on just two or more occasions in a 3-month period.
- A closure order for a maximum of 14 days following persistent underage sales.
- A potential suspension or revocation of your licence for breach of the licensing objective relating to the protection of children from harm.

### What can I do to avoid underage sales?

There are various ways in which you may be able to show that you have exercised due diligence as a licensee to prevent underage sales. Whilst in no way a guarantee that you will avoid financial penalty, the following tips will go some way to demonstrating your commitment to responsible licensing:

Provide regular staff training on when and how to verify a customer's age. As a licensee you are responsible for ensuring that your staff are not only aware of, but are also applying a proof of age policy, not least that they understand their obligation to ask for identification, that they understand what are acceptable forms of ID and they are able to spot fake ID.

Only accept suitable forms of ID as proof of age, i.e.; photographic driving licence, a passport or a proof of age card, such as the PASS card from the national Proof of Age Standards Scheme bearing the PASS hologram. You should also publicise to your customers what forms of ID are acceptable.

Display posters in prominent places in the store, including at the tills or behind the bar, to advertise your proof of age policy. This will help not only to deter potential underage customers but will also act as a back up to staff members who make challenges.

Support your staff in applying your proof of age policy. It is important not to undermine any decision-making, for example, where any difficult decisions made by staff not to serve a customer alcohol are not subsequently challenged and overturned.

Keep records of all failed attempts to buy alcohol of those without ID who look under 25, as this could help with police or trading standards operations.

Publicise your right to refuse the sale of alcohol to an adult where accompanied by a child and you suspect that the alcohol is being bought for the child. Many licensees have rules requiring ID from all members of a group in order to proceed with the sale, notwithstanding that this may lead to adults being refused service when shopping with someone under the age of 18.

You may also want to make use of the Challenge 25 test-purchasing programme, whereby test purchasers will look and act as underage purchasers of alcohol, and report back on how the purchase or refusal was conducted on your licensed premises.

In this way you can monitor how staff handle transactions where the customer looks underage, and if necessary, put in place additional training to ensure that all members of staff are confident in making the necessary challenges to prevent underage sales.

### **Should I seek legal advice in relation to underage sales?**

The law relating to underage sales can attract tough financial penalties, as well as the risk of temporary closure or revocation of your licence.

Moreover, it is not uncommon for the police or trading standards to test licensees and their staff in the sale of alcohol to underage customers. This is done by arranging for underage volunteers to enter the premises and attempt to purchase alcohol.

In the event that you are facing prosecution, it is always best to seek legal advice from an expert in licensing law. Your legal adviser can help to raise any defence, especially where reasonable steps have been taken to verify the age of a customer.

Your adviser can also guide you on what steps need to be taken to implement an appropriate age verification policy such as Challenge 25. In this way you can help to prevent any further underage sales on your premises.

**Legal disclaimer**

The matters contained in this article are intended to be for general information purposes only. This article does not constitute legal advice, nor is it a complete or authoritative statement of the law and should not be treated as such. Whilst every effort is made to ensure that the information is correct, no warranty, express or implied, is given as to its accuracy and no liability is accepted for any error or omission. Before acting on any of the information contained herein, expert legal advice should be sought.

**UNDER 25?**

ACCEPTABLE FORMS OF ID:  
+ CARDS BEARING THE PASS HOLOGRAM  
+ PHOTOGRAPHIC DRIVING LICENCE  
+ PASSPORT

**IF YOU ARE LUCKY ENOUGH TO LOOK UNDER 25 YOU WILL BE ASKED TO PROVE THAT YOU ARE AGED 18 OR OVER WHEN YOU BUY ALCOHOL**

**IF YOU ARE UNDER 18 YOU ARE COMMITTING AN OFFENCE IF YOU ATTEMPT TO BUY ALCOHOL**

BEER & PUB ASSOCIATIONS  
drinkaware.co.uk  
for the facts about alcohol  
WWW.CHALLENGE25.ORG

**<25**



# REFUSALS & INCIDENT BOOK

# FOR AGE RESTRICTED

# GOODS

Premises: John Fisher Sports & Social Club

Limpsfield Road Warlingham Surrey CR6 9RD

Date:

A Citizen Card is an official UK ID / proof of age card recognised as such by the Home Office, the Chartered Trading Standards Institute and almost all UK retailers and public transport providers including UK airlines. The adult 18+ photo ID card displays **the police and the Security Industry Authority** logos, and all Citizen Cards bear the **PASS** hologram.



All Citizen Cards display one of the following age bands relevant to your age at the time we send your card:

- 18+
- 16-17
- Under 16

All Citizen Cards printed from 7th January 2021 onwards expire 3 years after issuing (rounded up to the end of the month card was printed on). Citizen Cards issued before 7th January 2021 do not expire, however we advise cardholders to renew their membership and replace their ID cards when they are eligible for a higher age band card (because they turned 16 or 18) or their appearance has changed.



## Challenge 25 - No ID = No Sale

This refusals/incident book is designed to help prevent underage sales and may help you provide a defence of 'all reasonable precautions and all due diligence' in the event of a sale of age restricted products from your premises.

All staff should be aware of the age restrictions on different products and you should make sure that they are aware of the implications both for themselves and for you if sales are made. Remember that in some cases the seller can be personally fined as well as the owner of the business.

- **It is against the law:**

- To sell alcohol to someone under 18 anywhere and can lead to a maximum fine of £20,000<sup>1</sup> for bar staff/managers or premises may eventually be shut down.
- To knowingly sell alcohol to someone is drunk.
- To knowingly buy/get, or try to buy/get, alcohol for a drunken person on a licensed premise, e.g. a bar or club.

For an adult to buy or attempt to buy alcohol on behalf of someone under 18\*.

For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol.

- **Retailers can reserve the right to:**

- Refuse the sale of alcohol to an adult if they're accompanied by a child and think the alcohol is being bought for the child.

\*It is not illegal for someone over 18 to buy a child over 16 beer, wine or cider if they are eating a table meal together in licensed premises. It is also not illegal for a child aged five to 16 to drink alcohol at home or on other private premises.

- **The Police have the power to:**

Confiscate alcohol from someone, no matter what their age, if they believe it has been, or will be drunk by, someone under 18 in a public place.

You can find more information on Police powers to enforce the legal drinking age on our [law on alcohol and under 18s](#) page.

- **ID for alcohol: proving your age**

- **Acceptable forms of ID to prove you are over 18 include:**

- A photo driving licence



- A passport
- A proof of age card, such as the PASS card from the national [Proof of Age Standards Scheme](#).

It's a criminal offence to use false or borrowed ID to gain entry to licensed premises or to buy alcohol. The maximum penalty is a £5,000 fine and up to 10 years in prison.<sup>2</sup>

- **Challenge 25**

Challenge 25 is a scheme that encourages anyone who is over 18 but looks under 25 to carry acceptable ID when they want to buy alcohol. Challenge 25 builds on the Challenge 21 campaign introduced by the British Beer and Pub Association in 2005, who represent the beer and pub sector. It's now run by the Retail of Alcohol Standards Group, which represents alcohol retailers.

If you're a licensee or involved in selling alcohol to the public, visit the Wine and Spirit Trade Association (WSTA) website for more information about [Challenge 25](#).

For more about the laws on alcohol visit the '[Licensing Act 2003](#)' government page.

### **Working in a restaurant or bar under 18**

You can serve alcohol in a restaurant if you're 16 or 17 if the licence holder or bar manager has approved the sale.

You may be restricted to selling alcohol in sealed containers (such as cans or bottles) in some areas

### Using the refusals/incident book

Use the book when sales have been refused to underage sales and check that your employees also use it – use the book as part of your staff training and work reviews. Check it regularly, none or few entries may indicate that either sales are occurring or that staff have a blasé attitude towards it. Here are examples of how it should work.

<b>Date &amp; time</b>	<b>Description</b>	<b>Product</b>	<b>Comments</b>	<b>Signed</b>
17/07/08 5.20 pm	Approx. 15-year-old male. Blonde hair, 5ft 6ins, skinny, wearing baseball cap, tracksuit, and trainers	Asked for a gin and tonic	Asked for I.D. didn't have any, refused to serve.	<i>T. Price</i>
18/07/08 9.15 am	2 Females, approx. 16 yrs. old. Both dark haired, wearing boots, denim skirts, and jackets	Asked for 20 XY brand cigarettes	Asked for I.D. Produced a birth certificate – no photo. Refused sale and told them i'd need a passport or approved proof of age card.	<i>Al Kahol</i>



Cleaning Sheet Action Report Form:

Date: ..... Time: .....

Toilet: .....

Actions Needed:

Actioned by: .....

CLEANING SHEET

Date: .....

Toilet: .....

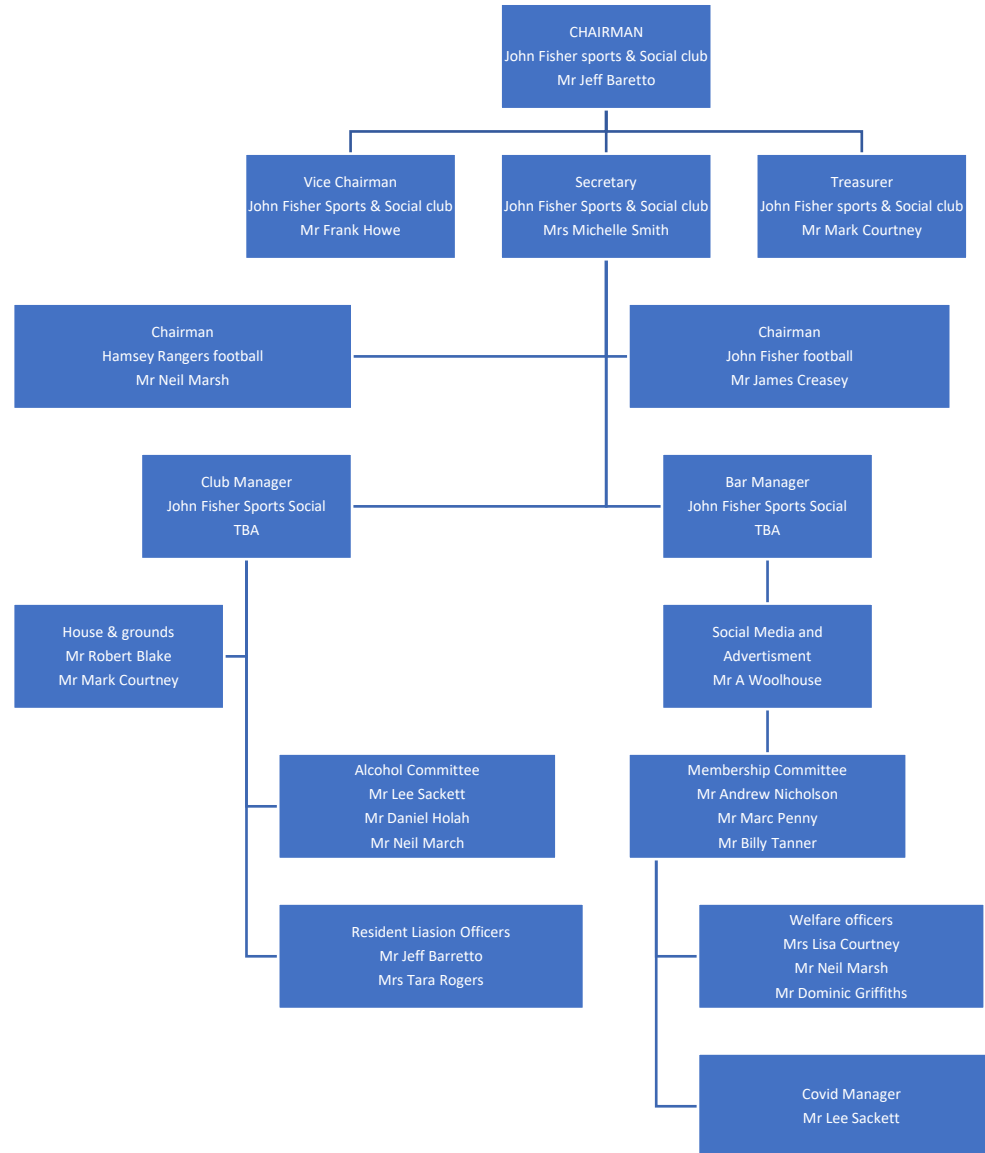
Time	Checked by	Action needed?
07:00		
08:00		
09:00		
10:00		
11:00		
12:00		
13:00		
14:00		
15:00		
16:00		
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18:00		
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21:00		
22:00		
23:00		
00:00		
01:00		
02:00		

End of day sign off: .....

Time: .....



### Committee List





## Committee List

### **Hamsey Rangers Football Sunday Committee List**

Chairman – Mr Neil Marsh

Vice Chairman – Mr Daniel Holah

Secretary & Fixtures – Mrs Lisa Courtney

Vice Secretary – Mr Robert Blake

Treasurer – Mr Mark Courtney

Events Co- Ordinator – Mr Daniel Holah

Covid Manager – Mr Lee Sackett

Welfare Officers – Mr Neil Marsh & Dominic Griffiths

Policy Co- Ordinator – Mrs Lisa Courtney

### **Managers – All, Football Certified, Safeguarding and First Aid Qualifications**

Helen Rigelhuth

Billy Tanner

James Sinclair

Alec Holah

Danny Garraway



## Committee List

Mr Robert Blake

Mr Leon Welsh

Mr Neil Marsh

Mr Dominic Griffiths

Mr Lee Sackett

Mr Chris Cole

Mr James Philpott

Mr Andrew Nicholson

Mr Graham Ley

Danny Collins

### **Assistant Coaches**

Andrew Etheridge

Nick De Bidaph

Daniel Holah

Terry Hobbs

Marc Penny

Christopher Courtney





Committee List

**Qualified Referee's**

Frank Howe

Robert Blake

Lewis Franks

Josh Corvaglia

Alex Corvaglia

**John Fisher Saturday Football Committee**

Chairman – James Creasey

Secretary – Lisa Courtney

Treasurer – Mark Courtney

Fixture Secretary – Chris Collard

Welfare Officer – Lisa Courtney

Covid Manager – Chris Collard

**Managers**

James Creasey

Micheal Sheif



Committee List

Dear Mr Sandwell

I refer to your notice, expressing your concern with our current licence for the club, and requesting a review of the licence.

Whilst we try and adhere to all the objective on the licence, I will list below our committees' observations regarding your request.

1) CCTV whilst we confirm we have full CCTV in the premisses, which is required under our insurance, the club cannot see the benefit, of training all staff to learn the CCTV system. as the system is complicated. The Duty manager will alert the engineer to come to the club and produce the images as soon as possible, as we have done so in the past. The information can be lost if the correct procedure is not adopted, and we would be responsible for this if our staff are allowed to access the CCTV system.

2) Door Staff. As we have never had any issues under the club licence for any events, cannot agree to SIA security staff on the club events such as, Quiz nights, race nights, in house charity, theme nights, presentation evenings, small festivals. These events have a high ratio of club committee members, and the members present would assist in a unlikely problem that might arise.

With regards to club members hire, the committee have decided not to allow these under the club licence, and any future hire for members will be under a private licence. We already use SIA for all 18th and 21st birthday parties, and we will continue to use them under the private licence.

3) Committee member present Under a club event there are a number of committee members present, and as future events for parties will be under a private licence, this will no longer be applicable for the club licence.

4) Staff Training As this is already undertaken, we can confirm this will continue to be done. Licencing objectives We can agree to the points raised within your request. as again this is already done.

5) Record of alcohol, already have this in place. challenge 25 again already done, signage already done.

can you confirm what is required under the heading "All crimes reported at the venue" if the staff are unaware of an incident, that has we occurred, then no report can be entered into the incident book.

Personal Licence

1) SIA Doorman. We donot see this as a requirement, as there has never been an issue, however we do have them for 18th and 21st birthdays, as we have always done so and will continue to use them for these events. The predominant use of the club, is for anniversary's, 50th 60th and older people events.

2) Incident Log. This should no longer be required as all future events for this type of event will be under the personal licence. Club members will no longer be able to hire the club under the club licence.

We hope you can see that every effort is being made to assist with your request, and trust that we will hear from you in due course.

Kind Regards

Jeff Barretto. Michelle Smith, New Club Manager, Mark Courtney Out going Club Manager.

**From:**

**Sent:** 24 February 2021 19:57

**To:** Ian Garrod <IGarrod@tandridge.gov.uk>

**Subject:** John Fisher Sports and Social Club

Dear Ian, thank you for your time today, and now have a better understanding of what is required by you, in addition to what you have subsequently been sent. the committee feel that the information already provided is to demonstrate what is already being done, and these should be submitted within the evidence.

I attach further the documents that have recently been forwarded to me. i have also updated the committee List, this now shows Michelle as Secretary. we are looking to appoint a new Bar manager and Club Manager, but Michelle will fill the roll until it is filled.

The current Risk Assessment form is attached, we are working to improve this form, and will update you as and when this is available.

As stated, the current club premisses licence has condition on them which we observe the requirements on. we are not disputing that the same conditions be put on the club Certificate, and can only comment that these practises are already in place.

Within our discussion you asked what the alcohol committee is responsible for, the committee is headed by Michelle, and their duties are to ensure that all functions of the bar, the stock, and staffing are looked after, and bring to the attention of the main committee any problem that might arise.

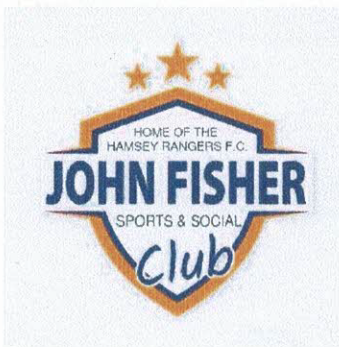
As within our discussion, the only real disagreement we have, is the requirement to have doorman on at all events, we do already require doorman for 18 and 21st birthday parties, along with ant festivals, and Firework displays. we dont think that the requirement for doorman should be in place for other mature age parties, weddings, anniversary, christnings, and other functions that might take place.

Ian, as you know we are all volunteers who are here for the benefit of the boys and local community alike, so that they can enjoy recreational activities, which currently is an extremely important thing to have available coming out of the current pandemic. we all give our time freely and if a problem arises like now, try and deal with it honestly, acknowledging that we have made a mistake, which we must learn from for the future.

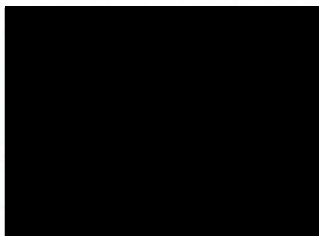
Please feel free to contact me should you require anything further, and thank you for your ongoing assistance.

Kind regards

Jeff Barretto



John Fisher Sports Club.  
192 Limpsfield Road,  
Warlingham.  
CR6 9RD.  
01883 625149



24<sup>th</sup> September 2019.

## WARNING NOTICE.

Dear 

Thank you for your letter of apology regarding the incident of guests you invited to the Charity Event you hired John Fisher Sports Club for, on the 21<sup>st</sup> September 2019.

Please may I refer you both, to the rules of conduct, we have set out in the membership pack you would have been given when you renewed your John Fisher membership on the 5<sup>th</sup> January 2019.

These refer to you, as the hiring members and to any guests you invite to the club, whether it be for an event John Fisher is hosting or to an event where you have privately hired as hosts, at the John Fisher Sports Club.

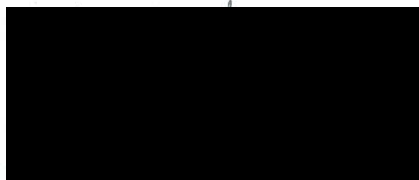
Due to the disorderly conduct, of your guests, a large group of males, fighting on the premises of John Fisher on the evening of 21/09/2019, we hereby need to issue you with a warning that you or your guests have broken the Club Membership rules of conduct.

Should the Club rules be disregarded, by yourselves or any of the guests you should invite to John Fisher Sports Club at any time, your membership with the Club will be revoked.

Should you wish to discuss this further, please write to the Club, addressing the letter to:

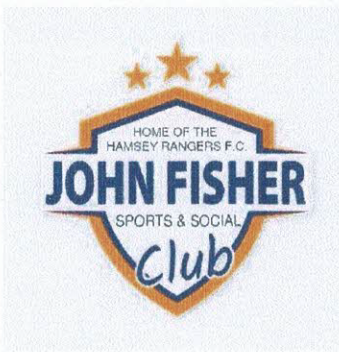
Chairman: Mr Jeff Barretto.

Please include a telephone number, where we can easily contact yourselves.

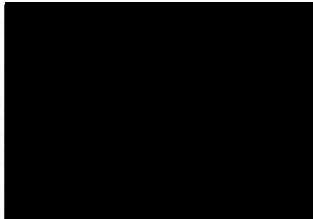


Mr J Barretto.

John Fisher Sports Club, Chairman.



John Fisher Sports Club.  
192 Limpsfield Road,  
Warlingham.  
CR6 9RD.  
01883 625149



26<sup>th</sup> October 2020.

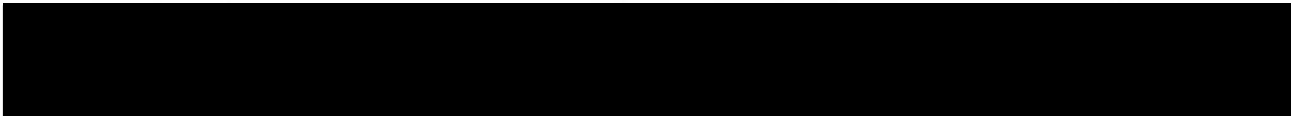
## REVOKING YOUR MEMBERSHIP.

Dear 

Thank you for your letter of apology regarding the incident of guests you invited to the Wake for a family member, you hired John Fisher Sports Club for, on the 21<sup>st</sup> October 2020.

Please may I refer you both, to the rules of conduct, we have set out in the membership pack you would have been given when you renewed your John Fisher membership on the 13<sup>th</sup> February 2020. Furthermore to the warning letter you were issued on the 24<sup>th</sup> September 2019.

These refer to you, as the hiring members and to any guests you invite to the club, whether it be for an event John Fisher is hosting or to an event where you have privately hired as hosts, at the John Fisher Sports Club.



We hereby have revoked your membership to John Fishers Sports Club, due to your guest's behaviour present at the wake, they have broken the Club Membership rules of conduct.

This means you will no longer be allowed to hire the Club for private events or attend any event hosted by John Fisher.

Should you wish to discuss this further, please write to the Club, addressing the letter to:

Chairman: Mr Jeff Barretto.

 number, where we can easily contact yourselves.



Mr J Barretto.

John Fisher Sports Club, Chairman.



**Event / Activity Venue Risk Assessment - Club Event  or Premises Event**

*(Please complete this form with the cooperation of the Venue coordinator and event's organiser)*

EVENT INFORMATION			
<b>Event Title:</b>			
<b>Event Date:</b> (DD/MM/YYYY)		<b>Date of Risk Assessment:</b> (DD/MM/YYYY)	
VENUE INFORMATION			
<b>Venue Name:</b>			
<b>Name of Contact hiring Venue:</b>		<b>Contact Telephone Number:</b>	
<b>Number of people attending event (Maximum - 180) 18<sup>th</sup> to 21<sup>st</sup> parties maximum 120</b>		<b>Is guest list required (A requirement for 18<sup>th</sup> to 21<sup>st</sup> parties) Attach guest list to risk assessment please keep for 1 month from date of event.</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
PRIOR EVENT / ACTIVITY			
<b>What type of event is being held, 18<sup>th</sup> – 21<sup>st</sup> / Family parties 30<sup>th</sup> Parties, anniversaries etc/ Childs parties.</b>		18 <sup>th</sup> – 21 <sup>st</sup> <input type="checkbox"/>	Family <input type="checkbox"/>
		Childs <input type="checkbox"/>	
<b>If other, please specify:</b>			
<b>Is a third party being used to hire out any equipment?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, please specify who the hire company is and what is being hired:</b>			

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**DURING EVENT / ACTIVITY**

Is there enough staff to assist with the number of participants attending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there enough room capacity to occupy everyone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are fire exits clearly visible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is all the whole car park required (18 <sup>th</sup> - 21st parties car park only half used)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require Disabled car parking spaces?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
Is SIA person / persons Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are Committee members required to attend, if required how many will be attending - <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the access to and from the building ok? (e.g. pathways that lead to the entrance etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PRE-EVENT / ACTIVITY**

Is there any equipment that needs to be collected/cleared away tables, chairs etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, who will this be done by: (e.g. Venue, third party etc)		

ALL OUTSIDE AREAS (car park, patio, field and smoking area) Check that the area and surroundings are safe and free from obstacles		
Is the area fit and appropriate for this activity? (e.g. ground surface, security, slips and trips, lose objects, fire exits, assembly point.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><b>Please mark severity risk: 1 to 10 - 1 is unlikely 10 is likely</b></p> <p><b>Drugs</b>  <b>Safeguarding</b>  <b>Inappropriate Behaviour</b>  <b>Public Nuisance</b>  <b>Crime and disorder</b>  <b>Disorderly behaviour</b>  <b>Noise</b></p>		
ENTRANCE HALL, CLOAK ROOM & CORRIDOR AREA Check that the area and surroundings area is safe and free from obstacles		
Is the area fit and appropriate for this activity? (e.g. check floor, lighting, heating, security, slips and trips and lose objects, area clear of bodies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><b>Please mark severity risk: 1 to 10 - 1 is unlikely 10 is likely</b></p> <p><b>Drugs</b>  <b>Safeguarding</b>  <b>Inappropriate Behaviour</b>  <b>Public Nuisance</b></p>		
TOILET AREA (Gentleman's, Ladies and outside toilets) Check that the area and surroundings are safe and free from obstacles		
Is the area fit and appropriate for this activity? (e.g. check floor, roof leaks, lighting, heating, security, Hand dryers, doors and locks, welfare arrangements, slips & trips, lose objects, evacuation)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><b>Please mark severity risk: 1 to 10 - 1 is unlikely 10 is likely</b></p> <p><b>Drugs</b>  <b>Safeguarding</b>  <b>Inappropriate Behaviour</b>  <b>Intoxication</b>  <b>Broken glass/ bottles</b>  <b>Unauthorised alcohol consumption</b></p>		

### MAIN HALL

Check that the area and surroundings area is safe and free from obstacles

Is the area fit and appropriate for this activity?

(e.g. check floor, roof leaks, lighting, heating, security, doors and locks, welfare arrangements, slips & trips, lose objects, evacuation)

Yes

No

Please mark severity risk: 1 to 10 - 1 is unlikely 10 is likely

Drugs

Safeguarding

Inappropriate Behaviour

Intoxication

Broken glass/ bottles

Disorderly behaviour

Noise

### CONSERVATORY

Check that the area and surroundings area is safe and free from obstacles

Is the area fit and appropriate for this activity?

(e.g. check floor, roof leaks, lighting, heating, security, doors and locks, welfare arrangements, slips & trips, lose objects, evacuation)

Yes

No

Please mark severity risk: 1 to 10 - 1 is unlikely 10 is likely

Drugs

Safeguarding

Inappropriate Behaviour

Intoxication

Broken glass/ bottles

Disorderly behaviour

Noise

### EMERGENCY SERVICES

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers

Are emergency access points checked and operational?

Yes

No

If no, please outline below the issues and action taken, if any:

Is a working telephone available?

Yes

No

**All staff to be reminded of all incidents to be reported to 101 by the end of your shift and logged. Make sure you take name of PC and number and a crime reference number. Also, any officials' visits reported and logged.**

**Plastic glasses to be used for all 18<sup>th</sup> to 21<sup>st</sup> events  
Plastic glasses to be used after 11pm for all events  
Last orders 11.30pm  
Vacate premises by 12.15am  
Any drugs issues call 101 immediately  
Drug dealing issues discretely call 999**

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**Signature of Assessor:**

**Print Name:**

**Date:**

***Please have this document available for inspection if requested***

### STAFF TRAINING

Date	Nature Of Drill	Person/Section Taking Part	Evacuation Time	Person In Charge	Signature
3 Jan 16	Gas	Chelle		Mark	
3 Jan 16	H & S	Chelle		Mark	
3 Jan 16	manual handling	Chelle		Mark	
3 Jan 16	Challenge 25	Chelle		Mark	
3 Jan 16	Drug Awareness	Chelle		Mark	
3 Jan 16	Changing Barrels	Chelle		Mark	
3 Jan 16	E.O.D	Chelle		Mark	
3/1/16	Gas	Helen		Mark	
"	H & S	Helen		Mark	
"	manual handling	Helen		Mark	
"	Drug Awareness	Helen		Mark	
"	Changing Barrels	Helen		Mark	
"	E.O.D	Helen		Mark	
4/1/16	Gas	Lisa		Mark	
"	H & S	Lisa		Mark	
"	Challenge 25	Lisa		Mark	
"	Drug Awareness	Lisa		Mark	









By virtue of paragraph(s) 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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To Whom It May Concern,

I am writing regarding John Fisher Sports club to share my views as a member of the local community who attends all the events that are organised by the club.

It is my opinion that in the last 6 years that I have attended the club that the events are extremely well organised and in my experience I have not witnessed any inappropriate behaviour such as fights, public disorder or drug use.

On occasions I have witnessed customers being refused alcohol and politely asked to leave and that has been executed quickly and professionally, areas of the club such as toilets are also regularly checked for any signs of drug use.

I personally feel that the club is excellent at putting on events that integrate families of all generations, grandparents, parents and children with everyone enjoying days such as festivals, firework night and quiz nights and as such I attend with my family to support the club so it can continue to provide community events.

Yours Faithfully,

Mr Peters

Dear sirs,

I am writing with regards to John Fisher Sports Club to share my views on the many events I have attended over several years.

I have hired the premises myself for kids and adults parties, I have been a guest at various special occasions and also attended larger community events there. All of which have in my opinion been extremely well organised, with the safety of the public taken seriously. I have never witnessed any inappropriate behaviour, fighting or drug use.

My family and I have always felt very welcome at John Fisher however, more importantly we feel safe and have never come to any harm. I strongly believe that if a bad situation was to occur, it would be dealt with in a professional manner.

Yours Sincerely

Emma Smith

Dear Siri/Madam

I am writing this email to express my views about the above Sports Club.

I have attended this club regularly for around the last 10 years, watching both my children play football and then becoming the club chairman for 3 years. I have also attended lots of the events that the club holds with my family such as fireworks night, Cider festival, end of year presentation and quiz nights. I would never of taken 2 young children to an event if I had deemed it unsafe.

I have lived in the area for 20 years (living almost opposite the club) and I have personally never witnessed any trouble or had any issues with people attending the events.

It's great to have a local club which supports the local community, not only with the events but also keeping close to 300 children off the streets and doing something that's great for their mental health and well-being. I don't believe this would be possible if the income was to fall through loss of license as the money that gets raised goes straight back to the children and the club.

I would be happy to attend any meetings to share my views if needed.

Thanking you for your time.

Mr Frank Howe

To whom it may concern

I am writing regarding John fishers sports club to share my views.  
I have been going to the club for about two years now. My son joined the under 9's in 2019. I've always liked the football club. As it is a safe and friendly environment for all the family .

I have attended many functions at the sports club and have never seen any trouble. I have two children aged 11 and 7. They have been at the football club many times for (for parties. Presentation nights . Fireworks displays ) and many more occasions and i have never witnessed any fights , public disorder or drug use at the club .

I am now a manager of the under 11's . Every Sunday home or away , I would go to the sports ground with my two kids. As I feel that it is a very safe place for children of all ages. I personally feel that the club is excellent at organising and putting on events for all the family , which me and my family have attended regularly and I hope it can continue.

I would be happy to attend meetings if needed

Thank you for your time

Kind regards  
Andrew Etheridge

Sent from my iPad

To whom it may concern.

I write with regard to the subject above.

Four years ago my son joined Hamsey Rangers Under 6's. The club had been recommended as a good one to join both for his development football wise and on the social side of things. Four years on, he openly admits that playing football for Hamsey and seeing his friends there is the thing he misses most being in lockdown. Hopefully those days can return in the not too distant future.

I have made many friends in the 4 years he has been at the club and have thoroughly enjoyed watching him and his team mates develop. So much so that I was invited to join the coaching team a couple of years ago was put through my FA Coaching Badge Level 1 by the management of Hamsey Rangers.

The club works extremely hard to keep the heartbeat of the place strong and there is a real togetherness the mornings of games for example when parents, coaches and kids can catch up and find out how the others have got on or who they are playing later. This is replicated on social events too that no doubt are one of the main reasons the club can continue to go on. I have attended and sponsored many events ranging from race nights to cider festivals, all put on by the club, and openly admit that I have never seen a team work harder than they do in order to put on a presentation night at the end of each season, giving every player of every ability a pat on the back and to acknowledge other team and individual achievements. These nights are run in an orderly way and hand on heart I have never seen one incident where I have felt that myself or any member of my family are in danger, quite the opposite. I have also attended wedding receptions and a 50<sup>th</sup> birthday party again which has passed by without incident.

I genuinely feel that to take the social part of the club away will not only mean that the heartbeat of the club is fragmented, but the task of making it financially viable for many parents to pay their childrens subs due to an increase in cost will mean we see a decline in children playing football at Hamsey and the break up of many teams. It can be a thankless task to run a football club, but strong bonds are formed and they are an extremely positive place for boys and girls of all ages to be around, for many reasons, and I feel that once we eventually free ourselves from the pandemic, this will become as apparent and well needed as at any time before. I very much hope that every factor will be considered before the right decision is made.

Kind regards,  
Danny Garraway

To whom it may concern

I am writing to you in relation to the current review of the club licencing certificate for John Fisher Sports Club, based in Warlingham, Surrey. I have been attending the club for around 10 years as a parent of a player, a coach and also currently as a club official.

John Fisher is the home of Hamsey Rangers Football Club, the club was founded in 1994 and since then it has provided a safe environment for thousands of local young children to play sports and to socialise, the club prides itself on being a close knit family friendly club. My own personal affiliation with the club began with both of my young son's attending the free weekend football club for starter players, it was and still is the only free club of this type in the local area. The football club is run voluntarily by its coaches whose sole aim is to encourage young people to get involved, be active and have fun. Hamsey Rangers Football Club does not prioritise winning and trophies, it is fully inclusive and it does not refuse players irrespective of ability or gender and welcomes anybody. In my opinion it is a credit to the local community and the many volunteers who help to run it. I am now the current under 14s coach, with my son still part of the team.

What the club does in regards to the footballing side should not be up for debate, and the positives it brings to the local area cannot be challenged in any way.

The social side of the football club has thrived over the years, the club has worked tirelessly with this and each year the club safely hosts many functions for the players and families, and these include:

- End of season presentation
- Summer BBQ for players and families
- Halloween party for younger team members
- HRFC Christmas party for all players and family members
- Quiz nights
- Race nights
- Live music events
- Summer football tournaments

All of the above have been attended by many people over the years and I cannot recall one negative incident or event during this time. I have personally organised some of the social evenings and the summer football tournaments over the years and can provide you with positive references to these events from attendees should you wish to see them.

John Fisher also hires out it's club house facility for events such as birthday parties, anniversaries, christenings etc. Again, I have attended many of these functions myself and cannot recall one incident of concern, certainly no crimes taking place with the safety and security at these events being priority. I have personally held many events there myself, my own young children have had numerous functions held at the club and I have never once felt unsafe or questioned how they are being run. The functions are operated professionally by a dedicated team and are very well organised. The events team pride themselves on delivering an efficient, safe service. In situations where a trouble could have escalated I have witnessed the members of the team deal with it promptly and ensure that the appropriate action was taken.

The funds raised by way of these events are the life blood of the club, they enable the club to grow and offer such things as the previously mentioned free football to the local young community for example. It would severely put in doubt the future of the football club should the social side of the club be lost.



John Fisher has hosted large scale events over the past few years, and again I can only speak highly of the events that I have attended with no negative feedback from myself, family or friends who have also attended.

I find it very difficult to understand why the licencing certificate is being challenged, I can only give positive examples of my long period of time with the football club. What the club does is help to keep children and young men active and off the streets and the fact that this is being put under threat is a real worry to me as a parent and club official.

Finally, given the really difficult times that lay up ahead it is makes absolutely no sense whatsoever to jeopardise a long standing community facility where children can exercise and feel safe.

I appreciate your time I reading this.

Mr Daniel Holah

Good afternoon mr garrod

I am writing to you in the response of the notice on the John fisher gates

I live on the limpsfield road near to John fisher i have attended many events at this club and also attended with me was my 6 children and 1 grandchild I have always felt safe while at these events the staff being very helpfull and friendly the event seemed very well organised and I have never experienced any issues while at the events .

I have also hired the premises for party's again very well organised and highlighted all the rules to hire the hall I have and still will always recommend this club for parties

Yours sincerely

Tara Rogers

Sent from my iPad

I am writing this email in response to the letter on the John fisher gate I live on the limpsfield road near to John fisher. there has been a little disruption scince I lived here but nothing major I have also attended many events over the years and as a mother of 6 and a grandmother of 1 I felt very safe to be there with my children staff was alway on hand to help with me and my children and done so to a high level I have also hired out this venue in the previous years also was well organised highlighted all the rules and staff were very polite and helpful

Yours sincerely

Mrs Tara Rogers

Dear Sirs

I'm writing this email in support of one of my local sports clubs (John Fisher)

I am a local resident living at No.92 Limpsfield Road, which is no more than 400-500 yards from the club & in the 3 years that we have been living at our property there has never been any issues with the club.

We have also hired out the venue on 2 separate occasions & found it to be very well run with friendly & helpful staff. I actually had my surprise 40<sup>th</sup> birthday at the club & everyone that was at the event was very complimentary of the team that were working at the venue that evening.

Yes the main road gets busy on a Saturday & Sunday when the football session is on, but that is due to the fact you have 3 sports clubs with in ½ a mile of each other on the same road.

As a family we have also attended some of the live summer events that have been held at the club, it's always good to support local businesses. We had a great time at the last event & it would be a real shame if these events had to be called off in the future. I've always felt that these events have been well run & it has always felt a safe environment for the children.

I fully support all local sports clubs & businesses in these very challenging times

Please can you confirm receipt of this email, I look forward to hearing from you.

Kind Regards

Sam

Sam Rose  
SLR Developments Limited

I am writing this email to the response to the notice on the gates of John Fisher Sports club.

I live on the Limpsfield Road two doors along from the John Fisher Sports club entrance.

I am writing to you to inform you I have attended events at John Fisher Sports club in the past and found that the club is friendly well organised,

I have never experienced any issues with crime or disorder offences or any public safety issues.

My families safety has always been paramount to me and I find that the John Fisher sports club extend my views extremely well.

This club is one of the Warlingham community main clubs for kids & adult football, changing the restrictions would take away benefits to parents and the adult players alike.

It would probably force the club to shut opening the way for more housing in the area, which personally I do not want to look out of my back window on to other houses, hence the reason we brought this house ten years ago,

When is does hold events I have not seen any issues for many years so do not see the point in enforcing a licencing change,

If you wish to discuss this further, please contact me via this email address,

Regards,

Matt Smith.



To whom it may concern

I would just like to say that I have been attending events at the club for many years now and also hiring it for family party's for instance my 50th, my sons 21st, my daughters 30th My grandchildren's birthday party's and many more.

I have to say I have always felt very safe at the club and i am very happy for my children and there children to be there.

On the very odd occasion that there has been an altercation ie refusal of alcohol or asking someone to leave it has been dealt with very quickly and in a very professional way.

As a family we love attending all the events at the club like fireworks, beer festivals and especially family party's.

I personally feel the club is managed and run very well to suit all ages.

Your Faithfully  
Mrs Tracy sweet

To Whom It May Concern

I have noticed on passing that the license for John Fisher Sports club is under review.

I have lived opposite John Fisher for the last seven years. In this time my wife and myself have taken our two children to regular social events held by the club. For example we are always in attendance at the clubs firework, quiz and race nights. We also attended the sausage and cider festival a couple of years ago. We are always made to feel welcomed.

Since moving to the area both our children have played for Hamsey Rangers. Not only do they play football here but it is also somewhere they can safely play with their friends.

We hired the club for my Mother in laws 50th. All the club house rules were explained to us when we booked and again on the night. The club staff was very helpful and couldn't do enough to make her birthday special!

We have always found the club to be good value for money and a very safe environment for us to take our children.

Lastly I have never witnessed any trouble and always felt safe.

Yours Faithfully

Mr Billy Tanner

Re: John Fisher sports ground

To whom it may concern

I have attended approximately 10 events at the John Fisher sports ground in the last few years, both private parties and public events.

Each time I have found the venue to be well organised and staff have been conscientious of my needs and of those around me.

My children have always accompanied me to events at the sports ground and never have my children, nor I, ever had any concerns for our safety. We haven't felt uncomfortable at any time with any of the staff on duty, or with any other patrons that have attended these events.

Please don't hesitate to contact me if there are any queries.

Kind regards

Joanne Davis

Ian Garrod  
Tandridge district council  
The council offices  
8 Station road east  
Oxted  
Surrey  
RH8 0BT

Dear Mr Garrod,

**Use of facilities at John Fishers Football club**

Having held my own 60<sup>th</sup> Birthday party at the club, and attending numerous other functions at the club, I would advise that I have found the club, staff and venue all great and have never felt worried or in danger of any problem arising.

It would certainly be a great loss to the children and local community, should the club no longer exist. In this current pandemic, the children in particular need to have something to look forward to once we have come out of lockdown.

I do hope that I can continue using the club for future events for some time to come.

Yours Faithfully

Nevilline Barretto



Dear Sir/Madam,

I am writing to you in regards to John Fisher Sports Club and the Application for Review of Club Certificate.

I have been attending the club regularly now for the past 7 years since I first took my eldest child there to play football when he was 7, he is now 14. Since then my younger 2 children have also joined and play football there, they are now aged 12 and 9.

Since then we have gone to many of the wonderful events that have been put on by John Fisher Sports Club, these include the Cider and Sausage Festivals, Fireworks displays and also Football Club presentations for my children.

At none of these events have I ever witnessed anything that have made me feel that this is an environment where I would not want to take my children and the fact that I still attend events held at John Fisher Sports Club is testament to the club as I would never take my children to a venue where I feel it is unsafe to do so. Last year we were all disappointed that we were unable to attend the events normally put on by John Fisher Sports Club that had to be cancelled due to COVID-19.

John Fisher Sports club to me are a club that promote a family environment even to the extent that when they put on events that need to incur a charge children go free with an adult encouraging families to attend.

We have also attended other more personal functions like race nights, quiz nights and a wedding, all of which were well organised.

I started to feel that this was such a safe place for children to enjoy themselves that for one of my children I approached John Fisher Sport Club to see if we could use the venue for his classes leavers Prom. I put the venue to the parents in his class and on my recommendation we held their school leavers prom at John Fisher Sports Club. This is something I would not have done if I didn't feel the children would not have a great time and be safe as I would not risk ruining friendships that I had built up over his school years. His class got the most enjoyable Prom night at John Fisher and the children had a night to remember. The feedback that I got from the parents was fantastic. All the management and staff on duty that night helped to make this a huge success for all involved including the parents who could relax with a drink in the knowledge that their child was safe.

It is a venue that I would continue to suggest to family and friends that they attend and use for events and hope that I will be able to continue to enjoy with my children and family for many years.

Please do not hesitate to contact me if you require anything further.

Thank you for taking the time to read my email of support for John Fisher Sports Club.

Regards,  
Neil Marsh

To Whom It May Concern

I am writing to share my opinion on John Fisher Sports Club.

I have been involved with the club for 8 years and attended many events with my wife and three children, from the large Sausage & Cider festivals to intimate quiz nights. I have always felt comfortable in every situation, I would not take my family to an environment which I did not consider to be 100% safe.

The management and staff have always acted in a professional and courteous manner. The larger events have always been well marshalled with a good visual security presence.

As at any event there have been potential flash points but any hint of trouble that I have seen has been quickly diffused by the well trained staff and they have been asked to leave the premises when necessary.

I have also noted that staff regularly check toilets etc. to ensure the zero tolerance to drug use is enforced. There are clear signs regarding being respectful of the neighbours when leaving the venue and this is reiterated by the staff in the latter stages of the evening.

I held my own 40<sup>th</sup> birthday party here 4 years ago, introducing many people who had never attended the club before, all the feedback I received regarding the facilities and staff was nothing but positive.

We as a family also socialise on many Sunday afternoons. We enjoy a couple of drinks in the bar or on the patio whilst the children play safely and supervised on the field, this is a great help to their physical and mental wellbeing.

It is also a concern that should the club lose its license, the loss of revenue would lead to the loss of the youth football, which would be devastating to the 250 – 300 children that belong to the club. After the uncertainty and disruption of last 12 months this would only add to the mental stress they have already endured. The children really feel part of something when they play for the club their safety and wellbeing is of paramount importance for everyone involved.

It really would be a great shame to see all the hard work of the management, staff and local community go to waste if this club ceases to exist

Kind Regards

**Lee Sackett**

To Ian Garrod,

I hope this email finds you well.

I have attended a number of events at John Fisher Sports Club over the years, all of which have been well organised and run to the best of their ability. I have also brought along children to these events, and have always felt 100% safe letting them run around and play without coming to any harm. Not once have I witnessed any bad behaviour from other attendees or staff.

Sports clubs are key for our future generations, and provide them with many opportunities to learn new skills, exercise and socialise with other children. John Fisher Sports Club also provides gatherings and events for families and communities to attend and socialise, something that we are all longing to do once this pandemic is well and truly over. It would be a huge shame for the local community to lose this club.

Kind Regards  
Charlotte Urry

To whom it may concern,

I am writing this email to share our experiences with the committee after hearing that John Fisher has been accused of not adhering to the guidelines set out by the licensing act 2003.

We have been in attendance over a 6 year period as employed entertainment through not only private members of the public, but hired directly through the club for various functions.

I would like to address each required point as set out by the act, from the perspective of a neutral party, which we will give honestly and free from any influence or bias.

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

As with any party, event or any type of gathering on a site where there is a bar and alcoholic drinks, there is always the risk of a select few people exceeding their limit and causing a ruckus. We visit many, many venues across London and Surrey. We feel that we can judge quite well which venues are ones to avoid due to lack of appropriate implemented procedures and staff awareness to ensure these are met at all times. John Fisher I have to say is very diligent when it comes to overseeing the evenings logistics, from start to finish. They always communicate with the "hirer" the key requirements from them, such as the amount of people allowed, the times of the bar being closed, the rules of the club and expectations.

I must say, John Fisher gave us a directive when we first came to the club, which we have found an excellent idea and have used in other venues. This directive was as follows. "No sooner than 90 mins from the end of any event, we are to announce that taxis must be booked right away to ensure that no person or parties are left waiting on site at the end of the night or out on the street, with no way to get home". This means that people don't cause noise and nuisance to the surrounding homes. The staff are always ready to remind you if you've forgotten to do this.

There is always a good staff ratio to customers on site, and well trained staff who know how to handle all situations should they arrive.

We have been involved in small children's parties, right through to 90 year old birthday parties, weddings, christenings, wakes and award days and nights to name but a few.

We see that John Fisher chose their hires carefully. There are some venues very close by (which shall not be named) who would allow certain parties to go ahead, when they would not. If there is a requirement for a "Guestlist" that needs to be given days in advance of the event, this is given to security and staff and is very well managed by all involved at John Fisher.

We have witnessed many situations on site where we've been very impressed, very mindful of the fact that, knowing that if this happened at a different venue, we fear the outcome would not have been the same calm, collected and professionally handled as John Fisher seemed to achieve each time.

We certainly would not be 6 years down the line working in a venue who do not know how to manage their clients. Our equipment is very expensive and we can not take the risk as this is our main business and income.

Thank you for your time.

Karl Woolhouse

Dear Sirs

I would like to mention that I have been a great fan of the club when playing against them and now having my children play there.

I would like to confirm that I find the sports ground a safe place to take my children and I have also attended my child's year 6 leaves party where parents, teacher and children all celebrated their school year and moving on to secondary school.

I have also found the events like fireworks night have been a pleasure and has been an enjoyable occasion where my children could experience the atmosphere of large groups enjoying such fun events.

I hope the club can carry on with such events in the area as there is no other place where the community can enjoy such events.

Regards

James Sinclair

Dear Madam/Sir

I am writing this email in regards to my experiences with John Fisher Football Club. The sports club has had a huge impact on myself since I was small boy and still continues to deliver this support to myself and the community.

I have lived in the area my whole life (28 years) and have been a member of this sports club since the age of six. Not only has this club given me a massive amount of support in my upbringing, but it has also given me somewhere to feel safe with a fun family environment.

I also went on to become a manager for one of the football teams the sports club provide. I have been doing this for 8 years and on the way picked up some fantastic life skills and qualifications on the way for which I only have the sports club to thank.

Furthermore, I have hired out the sports club numerous times and have attended a considerable amount of well organised and safe events, which have yet to have had any issues.

It is brilliant to have such a safe local club to support the local community, not only with the great events it delivers but with the amount of children it keeps off the streets. None of the above would be possible if the income were to fall through loss of license, as all the money that gets raised go straight back into the children and the club up keep.

Regards.

Christopher Courtney

To whom it may concern

I am a resident on Limpsfield Road, I have notice a sign attached to the main gates of the John Fisher Sports Club in Warlingham regarding the premises licence.

I'm actually very surprised and saddened to see this sign on the gates , as for the last 3 years I have been celebrating my son birthday at John Fisher Sports Club, this venue is amazing and adapts to any theme I choose for his birthday parties, and the staff go above and beyond every time, and as you can imagine there is a lot of children attending these parts, and there security and safety welfare of the children and of course their patients are amazing.

My son has a brilliant party every time, hence the reason he always wants his parties at this venue, I know I could take full credit for these parties, but truth be told the venue and staff make the parties and would not be the same without them.

This venue is an asset to the community and to all the families.

Kind Regards,

Tina Rigelhuth  
Preconstruction Administrator



To Whom It May Concern,

I am writing regarding John Fisher Sports club to share my views as someone who attends John Fisher on a regular basis, My nephew and my partners son play for the Hamsey Rangers football team and on attending every Sunday to watch the boys I have never encountered any ill behaviour, my elderly dad who lost his wife last January likes to also come and watch and after the games enjoy a nice cold beer socialising. He Regularly visits on a Saturday afternoon with my nieces and their children, this gives him purpose.

I have held my sons 18<sup>th</sup> birthday party here and found it to be well organised with staff members making sure to ask for ID on those that were not of age.  
I had also planned to hold my 50<sup>th</sup> party there last December but unfortunately due to Covid this had to be cancelled, I had every intention of rebooking it there for this December.

In my opinion I have never witnessed Drugs or misuse of Alcohol on the premises.

I personally feel that the club is excellent at putting on events that integrate families of all generations, grandparents, parents and children with everyone enjoying days with it feeling like a little community.

I live in the area and can say that I have not witnessed trouble coming from the club.

I feel by not renewing the Licence it would be a great loss to the community, events held at the club generate income which contributes to the boys football and into the club itself.

With times being so hard through Covid everyone needs something to look forward to for their mental state and wellbeing, losing the licence and the club potentially being put under threat of closing would be devastating to all involved.

Thank you for taking the time to read.

Regards

Karen Pryke and Nicholas de Bidaph

Dear Sir,

I write with regard to the upcoming review of the clubhouse licence at John Fisher Sports Ground in Warlingham.

I would like to make it known that we have attended the clubhouse many times over the years for various occasions. We have three grandsons who play football at the club so we are there often. When there and it has been possible we have used the clubhouse.

Aside of that we have attended several organised occasions/private functions there. We have always found it to be a well organised, well managed environment to be in, with ample staff to oversee that everything is run smoothly, safely and securely.

Under no circumstances have we ever attended a function at the club where we have felt uncomfortable or at risk in any way. The safety and the enjoyment of those in attendance and the awareness and consideration of local residents we have always regarded as extremely taken on board by staff and management alike.

We personally have very high regard for the club, long may it continue,

Yours Sincerely,

I. Holah

From: jo hoskyn  
Sent: 04 February 2021 18:38  
To: Ian Garrod <IGarrod@tandridge.gov.uk>  
Subject: John Fisher Sports Club Warlingham

To Whom It May Concern

I am writing to share my opinion on John Fisher Sports Club.

I have been involved with the club for 8 years and attended many events with my partner and three children, from the large Sausage & Cider festivals to intimate quiz nights. I have always felt comfortable in every situation, I would not take my family to an environment which I did not consider to be 100% safe.

The management and staff have always acted in a professional and courteous manner. The larger events have always been well marshalled with a good visual security presence.

As at any event there have been potential flash points but any hint of trouble that I have seen has been quickly diffused by the well trained staff and they have been asked to leave the premises when necessary.

I have also noted that staff regularly check toilets etc. to ensure the zero tolerance to drug use is enforced. There are clear signs regarding being respectful of the neighbours when leaving the venue and this is reiterated by the staff in the latter stages of the evening.

I held my own 40th birthday party here 4 years ago, introducing many people who had never attended the club before, all the feedback I received regarding the facilities and staff was nothing but positive.

We as a family also socialise on many Sunday afternoons. We enjoy a couple of drinks in the bar or on the patio whilst the children play safely and supervised on the field, this is a great help to their physical and mental wellbeing.

It is also a concern that should the club lose its license, the loss of revenue would lead to the loss of the youth football, which would be devastating to the 250 – 300 children that belong to the club. After the uncertainty and disruption of last 12 months this would only add to the mental stress they have already endured. The children really feel part of something when they play for the club their safety and wellbeing is of paramount importance for everyone involved.

It really would be a great shame to see all the hard work of the management, staff and local community go to waste if this club ceases to exist

Kind Regards

Good evening mr garrod

I have seen the notice on the John fisher gates

I would just like to send you this email as support for the club as in July 2019 I had my wedding there and I would love to say that management and staff went above and beyond to make sure my day was amazing.

We had all ages there they accommodate for children as young as a month old right up to a 90 year old man.

I can not say there was no misconduct at all during the day and evening I would highly recommend this as a wedding venue

Yours sincerely  
David Rogers

-----Original Message-----

From: Michelle Smith

Sent: 07 February 2021 12:14

To: Ian Garrod <[IGarrod@tandridge.gov.uk](mailto:IGarrod@tandridge.gov.uk)>

Subject: John Fisher

Dear Mr Garrod.

I am writing in response to the licensing notice on the gate of John Fisher, Warlingham. I would like to put to you my experiences whilst attending events held at John Fisher.

I have attended John Fisher events for a few years. We attend as a family.

I have never felt that either myself, or my children, have ever been in danger, thought my children have been in harms way nor have they ever felt intimidated in any way. I have always felt the events are safe and well run.

My children have always always enjoyed themselves at the events. They have never witnessed anything that would be considered as a part of crime or disorder.

When we have left events, John Fisher have always ensured they have reminded everyone to be respectful of neighbours, reminding them to leave quietly and ensuring they have bins for visitors to deposit rubbish in whilst enjoying the event and exiting the event.

I have always thought the events are run well, taking everyone into account, from the younger generation to the older generation.

Having attended these events and knowing Mark and Lisa hold them for the local community, I joined the volunteer team. To help give back and to help keep these events going for the community.

Without these events, Hamsey Rangers football - Grassroots football, social events such as the food and music festivals, the fireworks, there would be many children on the streets, many creating nuisance and the possibility of crime.

John Fisher is like a family to many, whether it's the well run football teams, the events held or where members can meet up and have a chin wag, where some people only see those at the club and no one else.

John Fisher and the volunteer staff, make everyone feel welcome.

Mark, Lisa and the team always strive to help, to create a good atmosphere and most importantly keep people safe and offer them a place in the community.

Please consider what could happen if the licence is taken away from them, where will the lonely people go to socialise? Where can the community have social events? What the local community maybe subjected to if these children and their families don't have a safe place to work off the daily stresses.

Mark, Lisa and the team are honest, hard working, good people, just trying to make the community a little better.

Kindest regards,

Michelle Smith

Sent from my iPhone



**From:** lesley rigelhuth  
**Sent:** 05 February 2021 20:59  
**To:** Ian Garrod <[IGarrod@tandridge.gov.uk](mailto:IGarrod@tandridge.gov.uk)>  
**Subject:** John Fisher sports club

To whom it may concern

I am writing in connection with the notice that is on the gates of John Fisher sports club Re; the application for a premises licence. I have been to many charitable events and have had several family parties there and at all time I have been very impressed with staff and management of the club they are polite and very approachable. I all so take my grandson to football club.

This club is used by lots of young children it keeps them off the streets and out of trouble

Yours faithfully Lesley Rigelhuth

-----Original Message-----

From: vince bryan

Sent: 08 February 2021 12:29

To: Ian Garrod <[IGarrod@tandridge.gov.uk](mailto:IGarrod@tandridge.gov.uk)>

Subject: John Fisher sports club

To whom it may concern,

I live opposite John Fisher sports club. I have never heard or witnessed any issue with people going to the club or leaving the club when functions finish in the time I have lived here. I have attended many events at John Fisher Sports Club all year round with the events taking place indoors and outdoors which are always run extremely well with people of all ages attending. It is always a safe environment for all that attended young and old. I also held my 21st birthday here and I found the staff working at the sports club to be very professional and helpful.

Kind regards

Vince Bryan

Sent from my iPhone



-----Original Message-----

From: Charmaine Smith

Sent: 01 February 2021 11:50

To: Ian Garrod <[IGarrod@tandridge.gov.uk](mailto:IGarrod@tandridge.gov.uk)>

Subject: Mrs c smith

Dear who it may concern

After being notified of the licenses issues on the drive gate, I want you to know, I have resided at this address for over 30 years, we have never had an issue with the football club/ sports events or any other event held at the club.

We have always attended the local events and hired the club for our own events.

We have always felt safe, looked after and enjoyed our self's.

thank you for continuing to provide these to us and the community Many thanks C smith

Sent from my iPhone

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## **Revised Guidance issued under section 182 of the Licensing Act 2003**

### **Licensing objectives and aims**

1.2 The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

1.3 The licensing objectives are:

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

1.4 Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

1.5 However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

### **Licence conditions – general principles**

1.16 Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met;
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

## **Hearings**

9.37 As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation and should be allowed sufficient time to do so, within reasonable and practicable limits.

9.38 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

## **Determining actions that are appropriate for the promotion of the licensing objectives**

9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.44 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

## **Giving reasons for decisions**

13.10 It is important that a licensing authority gives comprehensive reasons for its decisions in anticipation of any appeals. Failure to give adequate reasons could itself give rise to grounds for an appeal. It is particularly important that reasons should also address the extent to which the decision has been made with regard to the licensing authority's statement of policy and this Guidance. Reasons should be promulgated to all the parties of any process which might give rise to an appeal under the terms of the 2003 Act.

## STATEMENT OF LICENSING POLICY 2015 – RELEVANT SECTIONS

- 4 Fundamental Objectives
- 5 Decision making process
- 7 Premises Licences
- 9 The Prevention of Crime and Disorder
- 10 Public Safety
- 11 Prevention of Public Nuisance
- 12 Prevention of Harm to Children

### 4. FUNDAMENTAL PRINCIPLES

4.1 The Act requires that the Council carry out its various licensing functions so as to promote the following four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Each objective is of equal importance

4.2 Nothing in the 'Statement of Licensing Policy' will:

- undermine the rights of any individual to apply under the Act for a variety of permissions and have any such application considered on its individual merits, and/or
- override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so under the Act.

4.3 Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act. Any conditions attached to various authorisations will be appropriate for the promotion of the licensing objectives and proportionate to what they are intended to achieve.

4.4 The Council will, as far as possible, avoid attaching conditions that replicate offences that are set out in the 2003 Act or other legislation.

4.5 The Council acknowledges that licensing law is not the primary mechanism for the general control of anti-social behaviour by individuals once they are away from the premises and beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned.

4.6 Conditions attached to authorisations will be focused on matters which are within the control of individual licence holders and others with relevant authorisations, i.e. the premises and its vicinity.

4.7 The Council would prefer a personal licence holder to be on the premises when alcohol is supplied. If the personal licence holder is absent from the premise for a brief period of time, they will still be responsible for the actions of those they authorise to make such sales. It is recommended that authorisations to sell alcohol should be in writing.

### 5. THE DECISION MAKING PROCESS

5.1 The powers of the Council as the licensing authority under the Act may be carried out by the Licensing Committee, by a Licensing Sub-Committee or by one or more officers acting under delegated authority.

5.2 In the interests of speed, efficiency and cost-effectiveness to all parties involved in the licensing process, the Council has established a scheme of delegation to deal with applications received under the Act and the Table attached at Appendix 1 sets out the delegation of decisions and functions to the Licensing Committee, Licensing Sub-

Committee and Officers. This is the scheme recommended by the Secretary of State in guidance to Licensing Authorities issued under section 182 of the Act.

5.3 This form of delegation is without prejudice to Officers referring an application to a Licensing Sub-Committee, or a Licensing Sub-Committee to the Licensing Committee, if considered appropriate in the circumstances of any particular case.

5.4 Officers will notify District Councillors of applications for new premises licences and club premises certificates and of standard variations to such licences and certificates in their Ward.

5.5 Applications for new premises licences and club premises certificates and of variations to such licences and certificates dealt with by Officers will be reported to the next meeting of the Committee for the purposes of information only, but there will be no opportunity to reverse delegated decisions.

5.6 In respect of each of the four licensing objectives:

- applicants will need to provide evidence to the Licensing Authority that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events;
- reference will need to be made as to whether additional measures will be taken on a permanent basis or a specific occasion such as when a special event or promotion is planned, which is intended to, or is likely to attract larger audiences.

5.7 When considering applications, the Licensing Authority will have regard to:

- this Policy;
- current guidance issued under Section 182 of the Licensing Act 2003;
- the Licensing Act 2003 generally;
- any supporting regulations;
- the licensing objectives more specifically;
- mandatory conditions specified by Order by the Secretary of State;
- the Council's **current** Community Safety Strategy;
- representations from the Responsible Authorities and other persons; and
- case law.

5.8 Where a notice of hearing is given to an applicant, the applicant will normally be given copies of all the representations made. Representations can be made in opposition to, or in support of, an application and must be directly relevant to one or more of the four licensing objectives.

5.9 Representations must be submitted on paper or by approved electronic means.

5.10 The Police as a responsible authority are an essential source of advice and information on the impact and potential impact of licensable activities, particularly on the crime and disorder objective. Due weight shall be given to what representations the Police make or do not make with regard to an application. A similar approach will be taken to representations made by the other responsible authorities for matters that fall within their remit.

5.11 The Licensing Authority acting in its capacity as a responsible authority will not normally act on behalf of other parties where those parties may make representations etc in their own right.

5.12 Where no representation has been made on an application, the proposals contained in the operating schedule to promote the licensing objectives, where appropriate, shall be replicated in the form of clear and enforceable licence conditions.

## 7. PREMISES LICENCES

7.1 Any person aged 18 or over who carries on or who proposes to carry on, a business which involves the use of the premises for licensable activities may apply to the Licensing Authority for a premises licence.

7.2 Where it is proposed that public access to the premises will be restricted and that alcohol will be sold other than for profit (premises traditionally known as 'registered members clubs'), the Act requires that a club premises certificate be obtained. The grant of a club premises certificate will entitle the club to certain benefits e.g. there will be no need for an employee or member to hold a personal licence for the supply of alcohol to members/guests, nor will it be necessary to specify a Designated Premises Supervisor.

7.3 The application process for a club premises certificate is similar to that for a premises licence, and references in this policy to a premises licence will also therefore include a club premises certificate

7.4 An application for a premises licence must be accompanied by:

- The appropriate fee
- A plan of the premises to which the application relates
- An operating schedule
- If the application involves the supply of alcohol, a form of consent signed by the person who is to be specified in the licence as the designated premises supervisor (this will normally be the person who has day to day responsibility for running the premises)\*

*\*not required for club premises certificates.*

7.5 Certain community premises may apply to include the alternative licence condition on their licence so that instead of having a Designated Premises Supervisor, the management committee is responsible for the supervision and authorisation of all alcohol sales authorised by the licence.

7.6 The operating schedule is a key document in the application process, as the information contained in this document will enable the Licensing Authority to assess whether the steps to be taken to promote the licensing objectives are satisfactory. In addition to a general description of the style and character of the business to be conducted on the premises (e.g. supermarket, cinema with a bar, public house with 2 bars, a dining area and garden open to the public), the applicant, where appropriate, must include within this document details of the following matters:

- The relevant licensable activities to be conducted on the premises.
- The times during which it is proposed that the relevant licensable activities are to take place (including the times during each day of the week, during particular holiday periods / special occasions and during particular seasons, if it is likely that the times would be different during different parts of the year).
- Any other times during which it is proposed that the premises are to be open to the public or to members of a club (these need not necessarily be the same times as those during which the licensable activities are to take place – please see paragraph 13.4).
- Where the applicant proposes that the licence should be in effect for a limited period (e.g. for an open air festival), the relevant period sought.
- Where the relevant licensable activities include the supply of alcohol, prescribed information in respect of the person who the applicant wishes to be specified in the licence as the Designated Premises Supervisor.
- Where the relevant licensable activities include the supply of alcohol, whether the supplies are proposed to be for consumption on or off the premises, or both.
- Where the relevant licensable activities include dancing, the type of dancing i.e. will it involve members of the public, professional performers, or both? In particular, applicants must state whether it is proposed that the dancing will involve striptease or lap-dancing.

- Where the relevant licensable activities include music, the type of music (e.g. amplified, pre-recorded) and the setting in which it is to be provided.
- The steps which the applicant proposes to take to promote the licensing objectives.

This list is not exhaustive and the Secretary of State may prescribe other matters.

Premises offering adult entertainment may also need to be licensed under the Local Government (Miscellaneous Premises) Act 1982 as a sexual entertainment venue.

7.8 Applicants are required to publish a notice in a local newspaper circulating in the area in which the premises are situated. Suitable newspapers are listed on the Council's website, [www.tandridge.gov.uk](http://www.tandridge.gov.uk).

7.9 Applicants are required to display a summary of the application on an A4 size notice immediately on or outside the premises. The Licensing Authority will check that the notice has been displayed and take a photographic record to demonstrate compliance with this requirement.

7.10 The Council will publish notices of applications for premises licences and club premises certificates and of standard variations to these licences on the Council's website.

7.11 Copies of premises licences and club premises certificates will be published on the Council's website.

7.12 The Council is the custodian of the Local Land and Property Gazetteer (the list of all addresses in the District) and will amend addresses on any licence issued, to comply with the relevant details in the LLPG.

## **9. THE PREVENTION OF CRIME & DISORDER**

9.1 The essential purpose of the licence or certificate in the context of this objective is to regulate the behaviour of persons whilst on licensed premises, or in the immediate vicinity of the premises as they seek to enter or leave.

9.2 The Licensing Authority will expect applicants to include in their operating schedules the steps they propose to take to reduce/deter crime and disorder, both inside and in the immediate vicinity of the premises. These steps will vary from premises to premises and according to the type of licensable activities that are to be carried on. When addressing crime and disorder the applicant should initially identify any particular issues (having regard to the particular type of premises and/or activities) which are likely to adversely affect the promotion of the crime and disorder objective. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule. In particular, the Licensing Authority will expect applicants to consider addressing, as appropriate, the following matters in their operating schedules-

- Physical security features e.g. use of toughened drinking glasses
- Procedures for the risk assessment of promotions such as 'happy hours' in order to minimise the potential for crime and disorder
- The use of licensed door supervisors
- Amount of seating to be provided
- Training given to staff in crime prevention measures
- Protocols agreed with the Police to reduce crime

Events offering alcohol and music and dancing to large numbers of patrons (over 5000) or events of a nature that may attract illegal drug users or suppliers will also be expected to include the following

- Search procedures
- Measures to prevent the use or supply of illegal drugs
- Details of CCTV video cameras and audio recording equipment (including the position and siting of each camera and the period of time for which recordings are to be retained)

Where alcohol is to be sold for consumption on the premises, the applicant is advised to be a member of the local Pubwatch scheme.



9.3 Applicants are recommended to seek advice from the Licensing Section and Surrey Police, as well as taking into account the current Tandridge Community Safety Strategy before preparing their operating schedules.

9.4 In addition to the requirement for the Licensing Authority to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions on, and to do all it reasonably can to prevent, crime and disorder in the District.

9.5 The Licensing Authority recognises that public houses, nightclubs, restaurants, hotels, theatres, private members clubs, concert halls and cinemas all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. In considering an application for a licence or certificate, due regard will be given to those differences and the differing impact these will have on the local community.

## **10. PUBLIC SAFETY**

10.1 Licences may be sought for a wide range of premises, including, cinemas, concert halls, theatres, nightclubs, public houses, cafes/restaurants and fast food outlets/takeaways.

10.2 The physical safety both of performers and persons attending licensable activities on these premises is a primary objective for the Licensing Authority. The risk to public safety will vary according to the type of premises and the activities in respect of which the applicant seeks approval.

10.3 Conditions that may benefit a person's general health are currently outside the licensing authority's powers under the 2003 Act.

10.4 Where appropriate, the Licensing Authority will expect the applicants to consider including in their operating schedules the steps they propose to take to promote public safety e.g. the use of door supervisors. Applicants are advised to seek advice from the Licensing Unit and the Surrey Fire and Rescue Service before preparing their operating schedules.

10.5 The Department of Communities and Local Government (DCLG) makes available technical guidance on the range of fire safety measures which will need to be considered to deliver compliance via the gov.uk website:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities>

## **11. PREVENTION OF PUBLIC NUISANCE**

11.1 Licensed premises have a significant potential to have an adverse impact on communities through public nuisances that arise from their operation.

11.2 The Licensing Authority wishes to maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.

11.3 'Public nuisance' needs to satisfy the criteria in the common law and can include such issues as excessive noise and anti-social behaviour late at night, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

11.4 Applicants need to clearly understand that the Licensing Authority will normally look to impose conditions, including controls on licensing hours, where licensed premises are in residential areas, with a view to protecting the quality of life of residents.

11.5 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events. When addressing nuisance the applicant should initially identify any particular issues

(having regard to the particular type of premises and/or activities) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule.

11.6 Where appropriate, the Licensing Authority will expect applicants to address the following matters in their operating schedules

- Ensuring windows and doors are kept shut after 2300 hours, except for access and egress
- Ensuring that amplified music and public address systems are not normally used outdoors in licensed premises
- Installation of a sound limiting device where other mitigation measures may not be effective
- Reasonable steps to prevent the occurrence of public nuisance immediately outside their premises, for example on the pavement, in a beer garden, or in a smoking shelter, where and to the extent that these matters are within their control.
- Measures for the winding down of alcohol sales
- Accessibility to transport services
- Measures to be taken to prevent/minimise nuisance caused by the dispersal of patrons from the premises.

11.7 The Licensing Authority will take an objective view as to the potential for nuisance and, where appropriate representations are made, will attach appropriate and proportionate conditions to premises licences and club premises certificates in order to prevent it.

### **SMOKING AND THE USE OF EXTERNAL AREAS**

11.8 Where an application includes provision of a smoking shelter then the Licensing Authority expects the shelter to be located as far as possible from neighbouring residential premises and comply with smoke free legislation regarding shelter design.

11.9 In relation to smoking outside premises, it is expected:

- Suitable receptacles for customers shall be provided and maintained to dispose of cigarette litter in area used, or likely to be used, for smoking
- Licensees shall take all reasonable steps to discourage smoking on the highway, in the immediate vicinity of the premises and near to residential premises after 22.00 hours. This may include measures such as a ban on customers taking drinks outside on to the public highway, the use of door supervisors, or imposing a time limit after which readmissions to the premises will not be permitted.
- Garden and other external areas of the premises to be cleared by 23.00 hours where not doing so could cause annoyance to neighbouring residents.

## **12. PREVENTION OF HARM TO CHILDREN**

### **SALE OF ALCOHOL TO CHILDREN**

12.1 The Act prohibits the presence of unaccompanied children in certain premises and between certain hours. It is an offence under the Act to:

(a) permit children under the age of 16 who are not accompanied by an adult (aged 18 or over) to be present on premises being used exclusively or primarily for the supply of alcohol for consumption on those premises under the authority of a premises licence, club premises certificate or temporary event notice, and

(b) permit the presence of children under the age of 16 who are not accompanied by an adult between midnight and 5am at other premises supplying alcohol for consumption on the premises under the authority of a premises licence, club premises certificate or temporary event notice. Offences may be committed by a premises licence holder, designated premises supervisor or any person who works at licensed premises, whether paid or unpaid, in a capacity which authorises him or her to request an unaccompanied child under 16 to leave the premises. Other than as set out above, the Act does not prevent the admission of unaccompanied children under the age of 16 to licensed premises where the consumption of alcohol is not the exclusive or primary activity on those premises. This does not mean that

the admission of children will be automatic, as (subject to the provisions of the Act and to any conditions imposed by the Licensing Authority on any licence or certificate); admission will always be at the discretion of those managing the premises.

12.2 The Licensing Authority is committed to reducing the problems arising from under-age drinking. Accordingly, there may be occasions when the Licensing Authority has to consider the imposition of limitations where it is necessary to protect children from moral, psychological or physical harm.

12.3 Surrey County Council Trading Standards Service and the Police take a very serious view on the illegal sale of alcohol and other age-restricted goods. The Trading Standards Service will continue to seek to ensure that there are no illegal sales of alcohol and other age-restricted goods and they see the licensing regime as a potentially effective way of tackling this issue.

12.4 The Licensing Authority will consider the individual merits of each application before deciding whether it is necessary to limit the access of children to any given premises. The following are examples of premises that will raise particular concern:

- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking
- where there is a strong element of gambling on the premises, (but not for example the presence of a small number of gaming machines)  where there is a known association with drug taking or dealing
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises
- where entertainment or services of an adult or sexual nature are commonly provided
- where films with age-restricted classifications are to be shown  where requirements for age identification (passport or photo driving licence) or a proof of age card approved and accredited, such as PASS (e.g. Citizencard, Connexions Card, or Portman Card) to combat the purchase of alcohol by minors is not the norm.

12.5 The Licensing Authority may, following relevant representations, consider that additional steps for limiting the access of children to licensed premises are necessary in order to prevent harm. These steps (which may be adopted in combination) include:

- Limitations on the hours when children may be present
- Limitations on the presence of children under certain ages when particular specified activities are taking place
- Limitations on the parts of premises to which children might be given access  Age limitations (below 18)
- Requirements for an accompanying adult (including, for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult)
- Full exclusion of people under 18 from the premises when any licensable activities are taking place

12.6 No conditions will be attached to licences or certificates requiring that children be admitted to any premises. Where no licensing restriction is necessary, this will be left to the discretion of the individual licensee or club or person who has been given a temporary event notice. Applicants for premises licences and club premises certificates may volunteer prohibitions and restrictions in their operating schedules if their risk assessments have determined that the presence of children is undesirable or inappropriate. If the Licensing Authority receives no relevant representations, these volunteered prohibitions and restrictions will become conditions attaching to the licence or certificate.

12.7 Applicants for premises licences and club premises certificates must send copies of their applications to the Surrey County Council's Child Protection Unit, (contact details in section 17 below).

12.8 The Licensing Authority will expect applicants to include in their operating schedules the steps they propose to take to prevent harm to children. □ In particular, the Licensing Authority will expect applicants to include details of the measures they propose to prevent the supply of alcohol to children. It is expected that:

- (a) staff will receive regular and adequate training on the law and practice relating to age restricted sales (including challenging purchasers, checking identification), such training to be properly documented and records made available for inspection.
- (b) registers of refused sales should be maintained and made available for inspection.

12.9 Where the supply of alcohol is by proxy selling, if there is any reason to suspect that the alcohol is being bought for anyone under the age of 18, the sale of alcohol must be refused.

### **ACCESS TO CINEMAS**

12.10 The protection of children from harm includes the protection of children from the moral and psychological harm that may be caused by film exhibitions containing strong language, horror/violence or sexual images.

12.11 In order to prevent children from seeing such films, the Licensing Authority will expect licensees to include in their operating schedules, arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification ('BBFC') or the Licensing Authority. The BBFC normally classifies films in the following way, and the Licensing Authority will follow the principles in BBFC Guidance-

- U Universal – suitable for all
- PG – Parental Guidance. Some scenes may be unsuitable for young children
- 12A – Passed only for viewing by unaccompanied persons aged 12 years or older or younger persons accompanied by an adult
- 12 – Passed only for viewing by persons aged 12 years and over
- 15 – Passed only for viewing by persons aged 15 years and over
- 18 – Passed only for viewing by persons aged 18 years and over
- Restricted 18 – Passed only for viewing by persons aged 18 years or over who are members of a properly constituted club or their agents aged 18 or over

12.12 A condition will be attached to all premises licences and club premises certificates authorising film exhibitions for the admission of children to any film to be restricted in accordance with the recommendations given to films either by the BBFC (or other body authorised under s4 of the Video Recordings Act 1984) or the Licensing Authority.

### **CHILDREN AND PUBLIC ENTERTAINMENT**

12.13 Where a large number of children are expected to attend regulated entertainment (e.g. theatre production or film shows), the Licensing Authority would normally require the following arrangements in order to control their access and egress and to protect them from harm:

- an adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to there being a minimum of one member of staff per 50 children or part thereof
- no standing to be permitted in any part of the auditorium during the performance All staff employed to supervise children shall normally be subject to an enhanced Criminal Records Bureau (CRB) check.