

# NOTICE OF HEARING

## Licensing Sub- Committee

**Date:** 4 FEBRUARY 2026

**Time:** 10:00

**Venue:** COMMITTEE ROOM 5  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE, UB8  
1UW

**Meeting Details:** If this is a public hearing, then the public and press are welcome to attend and observe the meeting.

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### Councillors on the Sub-Committee:

Councillor Darran Davies (Chair)

Councillor Kelly Martin

Councillor Barry Nelson- West

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On receipt of this notice, you **MUST** notify the Committee Clerk (contact details below) by the following date:

**Monday 2 February 2026**

If you don't notify you may lose your right to speak at the hearing. When notifying you must confirm:

- 1) Whether you intend to attend or to be represented by someone at the hearing;
- 2) If you consider a hearing to be unnecessary and;
- 3) Whether to request that another person attends (other than your representative) as a witness

**Published:** Tuesday 20 January 2026

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# Agenda

## CHAIRMAN'S ANNOUNCEMENTS

### Hearing Protocol

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 To confirm that the items of business marked Part I will be considered in Public and items marked Part II will be considered in Private
- 4 Matters that have been notified in advance or urgent

### Part I - Members, Public and Press

	<b>Title of Report / Address of application</b>	<b>Ward</b>	<b>Time</b>	<b>Page</b>
5	Application for the grant of a Premises Licence: Ruislip Manor Sports and Social Club, Grosvenor Vale, Ruislip, HA4 6JQ	Ruislip Manor	10:00	3 - 74

### LICENSING ACT 2003 - LICENSING OBJECTIVES:

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

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## Order of proceedings – applications

The Chairman of the Sub-Committee will open the hearing by introducing the Councillors, explaining the purpose of the proceedings and the general procedure. The Chairman will then check that there are no additions or alterations to the list of those appearing at the hearing.

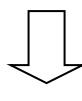
### Introduction by the Regulatory Services/Licensing Officer



### The Applicant / Licence Holder



### Responsible Authorities (if present)



### Other Parties (residents etc...)



The Council's Regulatory Services/Licensing Officer will introduce the report and will outline the matter before the Sub-Committee, giving any relevant background information. The Sub-Committee may ask questions of the officer.

The Applicant, licence holder or the person representing him/her will be invited to address the Sub-Committee. They will be allowed sufficient time to present his/her case. The Sub-Committee may ask questions.

Responsible Authorities will be invited to address the Sub-Committee and will be allowed sufficient time. The Sub-Committee may ask questions of the Responsible Authorities.

Other parties will be invited to address the Sub-Committee. Where there are a number of parties making similar representations the Chairman will expect the parties to nominate a spokesperson to make the representations and all will be allowed sufficient time. The Sub-Committee may ask questions of the Other Parties.

## DISCUSSION LED BY THE SUB-COMMITTEE

The Chairman will lead the discussion. This will be a chance for all parties to provide comments on any submissions that have been made to the Sub-Committee.

### Closing remarks from each party



### Sub-Committee deliberates



### Chairman announces the decision

The Chairman will invite the Responsible Authorities and Other Parties to make brief closing remarks on the application. The Applicant / licence holder makes the final closing remarks.

The Sub-Committee will remain in the room to deliberate and make their decision, with only the Legal Advisor and the Clerk to the Sub-Committee remaining. All others present will be asked to leave the room. If the meeting is being broadcast, any filming will be stopped for this part.

Parties may return to the room when invited to do so and the Chairman will announce the decision. The Chairman will remind the Applicant / licence holder that the decision will be sent to them in writing. There can be no further questions or statements.

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# Agenda Item 5

## Application for the grant of a Premises Licence: Ruislip Manor Sports and Social Club, Grosvenor Vale, Ruislip, HA4 6JQ

Committee	Licensing Sub-Committee
Officer Contact	David Butler, Licensing
Papers with report	<b>Appendix 1</b> - Application for the grant of a new Premises Licence <b>Appendix 2</b> - Proposed plans of the premises <b>Appendix 3</b> - Current Premises Licence <b>Appendix 4</b> - Current Club Premises Certificate <b>Appendix 5</b> - Representation from Metropolitan Police <b>Appendix 6</b> - Representation from the Licensing Authority <b>Appendix 7</b> - Map of the area
Ward name	Ruislip Manor

### 1.0 SUMMARY

To consider an application, for the grant of a new Premises Licence, under The Licensing Act 2003, in respect of Ruislip Manor Sports and Social Club, Grosvenor Vale, Ruislip, HA4 6JQ. The application has been made by Ruislip Manor Sports and Social Club Limited. The full application can be found at **Appendix 1**,

This Application has attracted the following representations:

- a) A representation from The Metropolitan Police acting as Responsible Authority under the Act as seen in **Appendix 5**.
- b) A representation from The Licensing acting as Responsible Authority under the Act as seen at **Appendix 6**

### 2.0 RECOMMENDATION

That the Licensing Sub Committee consider the application for a new premises licence in respect of Ruislip Manor Sports and Social Club, Grosvenor Vale, Ruislip, HA4 6JQ.

### 3.0 APPLICATION

#### 3.1 Description of the premises

Ruislip Manor Sports & Social Club is a football clubhouse within the Wealdstone FC sports ground at The Club House, Grosvenor Vale, Ruislip, HA4 6JQ, comprising a multi-room building (including Main Hall/Function Room, Lounge, internal bars, cellar, kitchen and office) set within a wider site that features turnstiles, spectator areas, a car park and service road. The submitted plans identify an external servery/outside bar with a defined patio/outdoor seating area adjacent to the clubhouse, alongside the internal trading areas. The licensable area is shown on the deposited plans, covering the clubhouse and specified external spaces within the sports complex.

### 3.2 Licensable Activities

The premises currently has a premises licence. The full licence can be seen at **Appendix 3.**

<u>Current Activity</u>		<u>Proposed for New premises licence</u>
Sale of alcohol	Consumption on the premises only, save for the external bar restricted by condition 1, Annex 3 on the current premises Licence.	Indoor and Outdoor
Regulated entertainment (provision of live music, recorded and amplified music and dance performances, plays, films, indoor sporting events)	Indoors	Indoor and Outdoor
Late Night Refreshment	Indoors	Indoor and Outdoor

### 3.3 Current Licensable Hours and Opening Hours

	Live Music	Recorded Music	Performance of Dance	Late Night Refreshment	Sale of Alcohol
<b>Monday</b>	23:00 23.30	— —	23:00 23.30	— —	10:00 — 23.00
<b>Tuesday</b>	23:00 23.30	— —	23:00 23.30	— —	10:00 — 23.00
<b>Wednesday</b>	23:00 23.30	— —	23:00 23.30	— —	10:00 — 23.00
<b>Thursday</b>	23:00 00.00	— —	23:00 00.00	— —	23:00 — 00.00
<b>Friday</b>	23:00 00.00	— —	23:00 00.00	— —	23:00 - 00:30
<b>Saturday</b>	23:00 00.00	— —	23:00 00.00	— —	23:00 - 00:00
<b>Sunday</b>					10:00 - 00:00
					12:00 - 23:00

	Opening Hours of The Premises
<b>Monday</b>	08:30 - 00:00
<b>Tuesday</b>	08:30 - 00:00
<b>Wednesday</b>	08:30 - 00:00
<b>Thursday</b>	08:30 - 00:30
<b>Friday</b>	08:30 - 00:30
<b>Saturday</b>	08:30 - 00:30
<b>Sunday</b>	12:00 - 23:30

### **3.4 Club Premises Certificate**

In addition, the premises has a Club Premises Certificate. This can be seen at **Appendix 4**.

### **3.5 Other licensed premises nearby**

The nearest licensed premises is Ruislip Rugby Club, West End Road, Ruislip Manor. There are several licensed premises on Victoria Road, and there are various restaurants and pubs on Ruislip High Street. All licensed premises within the vicinity of Ruislip High Street and Victoria Road are not comparable in their business operation to Ruislip Manor Sports and Social Club.

## **4.0 CONSULTATION**

### **4.1 Closing date for representations**

7<sup>th</sup> January 2026

### **4.2 Public Notice published in local newspaper**

17<sup>th</sup> December 2025 – West London Gazette.

## **5.0 REPRESENTATIONS**

**5.1** There have been representations from the Metropolitan Police and the Licensing Authority, acting as Responsible Authorities under the Act

<b>Responsible Authorities</b>	<b>Ground for Representation</b>	<b>Appendix</b>
Metropolitan Police Service	Prevention of Crime and Disorder	<b>Appendix 5</b>
Licensing Authority	Prevention of Crime and Disorder Prevention of Public Nuisance	<b>Appendix 6</b>

**5.2** There have been no representations received from ward councillors or any Interested parties.

## **6.0 BACKGROUND INFORMATION**

### **6.1 Designated Premises Supervisor**

The current Designated Premises Supervisor is Ms Sarah Gowdy who holds a valid Personal Licence granted by Three Rivers District Council.

### **6.2 Proposed Operating Schedule conditions**

**Plays, Films, indoor Sporting Events, Live Music, Recorded Music, Performance of Dance or anything of a similar description.**

Monday to Wednesday 08:30 to 23:30

Thursday to Saturday 08:30 to 00:00

Sunday 12:00 to 23:00

**Late Night Refreshment**

Monday to Saturday 23:00 to 00:30

**Sale of Alcohol**

Monday to Wednesday 10:00 to 23:00

Thursday to Saturday 10:00 to 00:00

Sunday 12:00 to 23:00

**Additional**

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. - All Licensable Activities from 0830 to 0200 the following day.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

1. In relation to the sale of alcohol, the premises will adopt a Challenge 25 Policy whereby any person

who appears to be 25 years of age or under will be asked to provide identification to prove that they are in fact over 18. The only acceptable forms of identification are a passport, a photo-style driving licence, a Pass logo ID Card, or a Military ID card (MOD90).

The licence holder shall maintain and regularly review a written risk assessment, specific to the premises and its style of operation, to determine whether polycarbonate vessels or other suitable non-glass alternatives are required in whole or in part of the premises. The risk assessment shall consider incident data, the nature of events, customer profile, and any relevant police or licensing authority advice. Where the risk assessment identifies that polycarbonate or other suitable non-glass alternatives are appropriate to promote the licensing objectives, they shall be used accordingly. The risk assessment shall be reviewed following any incident involving glass and shall be made available to an Officer of the

Metropolitan Police or an Authorised Officer of the London Borough of Hillingdon (as defined by Section 13 of the Licensing Act 2003) upon request.

2. All Areas where alcohol is served shall be monitored by SIA security staff or an appropriate member of staff (Such as a Steward).
3. The number of SIA security staff and/or stewards to be calculated by a risk assessment for each event/match.
4. All areas where alcohol is served or consumed shall have clear signage reminding customers that no alcohol shall be consumed within sight of the pitch or signage such as "no alcohol beyond this point" (for designated football matches).
5. Signage shall be displayed in relevant areas advising supporters/visitors that failure to comply with or directions or signage may result in ejection.
6. A Logbook or other system will be kept at the premises, and ALL ejections will be recorded when licensable activity is being carried out and details made available to an officer of the Metropolitan Police, an authorised officer of the London Borough of Hillingdon, or an authorised officer of the Football Association (FA).
7. A telephone number shall be made available to be used by residents in relation to any complaint of noise resulting from the premises. The premises licence holder shall ensure that all complaints made by residents, and any action taken, are recorded within the incident log.
8. During major Wembley Stadium event days, the DPS or relevant duty manager shall work in partnership with the Police and if necessary, comply with any direction given by a senior Police Officer.
9. The premises licence holder will ensure that all staff are trained commensurate with their roles at the premises including:
  - a. The Licensing Act 2003, responsibilities in supporting the four key objectives.
  - b. Crime Scene Preservation
  - c. Welfare and Vulnerability Engagement (WAVE) training
  - d. Ask for Angela
10. During the period of a designated sporting event at a designated sports ground, intoxicating liquor shall not be sold in the area of the ground except by retail sale.
11. Notices shall be prominently displayed:
  - a. at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
  - b. advising customers that CCTV is operating at the premises.
  - c. at the entrance and exits stating that the premises has a zero tolerance towards drugs and weapons, and if anyone is found in possession of the police will be called.
  - d. within the premises warning of potential criminal activity such as theft that may target customers shall be displayed.
  - e. advising customers that the premises operates a Challenge 25 proof of age scheme.
  - f. for "ask for Angela"

12. At the end of trading, a member of staff shall carry out a litter-pick of Grosvenor Vale, from the premises frontage to the corner of Cranley Drive, removing any litter reasonably attributable to customers leaving the premises.

**6.3** A Map of the area can be seen at **Appendix 7**.

## **7.0 OFFICER'S OBSERVATIONS**

**7.1** The site currently operates under both a Premises Licence and a Club Premises Certificate. The new application broadly mirrors established hours but introduces additional flexibility (e.g., named dates to 02:00 and a Wembley Stadium event extension). The applicant has yet to clarify when they would operate under the Club Premises Certificate (members and bona fide guests) versus a Premises Licence (public events), and whether the existing Premises Licence would be surrendered or retained to avoid overlap and permission-shopping.

**7.2** The current Premises Licence contains detailed, prescriptive controls for the external bar/patio (e.g., restricted external bar hours, polycarbonate only, CCTV coverage with retention, trained operator on duty, noise management policy, patio-only consumption, and stewarding). The new application frames control more generally. To maintain continuity and enforceability, especially on match days, consideration may wish to be given to align the current external-area safeguards into any new licence.

**7.3** The current Premises Licence requires internal and external CCTV with 31-day retention, a conversant operator on site, and no sales from a bar if the covering CCTV is inoperable, plus incident/refusals logs. The new application proposes broader measures (e.g., WAVE/Ask for Angela, Challenge 25). Consideration may be given as to whether carrying forward the detailed CCTV/logging provisions and setting minimum SIA stewarding for defined risk periods.

**7.4** In relation to the two representations received, the Metropolitan Police have lodged a holding representation focused on crime and disorder risks, specifically the management of outdoor licensable activities the scope of extended/non-standard hours (notably the proposed Wembley event extensions), the breadth of the licensable area, the adequacy and precision of conditions, and capacity controls; they note ongoing engagement with the applicant to agree changes. The Licensing Authority seeks tighter, specific safeguards: installation/coverage of CCTV with 31-day retention and immediate access to footage, a competent operator on site, a more detailed incident log, an expectation of DPS/PLH presence when trading, and clarity over the pop-up/marquee bar; it also raises public nuisance concerns about late outdoor regulated entertainment, 02:00 non-standard timings and the Wembley extension (which could push activity as late as 04:30), and highlights omissions on dispersal, smoking areas, deliveries, and bottle/waste handling. The Authority asks to reduce outdoor hours, non-standard/seasonal timings, narrow the red-line plan and clarify what will happen to the existing premises licence and club premises certificate if a new licence is granted; the applicant has indicated willingness to moderate some points (e.g., withdraw outdoor entertainment, reduce seasonal timings, limit Wembley scope).

**7.5** The applicant has proceeded by way of a new premises licence (s.17) rather than a full variation (s.34) on the basis that the proposals amount to a substantial change from the existing authorisation. The Section 182 Guidance explains that variations are for "other changes" to a licence, but a s.34 application cannot be used where the effect would be to

vary substantially the premises to which the licence relates; in such cases a new application should be made (paras 8.74–8.77).

## **8.0 Relevant sections of s.182 Guidance**

### **8.1 Where representations are made**

**At paragraph 9.3** it states that “Where a representation concerning the licensing objectives is made by a responsible authority about a proposed operating schedule and it is relevant (see paragraphs 9.4 to 9.10), the licensing authority’s discretion will be engaged. It will also be engaged if another person makes relevant representations to the licensing authority, which are also not frivolous or vexatious (see paragraphs 9.4 to 9.10). Relevant representations can be made in opposition to or in support of, an application and can be made by any individual, body or business that has grounds to do so.”

### **8.2 Relevant, vexatious and frivolous representations**

**At paragraph 9.4** it states that “A representation is “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.”

**At paragraph 9.9** it states that “It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making the representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.”

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

**At paragraph 9.42** it states that “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”.

**At paragraph 9.43** it states that “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”.

**At paragraph 9.44** it states that “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, the Revised Guidance issued under section 182 of the Licensing Act 2003 informs that 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".

#### **8.4 Proportionality**

**At paragraph 10.2** it states, "Conditions include any limitations or restrictions attached to a licence or certificate and essentially are the steps or actions that the holder of the premises licence or the club premises certificate will be required to take or refrain from taking in relation to the carrying on of licensable activities at the premises in question.

Failure to comply with any condition attached to a licence or certificate is a criminal offence, which on conviction is punishable by an unlimited fine or up to six months' imprisonment. The courts have made clear that it is particularly important that conditions which are imprecise or difficult for a licence holder to observe should be avoided."

**At paragraph 10.8** it states, "The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

In order to promote the crime prevention licensing objective conditions may be included that are aimed at preventing illegal working in licensed premises. This provision also applies to minor variations."

**At paragraph 10.9** It is possible that in some cases no additional conditions will be appropriate to promote the licensing objectives.

**At paragraph 10.10** it states that "The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided.

For example, conditions should not be used to implement a general policy in a given area such as the use of CCTV, polycarbonate drinking vessels or identity scanners where they would not be appropriate to the specific premises. Conditions that are considered appropriate for the prevention of illegal working in premises licensed to sell alcohol or late-night

refreshment might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that a copy of any document checked as part of a right to work check, either physical or digital (e.g. copy of any document checked or a clear copy of the online right to work check) is retained at the licensed premises. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions.

These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives".

## **8.5 Hours of Trading**

**At paragraph 10.13** it states "The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions about the hours during which premises can conduct licensable activities as part of the implementation of its licensing policy statement.

Licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application".

## **8.6 Licensing Hours**

**At paragraph 14.51** With regard to licensing hours, the Government acknowledges that different licensing approaches may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement and licensing authorities are best placed to make such decisions based on their local knowledge and in consultation with other responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.

**At paragraph 14.52** Statements of licensing policy should set out the licensing authority's approach regarding licensed opening hours and the strategy it considers appropriate for the promotion of the licensing objectives in its area. The statement of licensing policy should emphasise the consideration which will be given to the individual merits of an application. The Government recognises that licensed premises make an important contribution to our local communities and has given councils a range of tools to effectively manage the different pressures that licensed premises can bring. In determining appropriate strategies around licensed opening hours, licensing authorities cannot seek to restrict the activities of licensed premises where it is not appropriate for the promotion of the licensing objectives to do so.

## **8.7 The Need for Licensed Premises**

**At paragraph 14.19** There can be confusion about the difference between the "need" for premises and the "cumulative impact" of premises on the licensing objectives, for example,

on crime and disorder. “Need” concerns the commercial demand for another pub or restaurant or hotel and is a matter for the planning authority and for the market. This is not a matter for a licensing authority in discharging its licensing functions or for its statement of licensing policy.

**At paragraph 1.18** When making licensing decisions, all licensing authorities should consider the need to promote growth and deliver economic benefits.

## **8.9 Full Variation Process**

**At paragraph 8.74** Any other changes to the licence or certificate require an application to vary under sections 34 or 84 of the 2003 Act.

**At paragraph 8.75** Licensing authorities may wish to consider whether there is any likely impact on the promotion of the licensing objectives in deciding whether there is a need for an application to vary in relation to features which are not required to be shown on the plan under section 17 of the 2003 Act, but have nevertheless been included, for example, moveable furniture (altering the position of tables and chairs) or beer gardens (installation of a smoking shelter that will not affect the use of exits or escape routes).

**At paragraph 8.76** However, it should be noted that a section 34 application cannot be used to vary a licence so as to:

- extend a time limited licence; vary substantially the premises to which the licence relates;
- transfer the licence from one holder to another; or
- transfer the licence from one premises to another.

**At paragraph 8.77** If an applicant wishes to make these types of changes to the premises licence, the applicant should make a new premises licence application under section 17 of the 2003 Act; or, to transfer the licence to another holder, an application under section 42 of the 2003 Act.

## **9.0 RELEVANT SECTIONS OF HILLINGDON’S LICENSING POLICY**

### **9.1 Licensing Objectives – The Prevention of Crime and Disorder**

**At paragraph 10.1** Licensed premises, especially those offering late night/early morning entertainment, alcohol and refreshment, can be a source of crime and disorder. The Licensing Authority will expect operating schedules to satisfactorily address these issues from the design of the premises through to the daily operation of the business. Applicants are recommended to seek advice from the Police Licensing Officer and Licensing Authority Officers prior to making any application as early advice can alleviate representations being made once an application is submitted.

**At paragraph 10.3** Where a number of premises may be in close proximity it may be difficult to attribute the disorder to patrons of particular premises, however there is a duty on Premises Licence Holders or Club Management Committees to act responsibly to ensure their own customers do not contribute to crime and disorder whilst in their premises and in the vicinity of their premises.

**At paragraph 10.6** Applications referred to the Licensing Sub-Committee where relevant representations have been received will be determined on the individual merit of each case.

The Licensing Sub-Committee has the power to impose specific conditions when considered appropriate in respect of the Crime and Disorder objective.

## **9.2 Licensing Objectives – Public Safety**

**At paragraph 11.5** Applications referred to the Licensing Sub-Committee will be determined on the individual merit of each case. The Licensing Sub-Committee have the power to impose specific conditions when considered necessary in respect of the Public Safety objective.

## **9.3 Licensing Objectives – The Prevention of Public Nuisance**

**At paragraph 12.1** Licensing Sub Committees will be mindful that licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises. When addressing public nuisance the applicant should identify any particular issues that are likely to affect adversely the promotion of the licensing objective to prevent public nuisance. They should then include in the operating schedule how they will deal with those matters. The concerns mainly relate to noise nuisance from within the premises or from the use of any outside areas, light pollution, smoke and noxious smells. This may also include patrons outside a premises and the dispersal of customers. Due regard will be given to the impact these may have and the Licensing Authority will expect operating schedules to satisfactorily address these issues.

**At paragraph 12.7** Applications referred to the Licensing Sub-Committee will be determined on the individual merit of each case. The Licensing Sub-Committee have the power to impose specific conditions when considered necessary in respect of the Prevention of Public Nuisance objective.

## **9.4 Licensing Objectives – The Protection of Children from Harm**

**At paragraph 13.7** Applications referred to the Licensing Sub-Committee will be determined on the individual merit of each case. The Licensing Sub-Committee have the power to impose specific conditions when considered necessary in respect of the Protection of Children from Harm objective.

## **9.5 Representations**

**At paragraph 17.2** Representations can be made to the Council, as Licensing Authority, by a 'Responsible Authority' or by 'Interested Parties' which include individuals such as residents or bodies such as a resident's association, trade associations and other businesses operating. Representations can be made concerning:

- Applications for new premises licences or club premises certificates
- Applications to vary premises licences or club premises certificates
- Personal licence applications on criminal grounds (only by the Police)

**At paragraph 17.9** The Licensing Act 2003 also permits Elected Members to make representations on their own behalf as well as on behalf of their constituents. Members of the public who are making representations may also request that their Ward Councillor speaks on their behalf at public hearings to determine applications.

**At paragraph 17.11** Written representations include letters and emails. Representations received after the end of the public consultation period cannot legally be accepted and will not be considered by the Licensing Authority.

**At paragraph 17.12** Representations must contain;

- a) The name, full address & post code, of the person making them;
- b) The reasons for their representation;
- c) Which of the four Licensing Objectives the representation relates to i.e. Crime and disorder; Public Nuisance; Public safety; Protection of children from harm.

**At paragraph 17.15** All valid representations will form part of a committee report that will become a public document. It will be given to the applicant, their agent, responsible authorities, other persons making representations and any other party requesting a copy as well as the Licensing Sub-committee 10 working days prior to the hearing. Anonymous representations will not be accepted.

## **9.6 Licensing Hours**

**At paragraph 25.1** Prior to the introduction of the Licensing Act 2003, it was believed that fixed and artificially early closing times (established under the Licensing Act 1964) were one of the key causes of rapid binge drinking prior to closing times and one of the causes of disorder and disturbance when large number of customers were required to leave the premises simultaneously.

**At paragraph 25.2** The aim through promotion of the licensing objectives should be to reduce the potential for concentrations and achieve a slower dispersal of people from licensed premises through flexible opening times.

**At paragraph 25.3** Arbitrary restrictions that would undermine the principle of flexibility will therefore be avoided. The four licensing objectives will be paramount at all times and the Council will always consider the individual merits of each case.

**At paragraph 25.4** In accordance with guidance there is no fixed restriction on terminal hours for any particular areas of the borough. Such a restriction could cause the migration of patrons from one area to another and create the circumstances that the legislation is attempting to avoid. Each application will be dealt with on its merits. It is for the applicants to detail in their Operating Schedule exactly what times they intend to open and close the premises and what measures they will take to ensure that they do not cause nuisance or disturbance to their neighbours in the vicinity. The later the terminal hour applied for, the greater will be the need to address the issues of disturbance and nuisance.

## **9.7 Licence Conditions**

**At paragraph 20.1** Conditions on premises licences and club certificates are determined by:

- The measures put forward on the Operating Schedule
- Mandatory conditions within the Act (current list included as Appendix G)
- Measures decided at a hearing by the Licensing Sub Committee

**At paragraph 20.2** Conditions attached to licences by the Licensing Authority that have been proposed by the applicant in their operating schedule should be consistent with the steps set

out in the operating schedule. This means that the effect of these conditions should be substantially the same as that intended by the terms of the operating schedule.

**At paragraph 20.3** Any conditions attached to licences following relevant representations will focus on matters within the control of the Premises Licence Holder or Club Management Committees. They will address matters which have a direct impact on those living, working or engaged in normal activities in the vicinity, as well as patrons of the licensed premises.

They will not be used as a means of attempting to attach responsibility to Premises Licence Holders or Club Management Committees for matters outside their reasonable control, such as anti-social behaviour once away from the premises or licensable activity. Conditions imposed by the Licensing Authority shall be appropriate, reasonable, and proportionate and should be determined on a case-by-case basis.

**At paragraph 20.4** The Licensing Authority will not impose standard conditions upon every licence issued, however it may have regard to model conditions produced by the Government and/or the Institute of Licensing and it may choose to impose these in appropriate circumstances.

## **10.0 LEGAL CONSIDERATIONS**

**10.1** When considering an application for a grant of a new Premises Licence, the Sub-Committee shall carry out its functions with a view to taking steps it considers appropriate for promoting the licensing objectives. The licensing objectives are:

- Prevention of crime and disorder
- Public Safety
- Prevention of public nuisance
- Protection of children from harm

**10.2** Members should note that each objective is of equal importance. There are no other licensing objectives, and the four objectives are paramount considerations at all times.

An application for a new premises licence may be made pursuant to s.16 and s.17 of the Act, and with regard to the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005/42 and the licensing Act 2003 (Fees) Regulations 2005/79.

**10.3** The Sub-Committee must ensure that all licensing decisions:

- Have a direct relationship to the promotion of one or more of the four licensing objectives
- Have regard to the Council's statement of licensing policy
- Have regard to the Secretary of State guidance
- Must not be subject to a blanket policy to the extent that it is applied so rigidly that an exercise of discretion in each individual case is precluded

**10.4** Where relevant representations are made, the Licensing Authority must hold a hearing to determine the application, unless all are agreed that such a hearing is unnecessary s.18(3)(a) Licencing Act 2003.

**10.5** Relevant representations are those that relate to the effect of the granting of the application on the promotion of the licensing objectives made by an interested party or responsible authority that have not been withdrawn and are not, in the opinion of the relevant licensing authority, frivolous or vexatious s.18(7) Licensing Act 2003.

**10.6** The Sub-Committee can only consider matters within the application that have been raised through representations from interested parties and responsible authorities. Interested parties must live within the vicinity of the premises. All applications will be decided on a case-by-case basis.

**10.7** Following a hearing, the Sub-Committee must consider all relevant representations, and having taken into account the promotion of the licensing objectives, under s.18(3(b) and (4) Licensing Act 2003, a decision can be taken: -

- i. To grant the licence, subject to the mandatory conditions and conditions consistent with the operating schedule;
- ii. To impose additional relevant conditions to such an extent as is considered necessary for the promotion of the licensing objectives;
- iii. To exclude any of the licensable activities to which the application relates;
- iv. To amend the times for all or some of the licensable activities;
- v. To refuse to specify a person in the licence as the premises supervisor;
- vi. To reject the application.

**10.8** Conditions will not be necessary if they duplicate a current statutory requirement. The licencing Authority may therefore only impose such conditions that are necessary to promote the licensing objectives arising out of the consideration of the representations.

**10.9** If the Sub-Committee determines that it is necessary to modify the conditions, or to refuse the application for a Premises Licence application, it must give reasons for its decision.

**10.10** The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under s.149 of the Equality Act 2010. In summary s.149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:

- i. Eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
- ii. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- iii. Foster good relations between persons who share relevant protected characteristics and persons who do not.

**10.11** Section 149(7) of the Equality Act 2010 defines nine relevant protected characteristics these are:

- i. age
- ii. gender reassignment
- iii. being married or in a civil partnership
- iv. being pregnant or on maternity leave
- v. disability
- vi. race including colour, nationality, ethnic or national origin
- vii. religion or belief

- viii. sex
- ix. sexual orientation

**10.12** Officers have provided the Sub-Committee with recommendations related to this application. Subject to the above-mentioned factors having been properly considered, the Sub-Committee may depart from the recommendations if there are good reasons for doing so. The Sub-Committee is advised that such departures could give rise to an appeal or judicial review.

**10.13** Interested parties, Responsible Authorities and the Applicant have the right to appeal the decision of the Licensing Sub-Committee to the Magistrates' Court within a period of 21 days beginning with the day on which the applicant was notified by the Licensing Authority of the decision to be appealed against.

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## Hillingdon Application for a premises licence Licensing Act 2003

For help contact  
[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)  
Telephone: 01895 558170

\* required information

### Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes       No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

Ruislip Manor Sports

\* Family name

and Social Club Ltd

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is the applicant's business registered in the UK with Companies House?

Yes

No

Note: completing the Applicant Business section is optional in this form.

Registration number

00431971

Business name

Ruislip Manor Sports and Social Club Ltd

If the applicant's business is registered, use its registered name.

VAT number

-

Put "none" if the applicant is not registered for VAT.

Legal status

Private Limited Company

*Continued from previous page...*

Applicant's position in the business

Licence Holder

Home country

United Kingdom

The country where the applicant's headquarters are.

#### Registered Address

Address registered with Companies House.

Building number or name

Ruislip Manor Sports and Social Club Ltd

Street

The Club House

District

Grosvenor Vale

City or town

Ruislip

County or administrative area

Postcode

HA4 6JQ

Country

United Kingdom

#### Agent Details

\* First name

James

\* Family name

Hoffelner

\* E-mail

[REDACTED]

Include country code.

Main telephone number

[REDACTED]

Other telephone number

[REDACTED]

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

#### Agent Business

Is your business registered in the UK with Companies House?

Yes

No

Note: completing the Applicant Business section is optional in this form.

Registration number

12611128

Business name

Complete Licensing Ltd

If your business is registered, use its registered name.

VAT number

GB

0222605164

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

*Continued from previous page...*

Your position in the business	Director	
Home country	United Kingdom	The country where the headquarters of your business is located.
<b>Agent Registered Address</b>		Address registered with Companies House.
Building number or name	Complete Licensing Ltd	
Street	11 Forest Drive	
District		
City or town	Woodford Green	
County or administrative area	Essex	
Postcode	IG8 9NG	
Country	United Kingdom	

## Section 2 of 21

### PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

### Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

### Postal Address Of Premises

Building number or name	Wealdstone Football Club
Street	Grosvenor Vale
District	Ruislip
City or town	
County or administrative area	
Postcode	HA4 6JQ
Country	United Kingdom

### Further Details

Telephone number	
Non-domestic rateable value of premises (£)	31,250

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

### Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

#### Non Individual Applicant's Name

Name

Ruislip Manor Sports & Social Club Ltd

#### Details

Registered number (where applicable)

00431971

Description of applicant (for example partnership, company, unincorporated association etc)

*Continued from previous page...*

Private Limited Company

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Contact Details

E-mail

Telephone number

Other telephone number

\* Date of birth   
dd mm yyyy

\* Nationality

Documents that demonstrate entitlement to work in the UK

[Add another applicant](#)

### Section 5 of 21

#### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

Football Club with Club House

*Continued from previous page...*

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes  No

#### Standard Days And Timings

##### MONDAY

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Start  08:30

End  23:30

##### TUESDAY

Start

End

Start  08:30

End  23:30

##### WEDNESDAY

Start

End

Start  08:30

End  23:30

##### THURSDAY

Start

End

Start  08:30

End  00:00

##### FRIDAY

Start

End

Start  08:30

End  00:00

##### SATURDAY

Start

End

Start  08:30

End  00:00

##### SUNDAY

Start

End

Start  12:00

End  23:00

Will the performance of a play take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

*Continued from previous page...*

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Plays consistent with a football clubhouse and ground

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 0830 to 0200 the following day.

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes  No

#### Standard Days And Timings

##### MONDAY

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Start  08:30

End  23:30

##### TUESDAY

Start

End

Start  08:30

End  23:30

##### WEDNESDAY

Start

End

Start  08:30

End  23:30

*Continued from previous page...*

**THURSDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>00:00</b>

**FRIDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>00:00</b>

**SATURDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>00:00</b>

**SUNDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>12:00</b>	End	<b>23:00</b>

Will the exhibition of films take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Films consistent with a football clubhouse and ground

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 0830 to 0200 the following day.

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

*Continued from previous page...*

Will you be providing indoor sporting events?

Yes

No

### Standard Days And Timings

#### MONDAY

Start

End

Start  08:30

End  23:30

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

#### TUESDAY

Start

End

Start  08:30

End  23:30

#### WEDNESDAY

Start

End

Start  08:30

End  23:30

#### THURSDAY

Start

End

Start  08:30

End  00:00

#### FRIDAY

Start

End

Start  08:30

End  00:00

#### SATURDAY

Start

End

Start  08:30

End  00:00

#### SUNDAY

Start

End

Start  12:00

End  23:00

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Indoor Sporting Events consistent with a football clubhouse and ground.

State any seasonal variations for indoor sporting events

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

*Continued from previous page...*

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activates from 08:30 to 02:00 the following day.

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes  No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Yes  No

### Standard Days And Timings

#### MONDAY

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Start  08:30

End  23:30

#### TUESDAY

Start

End

Start  08:30

End  23:30

#### WEDNESDAY

Start

End

Start  08:30

End  23:30

#### THURSDAY

Start

End

Start  08:30

End  00:00

#### FRIDAY

Start

End

Start  08:30

End  00:00

*Continued from previous page...*

**SATURDAY**

Start

End

Start  08:30

End  00:00

**SUNDAY**

Start

End

Start  12:00

End  23:00

Will the performance of live music take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live Music consistent with a football clubhouse and ground

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 08:30 to 02:00 the following day.

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes

No

**Standard Days And Timings**

**MONDAY**

Start

End

Start  08:30

End  23:30

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

*Continued from previous page...*

**TUESDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>23:30</b>

**WEDNESDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>23:30</b>

**THURSDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>00:00</b>

**FRIDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>00:00</b>

**SATURDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>08:30</b>	End	<b>00:00</b>

**SUNDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<b>12:00</b>	End	<b>23:00</b>

Will the playing of recorded music take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Recorded Music consistent with a football clubhouse and ground

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

*Continued from previous page...*

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 0830 to 0200 the following day.

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes  No

#### Standard Days And Timings

##### MONDAY

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Start  08:30

End  23:30

##### TUESDAY

Start

End

Start  08:30

End  23:30

##### WEDNESDAY

Start

End

Start  08:30

End  23:30

##### THURSDAY

Start

End

Start  08:30

End  23:30

##### FRIDAY

Start

End

Start  08:30

End  23:30

##### SATURDAY

Start

End

Start  08:30

End  23:30

##### SUNDAY

Start

End

Start  12:00

End  23:00

Will the performance of dance take place indoors or outdoors or both?

Indoors

Outdoors

Both  
Page 31

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

*Continued from previous page...*

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Performance of Dance consistent with a football clubhouse and ground

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 08:30 to 02:00 the following day.

## Section 13 of 21

### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

*Continued from previous page...*

**THURSDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**FRIDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**SATURDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**SUNDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:00"/>

Give a description of the type of entertainment that will be provided

Anything of a similar description to live music, performance of dance, recorded music consistent with a football clubhouse and ground

Will this entertainment take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified music

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 08:30 to 02:00 the following day.

*Continued from previous page...*

## Section 14 of 21

### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes       No

#### Standard Days And Timings

##### MONDAY

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Start  23:00

End  00:00

##### TUESDAY

Start  00:00

End  00:30

Start  23:00

End  00:00

##### WEDNESDAY

Start  00:00

End  00:30

Start  23:00

End  00:00

##### THURSDAY

Start  00:00

End  00:30

Start  23:00

End  00:00

##### FRIDAY

Start  00:00

End  00:30

Start  23:00

End  00:00

##### SATURDAY

Start  00:00

End  00:30

Start  23:00

End  00:00

##### SUNDAY

Start  00:00

End  00:30

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

*Continued from previous page...*

Late Night Refreshment consistent with a football clubhouse and ground

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 08:30 to 02:00 the following day.

## Section 15 of 21

### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes  No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

*Continued from previous page...*

**FRIDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

**SATURDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

**SUNDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:00"/>

Will the sale of alcohol be for consumption:

On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 08:30 to 02:00 the following day.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth

*Continued from previous page...*

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number  
(if known)

Issuing licensing authority  
(if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Give timings in 24 hour clock.

(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Start

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*Continued from previous page...*

**TUESDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**WEDNESDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**THURSDAY**

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**FRIDAY**

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:30"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**SATURDAY**

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:30"/>
Start	<input type="text" value="08:30"/>	End	<input type="text" value="00:00"/>

**SUNDAY**

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:30"/>
Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:30"/>

**State any seasonal variations**

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 18 of 21**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

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*Continued from previous page...*

List here steps you will take to promote all four licensing objectives together.

See annex 1 V3- proposed conditions attached with the application

b) The prevention of crime and disorder

See annex 1V3 - proposed conditions attached with the application

c) Public safety

See annex 1 V3- proposed conditions attached with the application

d) The prevention of public nuisance

See annex 1 V3 - proposed conditions attached with the application

e) The protection of children from harm

See annex 1 V3- proposed conditions attached with the application

## **Section 19 of 21**

### **NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

## **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- any page containing the holder's personal details including nationality;
- any page containing the holder's photograph;
- any page containing the holder's signature;
- any page containing the date of expiry; and
- any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises' licence fees are determined by the non-domestic rateable value of the premises. To find out a premises' non-domestic rateable value, go to the Valuation Office Agency website at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm). For full details, refer to the 'Fees for Applications' webpage: <http://www.hillingdon.gov.uk/media.jsp?mediaid=22879&filetype=pdf>

\* Fee amount (£)

### DECLARATION

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /

dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/hillingdon/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

*Continued from previous page...*

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

**OFFICE USE ONLY**

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

**Annex 1 Proposed Conditions for discussion.**

**Wealdstone Football Club, Grosvenor Vale HA4 6JQ**

**Plays, Films, indoor Sporting Events, Live Music, Recorded Music, Performance of Dance or anything of a similar description.**

Monday to Wednesday 08:30 to 23:30

Thursday to Saturday 08:30 to 00:00

Sunday 12:00 to 23:00

**Late Night Refreshments**

Monday to Saturday 23:00 to 00:30

**Sale of Alcohol**

Monday to Wednesday 10:00 to 23:00

Thursday to Saturday 10:00 to 00:00

Sunday 12:00 to 23:00

**Additional**

Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day. – All Licensable Activities from 0830 to 0200 the following day.

On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event, and finish of 6 hours after the end of the match/event.

**Conditions**

1. In relation to the sale of alcohol, the premises will adopt a Challenge 25 Policy whereby any person who appears to be 25 years of age or under will be asked to provide identification to prove that they are in fact over 18. The only acceptable forms of identification are a passport, a photo-style driving licence, a Pass logo ID Card, or a Military ID card (MOD90).

The licence holder shall maintain and regularly review a written risk assessment, specific to the premises and its style of operation, to determine whether

polycarbonate vessels or other suitable non-glass alternatives are required in whole or in part of the premises. The risk assessment shall consider incident data, the nature of events, customer profile, and any relevant police or licensing authority advice. Where the risk assessment identifies that polycarbonate or other suitable non-glass alternatives are appropriate to promote the licensing objectives, they shall be used accordingly. The risk assessment shall be reviewed following any incident involving glass, and shall be made available to an Officer of the Metropolitan Police or an Authorised Officer of the London Borough of Hillingdon (as defined by Section 13 of the Licensing Act 2003) upon request.

2. All Areas where alcohol is served shall be monitored by SIA security staff or an appropriate member of staff (Such as a Steward).
3. The number of SIA security staff and/or stewards to be calculated by a risk assessment for each event/match.
4. All areas where alcohol is served or consumed shall have clear signage reminding customers that no alcohol shall be consumed within sight of the pitch or signage such as “no alcohol beyond this point” (for designated football matches).
5. Signage shall be displayed in relevant areas advising supporters/visitors that failure to comply with directions or signage may result in ejection.
6. A Logbook or other system will be kept at the premises, and ALL ejections will be recorded when licensable activity is being carried out and details made available to an officer of the Metropolitan Police, an authorised officer of the London Borough of Hillingdon, or an authorised officer of the Football Association (FA).
7. A telephone number shall be made available to be used by residents in relation to any complaint of noise resulting from the premises. The premises licence holder shall ensure that all complaints made by residents, and any action taken, are recorded within the incident log.
8. During major Wembley Stadium event days, the DPS or relevant duty manager shall work in partnership with the Police and if necessary, comply with any direction given by a senior Police Officer.
9. The premises licence holder will ensure that all staff are trained commensurate with their roles at the premises including:

- a. The Licensing Act 2003, responsibilities in supporting the four key objectives.
- b. Crime Scene Preservation
- c. Welfare and Vulnerability Engagement (WAVE) training
- d. Ask for Angela

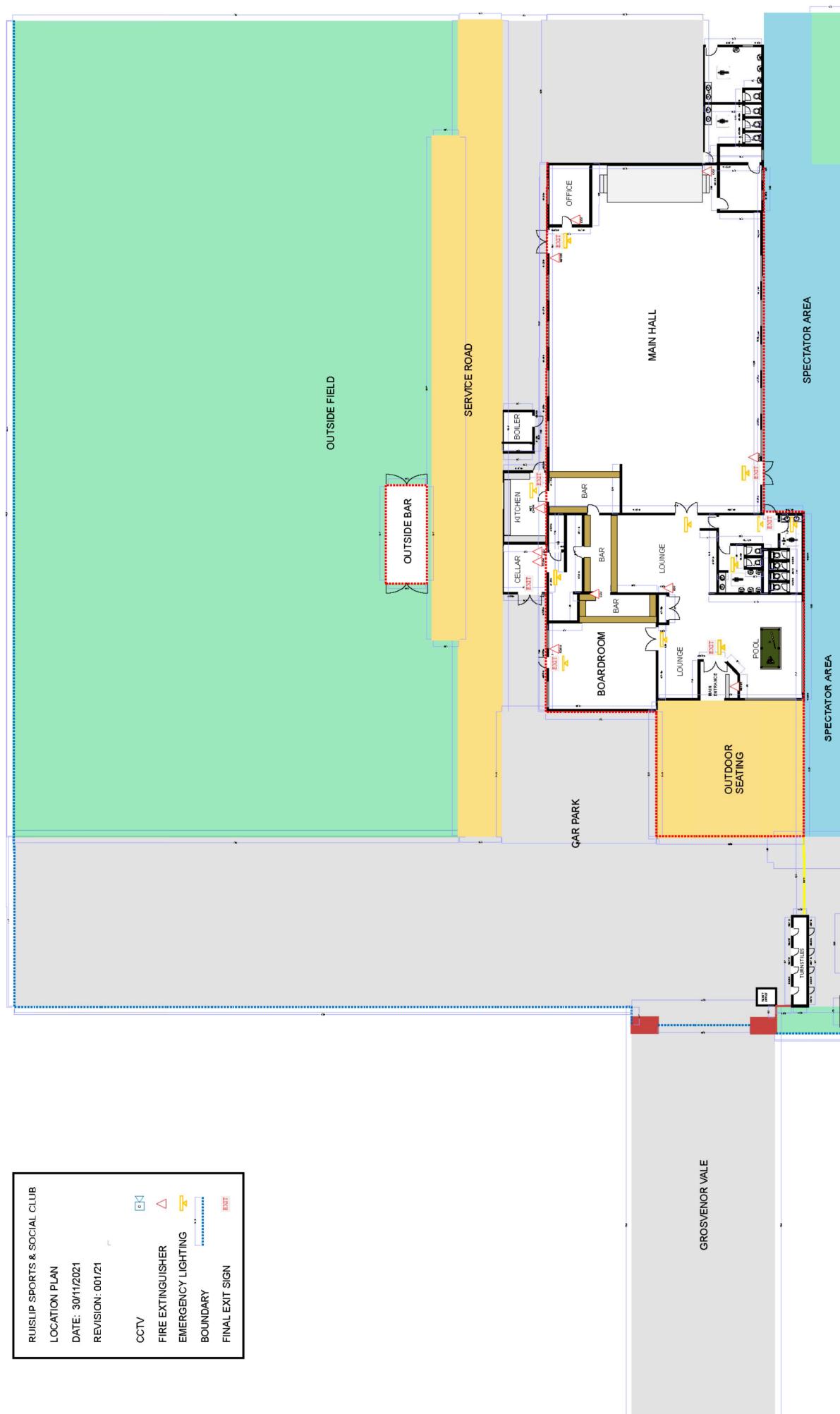
10. During the period of a designated sporting event at a designated sports ground, intoxicating liquor shall not be sold in the area of the ground except by retail sale.

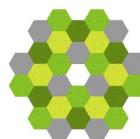
11. Notices shall be prominently displayed:

- a. at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
- b. advising customers that CCTV is operating at the premises.
- c. at the entrance and exits stating that the premises has a zero tolerance towards drugs and weapons, and if anyone is found in possession of either the police will be called.
- d. within the premises warning of potential criminal activity such as theft that may target customers shall be displayed.
- e. advising customers that the premises operates a Challenge 25 proof of age scheme.
- f. for "ask for angela"

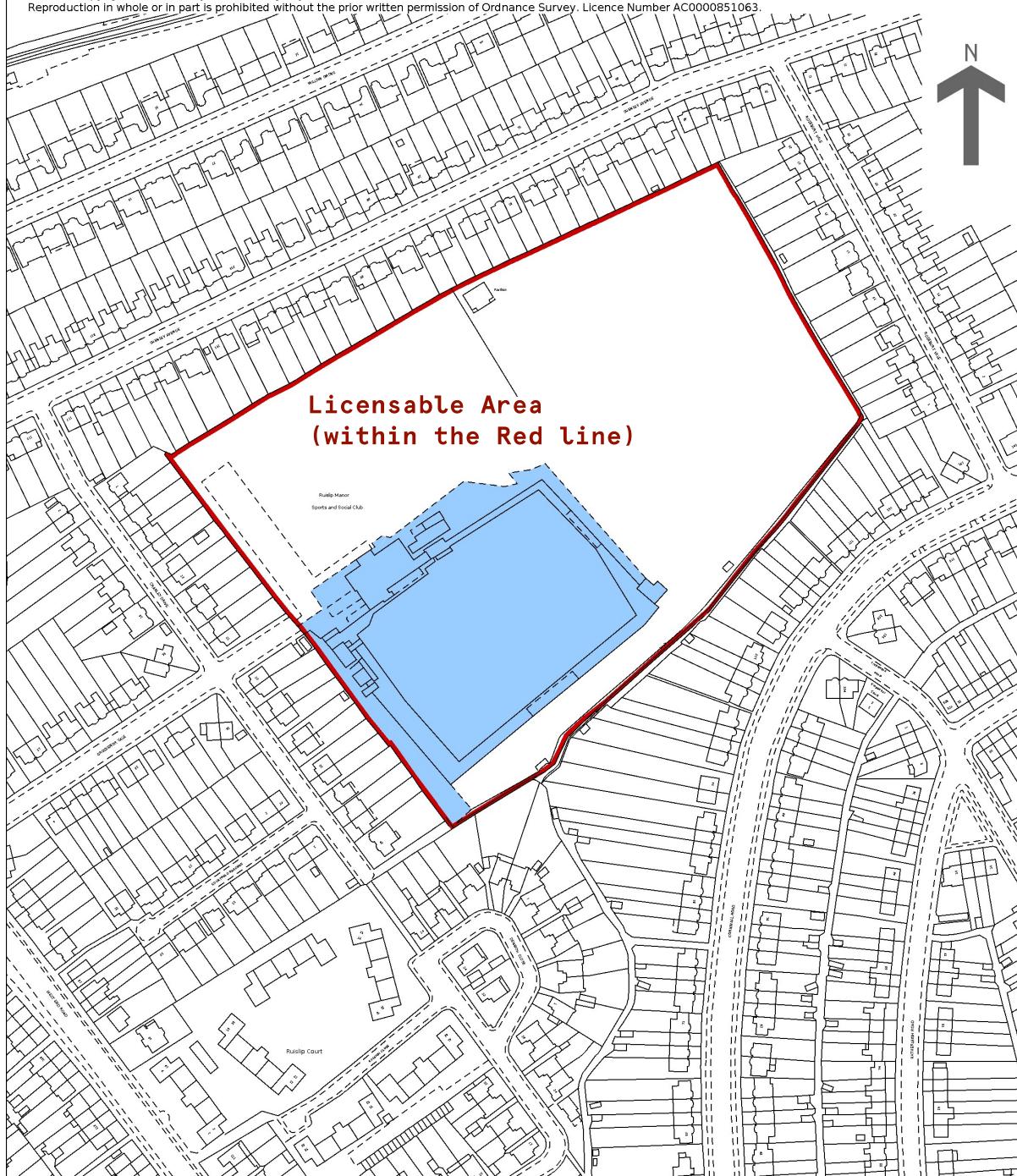
12. At the end of trading, a member of staff shall carry out a litter-pick of Grosvenor Vale, from the premises frontage to the corner of Cranley Drive, removing any litter reasonably attributable to customers leaving the premises.

## Appendix 2





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**HILLINGDON**  
LONDON**LICENSING ACT 2003****Section 24****Premises Licence**

LBH/13077/DL

Ref:

LBHIL 471/05

Premises Licence Number:

This Premises Licence has been issued by Daniel Ferrer on behalf of the Licensing Authority, London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, UB8 1UW

Signature: Date: 26<sup>th</sup> March 2022**Part 1 – Premises Details**

Postal Address of Premises or, if none, Ordnance Survey map reference or description -

Ruislip Manor Sports & Social Club  
Grosvenor Vale

Post Town – Ruislip

Postcode – HA4 6JQ

Telephone number - 01895637487

Where the licence is time limited, the dates -

N/A

Licensable activities authorised by the licence – **Indoors Only****Provision of Regulated Entertainment**

Plays, Films, Indoor Sporting Events, Live Music, Recorded Music, Performance of Dance  
Or anything of a similar description.

**Provision of Late Night Refreshment****Sale by retail of alcohol**

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

**Provision of Regulated Entertainment:**

Monday, Tuesday, Wednesday 08.30 hours to 23.30 hours  
Thursday, Friday and Saturday 08.30 hours to 00.00 hours.  
Sunday 12.00 hours to 23.00 hours

**Provision of Late Night Refreshment**

Thursday and Saturday 23.00 hours to 00.00 hours  
Friday 23.00 hours to 00.30 hours the following day

**Sale by retail of alcohol**

Monday, Tuesday, Wednesday 10.00 hours to 23.00 hours  
Thursday, Friday, Saturday 10.00 hours to 00.00 hours  
Sunday 12.00 hours to 23.00 hours

**In addition**

**Christmas Eve, New Year Eve, St George's Day, St Patrick's Day, Halloween, 5<sup>th</sup> November and St Valentine's Day**  
**All Licensable activities 08.30 to 02.00 hours the following day**

The opening hours of the premises –

Monday, Tuesday, Wednesday 08.30 hours to 00.00 hours  
Thursday, Friday, Saturday 08.30 hours to 00.30 hours the following day  
Sunday 12.00 hours to 23.30 hours

**In addition**

**Christmas Eve, New Year Eve, St George's Day, St Patrick's Day, Halloween, 5<sup>th</sup> November and St Valentine's Day**  
**All Licensable activities 08.30 to 02.30 hours the following day**

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

On the premises only

**Part 2**

Name, (registered) address, telephone number and e-mail (where relevant) of holder of Premises Licence –  
Ruislip Manor Sports & Social Club Ltd  
Grosvenor Vale  
Ruislip  
HA4 6JQ

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

Limited Company 431971

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



Personal Licence number an issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol –

20/00467/LAPER - Three Rivers District Council

## **Annex 1 – Mandatory Conditions**

### **Alcohol**

1. No sale/supply of alcohol shall be made when there is no Designated Premises Supervisor in respect of the premises licence
2. No sale/supply of alcohol shall be made when the Designated Premises Supervisor does not hold a Personal Licence or when his/her Personal Licence is suspended
3. Every sale/supply of alcohol under the premises licence shall be made, or authorised, by a person who holds a Personal Licence
4. (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.

5. 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 a disability).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. (1) The premises licence holder or club premises certificate holder shall 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.
8. The responsible person shall 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) customers are made aware of the availability of these measures.

## **Annex 2– Conditions consistent with the operating Schedule**

1. The licence holder shall conduct risk assessments and employ Security Industry Authority Registered door staff when deemed appropriate.
2. The premises shall abide by an age verification policy in relation to the sale of alcohol.
3. The age verification policy shall require individuals who appear to be under 25 years of age to produce, on request, to a member of staff, before being served alcohol, identification, bearing their photograph, date of birth and a holographic mark.
4. A system to record the fact that a member of staff has refused to sell alcohol to an individual who appears to be under the age of 25 years shall be kept and maintained on the premises.
5. The record of refused sales shall be available for inspection by both authorised officers of the Metropolitan Police Service and the Licensing Authority.
6. Adequate and prominent notices shall be displayed on the premises advertising the challenge 25 age verification policy.
7. The number of persons permitted within the premises shall not exceed:
  - i. In the Function Room 300.
  - ii. In the Lounge Bar 80.
  - iii. In the main bar pool table area 80.
8. Adequate, clear and legible notices shall be displayed and maintained at all public exits from the premises advising customers to leave the premises and area quietly.
9. Other than for emergency access or egress, the alternative means of escape doors shall remain closed at all times when the premises is used for the purpose of Regulated Entertainment in the form of Live or Recorded Music.
10. Waste from the premises shall not be stored nor disposed of at a time or in a manner which may cause a public nuisance.
11. An incident log shall be kept and maintained at the premises. Any incident which occurs and may undermine the licensing objectives shall be recorded in the incident log.
12. An adequate number of stewards shall be employed at the premises to ensure that persons who purchase alcohol from either the external or internal bars and who wish to consume the alcohol outside of the building will be directed to consume the alcohol within the patio area specified on the deposited plans and not to congregate around the external bar or on any other part of the external grounds.

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

1. The Licensing hours for the sale of alcohol from the external bar located on the premises shall be restricted to 12:30hrs – 22:00hrs Monday – Saturday, and 12:30hrs – 19:00hrs on Sunday.

2. Staff employed to sell alcohol by retail shall be trained to uphold the Licensing Objectives.
3. No drinks shall be served in glass containers at any time from the external bar.
4. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises and at the point of sale.
5. Notices will be displayed at the exterior of the premises and at the exit point asking customers to respect the needs of the local community and to leave in an orderly fashion and use the outside area quietly.
6. An internal and external CCTV system shall be maintained in good working order and shall record at all times when the premises is open. The CCTV system will cover all public areas of the licensed premises, including all public entry and exit points, and all external areas surrounding the business. The recordings shall be kept for a minimum of 31 days and be provided to authorised officers of the Council and to the Police immediately on request.
7. An Authorised Officer / ASBET Officer of the London Borough of Hillingdon, and Designated Premises Supervisor are to agree on the number and positioning of the internal and external CCTV systems for the Premises prior to the commencement of use of the external bar.
8. A staff member from the Premises who is conversant with the operation of the CCTV system, shall be available during licensable hours. This staff member must be able to provide the Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
9. The CCTV shall be capable of recording a clear facial identification of all persons entering the premises by the main entrance door.
10. A CCTV monitor shall be provided at the area in which alcohol is situated which has the capability to show images from all the cameras for the information of staff.
11. No sale of alcohol shall take place from a given bar, when the CCTV system is not fully in good working order covering that bar.
12. An Authorised Officer / ASBET Officer of the London Borough of Hillingdon, Designated Premises Supervisor are to agree on a noise management policy for the premises prior to the commencement of the use of the external bar.
13. The Premises shall adopt a challenge 25 scheme and staff shall be trained accordingly.
14. There shall be a Designated Premises Supervisor or Personal Licence Holder on duty on the Premises at all times when the external bar is open.
15. External bar patrons must consume alcohol within the designated patio area.
16. When the external bar is operating, a minimum of 2 SIA licensed Stewards shall be on duty at the premises at all times, and they must correctly display their SIA licence(s) when on duty.
17. Outside of the hours authorised for the sale of alcohol, and whilst the premises are open to the public, the licence holder shall ensure that all alcohol external of the premises (including alcohol behind the counter) is secured in a locked storeroom or behind locked grilles, locked screens or locked cabinet doors, so as to prevent

access to the alcohol by both customers and staff.

18. An Incident Logbook shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It will record the following:

- a) all crimes reported at the venue.
- b) any complaints received concerning crime and disorder.
- c) any incidents of disorder.
- d) any faults in the CCTV system.
- e) any refusal of the sale of alcohol and
- f) any visit by a relevant authority or emergency service.

19. The Designated Premises Supervisor shall ensure that the Incident Logbook is checked, signed and dated on a weekly basis by themselves or a Personal Licence Holder acting in place of the Designated Premises Supervisor.

20. No waste or recyclable materials, including bottles, shall be moved, emptied, removed from, or placed in outside areas between 22:00 hrs to 08.00hrs on the following day.

21. No collections of waste or recycling materials (including bottles) from the premises shall take place between 22.00 hrs and 08.00 hours on the following day.

22. Staff must be trained in respect of evacuation procedures.

#### **Annex 4 – Plans**

**Plan Number Ruislip Manor Sports & Social Club dated January 2022**

**Licensing Service Registered plan number 2215/22.**

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# LICENSING ACT 2003

## Section 78

### CLUB PREMISES CERTIFICATE

HILLINGDON  
LONDON

Ref: LBH/SG

Club Premises Certificate Number: LBHIL 53/05C

This Premises Licence has been issued by Stephanie Waterford on behalf of the Licensing Authority, London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, UB8 1UW

Signature:

Date: 7<sup>th</sup> August 2013

#### Club Details

Name of club in whose name this certificate is granted and relevant postal address of club -

**Ruislip Manor Sports & Social Club**

Grosvenor Vale

Post Town - Ruislip	Postcode – HA4 6JQ
---------------------	--------------------

Telephone number – 01895 637487
---------------------------------

If different from above the postal address of the Club Premises to which this certificate relates if any or, if none, Ordnance Survey map reference or description -

N/A

Post Town -	Postcode -
-------------	------------

Telephone number -
--------------------

Where the club premises is time limited, the dates -

Qualifying club activities authorised by the certificate – **Indoors Only**

**Provision of Regulated Entertainment**

Live Music

Recorded Music

A performance of dance

anything of a similar description

Supply of alcohol for members for consumption on the premises and sale by retail to guests for consumption on the premises

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

**Provision of Regulated Entertainment:**

Monday, Tuesday, Wednesday 08.30 hours to 23.30 hours

Thursday, Friday, Saturday 08.30 hours to 00.00 hours

Sunday 12.00 hours to 23.00 hours

**Supply of alcohol** to a member and sale of alcohol to a member's guest

Monday, Tuesday, Wednesday 08.30 hours to 23.00 hours

Thursday, Friday, Saturday 08.30 hours to 00.00 hours

Sunday 12.00 hours to 23.00 hours

**In addition**

Christmas Eve, New Year's Eve, St George's Day, St Patrick's Day, Halloween, 5<sup>th</sup>

November and St Valentine's Day

From 08.30 hours to 02.00 hours the following day

The opening hours of the club -

Monday , Tuesday, Wednesday 08.30 hours to 00.00 hours

Thursday, Friday, Saturday 08.30 hours to 00.30 hours the following day

Sunday 12.00 hours to 23.30 hours.

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

On supply to members. On sales by retail to guests only

## Annex 1 – Mandatory Conditions

### Supply of alcohol for consumption off the premises

The supply of alcohol for consumption off the premises can only be made during the hours specified in this document for the supply of alcohol for consumption on the premises.

Any alcohol supplied for consumption off the premises must be in a sealed container.

The supply of alcohol for consumption off the premises must be made to a member of the club in person.

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 a disability).
  3. The responsible person shall 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 shall 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 shall 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:  $\frac{1}{2}$  pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

## **Annex 2– Conditions consistent with the Club Operating Schedule**

**The Club Management Committee shall ensure that the following conditions are fully complied with:**

### **General**

The Rules of the Club as submitted to the Licensing Service on 4 November 2009 and Registered as Licensing Service Rules 1274/09 shall be fully complied with and shall not be altered without notifying the Licensing Authority within 28 days following the date on which the alteration was made.

### **Prevention of Crime and Disorder**

Persons of and over the age of 18 years shall be issued with a wrist band at events. Only persons issued with a wrist band shall be permitted to purchase and consume alcohol.

### **Public Safety**

The number of persons shall not exceed  
300 persons in the main hall  
80 persons in the lounge bar  
110 persons in the Pool area main bar

### **Prevention of Public Nuisance**

Notices shall be displayed and maintained at all exits requesting members and guest to leave the premises quietly.

The alternative means of escape doors shall remain closed at all times during the playing of live or recorded music other than for emergency access or egress.

### **Protection of Children from Harm**

Children must be accompanied by a responsible adult

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

**N/A**

## **Annex 4 – Plans**

**Plan Number Ruislip Manor Sports & Social Club 06057-A1 dated Aug09**

**Licensing Service Registered plan number 1279/09**

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### Re: New Premises Licence application - Ruislip Manor Sports and Social Club, Ruislip

From Kirsteen.McPhee [REDACTED]

Date Tue 06/01/2026 5:41 PM

To licensing <licensing@hillingdon.gov.uk>; EPTeam <EPTeam@Hillingdon.gov.uk>; food healthandsafety <foodhealthandsafety@hillingdon.gov.uk>; [REDACTED]

[REDACTED]

[REDACTED] Lois King <LKing@hillingdon.gov.uk>; Planning <planning@hillingdon.gov.uk>; Public Protection <PublicProtection@Hillingdon.gov.uk>; Shikha Sharma <SSharma4@hillingdon.gov.uk>; Simon Boniface <SBoniface@hillingdon.gov.uk>; Stronger Families Hub <StrongerFamiliesHub@hillingdon.gov.uk>; Trading Standards <tradingstandards@hillingdon.gov.uk>

Good afternoon,

Police Licensing request holding representation against the new application for Ruislip Manor Sports and Social Club (Wealdstone Football Club). This is due concerns with the application relating to crime and disorder, mainly but not limited to the following points:

1. The outdoor licensable activities
2. The extended hours for events
3. The vast licensable area
4. Conditions
5. Capacity

Further to a meeting with the applicant and their agents on Monday, I am confident we can agree on changes to address these concerns, and as such I will continue engagement with these parties.

Kind regards,

**PC McPHEE 1167WA | Licensing Officer**

Metropolitan Police Service, Uxbridge Police Station, 1 Warwick Place, Uxbridge, UB8 1PG

[www.met.police.uk](http://www.met.police.uk) - Emergency 999 - Non-Emergency 101

---

From: licensing <licensing@hillingdon.gov.uk>

Sent: 11 December 2025 09:40

To: EPTeam <EPTeam@Hillingdon.gov.uk>; food healthandsafety <foodhealthandsafety@hillingdon.gov.uk>; [REDACTED]

[REDACTED] licensing <licensing@hillingdon.gov.uk>; [REDACTED] Lois King <LKing@hillingdon.gov.uk>; Planning <planning@hillingdon.gov.uk>; Public Protection <PublicProtection@Hillingdon.gov.uk>; Shikha Sharma <SSharma4@hillingdon.gov.uk>; Simon Boniface <SBoniface@hillingdon.gov.uk>; Stronger Families Hub <StrongerFamiliesHub@hillingdon.gov.uk>

Dear Responsible Authorities

LICENSING ACT 2003

As consultees to the licensing process, please be advised that this department has received an application for a new premises licence for the following premises:

Ruislip Manor Sports and Social Club  
Wealdstone Football Club  
Grosvenor Vale  
Ruislip  
HA4 6JQ

The application and supporting documents are attached for your review.

The consultation period will end on 7th January 2026 and any relevant representations to this application must be received by this date. We are unable to accept any representations received after this date or any representations that are not relevant.

Relevant representations need to relate to the one or more of the four licensing objectives, which are:

- Crime and disorder
- Prevention of children from harm
- Public safety
- Prevention of public nuisance.

Please contact the Licensing Service for further information on 01895 277433 or  
licensing@hillingdon.gov.uk

Regards

Licensing Team

Licensing Service  
London Borough of Hillingdon  
3S/08 Civic Centre  
High Street  
Uxbridge UB8 1UW  
tel: internal: 7433  
tel: external: 01895 277433



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# HILLINGDON

LONDON

Mr. D. Butler  
 Licensing Officer  
 The Licensing Service  
 London Borough of Hillingdon  
 Civic Centre  
 High Street  
 Uxbridge  
 UB8 1UW

## EMAIL ONLY

Date: 6<sup>th</sup> January 2026

Dear Mr Butler

### LICENSING ACT 2003

**Ruislip Manor Sports & Social Club/Wealdstone Football Club, The Club House, Grosvenor Vale, Ruislip, HA4 6JQ**

I am writing to you as the officer duly authorised to make representations on behalf of the Licensing Authority in relation to the application for a new premises licence submitted by Complete Licensing Limited, the agent acting on behalf of Ruislip Manor Sports & Social Club Limited.

The application seeks a new premises licence for:

	Regulated Entertainment (indoors & outdoors)	Late Night Refreshment (indoors & outdoors)	Sale of alcohol (off & on sales) (indoors & outdoors)	Opening hours
Monday	08:30 – 23:30	23:00 – 00:30	10:00 – 23:00	08:30 – 00:00
Tuesday	08:30 – 23:30	23:00 – 00:30	10:00 – 23:00	08:30 – 00:00
Wednesday	08:30 – 23:30	23:00 – 00:30	10:00 – 23:00	08:30 – 00:00
Thursday	08:30 – 00:00	23:00 – 00:30	10:00 – 00:00	08:30 – 00:30
Friday	08:30 – 00:00	23:00 – 00:30	10:00 – 00:00	08:30 – 00:30
Saturday	08:30 – 00:00	23:00 – 00:30	10:00 – 00:00	08:30 – 00:30
Sunday	12:00 – 23:00	N/A	12:00 – 23:00	12:00 – 23:30

In addition, the application seeks seasonal variations for all licensable activities applied for as follows:

*On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event and finish 6 hours after the end of the match/event.*

and non-standard timings for all licensable activities applied for as follows:

*Any Sunday preceding a Bank Holiday, Christmas Eve, New Year's Eve, Good Friday, St George's Day, St David's Day, St Patrick's Day, Halloween, St Andrew's Day, Bonfire Night, and St Valentine's Day – All Licensable Activities from 0830 to 0200 the following day.*

I met with representatives from the Club and their licensing agent, Mr Robert Sutherland, on site on Monday 5<sup>th</sup> January 2026 where the Licensing Authority's concerns were discussed.

The Licensing Authority still wishes to make a representation regarding this application based on the following licensing objectives:

Prevention of crime and disorder

Prevention of public nuisance

### **Prevention of Crime and Disorder**

In their operating schedule, Section 18 the applicant makes reference to Annex 1 V3 proposed conditions attached with the application.

However, we feel that these measures do not go far enough in relation to this licensing objective for example there is no mention of the installation of CCTV at the premises, the areas covered by it, recordings being stored for 31 days with date and time stamping, making footage immediately available to the Police and authorised officers to avoid any undue delay, having a member of staff who is competent in operating the CCTV system at the premises when it is open and trading, in relation to the Incident Log more detail should be included as to what type of incidents that should be recorded should be specified. It is also noted that there is no mention of the DPS or a personal licence holder being present at the premises whilst it is open and trading. The operation and management of the pop-up bar/marquee bar in the away fans section of the ground also needs to be addressed.

### **Prevention of Public Nuisance**

The applicant has applied for authorisation for all forms of Regulated Entertainment to be provided outdoors aswell as indoors until 23:30 hours Monday to Wednesday, 00:00 hours Thursday to Saturday and 23:00 hours on Sunday with an extension to 02:00 hours on a number of occasions e.g. Christmas Eve, New Years Eve, Sundays preceding a Bank Holiday, Saints Days etc.

In addition, they have requested seasonal variations "On any day when a match and/or event is scheduled at Wembley Stadium all Licensable activities are extended by 4.5 hours before the scheduled start of the match/event and finish 6 hours after the end of the match/event."

This could potentially result in the premises providing Regulated Entertainment (aswell as other licensable activities) until 04:30 hours where an event finishes at Wembley Stadium at 22:30 hours with patrons then dispersing at that time.

Given that the premises is surrounded by residential properties, we would be concerned about any potential disturbance to residents who live within the vicinity of the premises. We would expect measures to limit the potential for public nuisance not just from Regulated Entertainment but from patrons late at night, but the application is silent on this matter and many others e.g. dispersal, patrons smoking outside, deliveries to the premises, disposal of waste including bottles, collection of waste from the premises etc.

During the site visit the applicant indicated that they would be willing to withdraw the outdoor aspect of Regulated Entertainment, reduce the timings for the seasonal variation and be more specific about the types of events the seasonal variation would apply to i.e. sporting events at Wembley Stadium. This is welcomed.

### **Hours for Licensable Activities**

The Licensing Authority is concerned about the potential for the proposed hours for licensable activities (especially outside), the non-standard timings and the seasonal variations to undermine the public nuisance licensing objective due to creating a noise nuisance to residents living within the vicinity of the premises.

The Licensing Authority would therefore like to see the times for licensable activities outside, the non-standard timings and the seasonal variations reduced. As indicated above the applicant has indicated a willingness to address the Licensing Authority's concerns in this regard.

### **Licence plan**

Two plans have been submitted as part of the new premises licence application – one shows the clubhouse, external bar and an outdoor seating area as being within the licensable area (red line) whilst the other shows the entire premises including the football ground itself, playing pitches, car park etc aswell as the clubhouse as being within the licensable area (red line). It is understood following the site meeting that the latter is the plan to be used. However, the Licensing Authority is concerned about the sheer size of the area to be used for licensable activities and the impact this may have on the licensing objectives and would like to see this reduced.

### **Current Permissions**

According to our records the premises has a Club Premises Certificate (LBHIL53/05C) and Premises Licence (LBHIL471/05) and clarification is sought as to what the Club intends to do in relation to both of these authorisations should this application be successful.

The applicant may wish to discuss the above and so there may be some movement forward where issues may be resolved. I will keep you fully updated as matters progress.

I am happy to attend a hearing, if required, to verbally deliver my representation and to answer any queries from the Licensing Sub-Committee.

If you have any queries regarding this matter, then please feel free to contact me.

Yours sincerely



Lois King (Mrs)  
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Licensing Authority Representative  
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## Highways Browser



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