

## APPENDIX B

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

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**Debie Pearmain, Police Licensing Officer apply for the review of a premises licence under section 51 or – apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

#### Part 1 – Premises or club premises details

<b>Postal address of premises or club premises, or if none, ordnance survey map reference or description</b>  Baylis House Stoke Poges Lane	
<b>Post town</b> Slough	<b>Post code (if known)</b> SL1 3PB
<b>Name of premises licence holder or club holding club premises certificate (if known)</b>  Baylis House Limited	
<b>Number of premises licence or club premises certificate (if known)</b>  PL 4603	

#### Part 2 – Applicant Details

I am

Please tick ✓ yes

- 1) an interested party [please complete (A) or (B) below]
- (a) a person living in the vicinity of the premises
- (b) a body representing persons living in the vicinity of the premises

- (c) a person involved in business in the vicinity of the premises
- (d) a body representing persons involved in business in the vicinity of he premises
- 2) a responsible authority [please complete (C) below]
- 3) a member of the club to which this application relates [please complete (A) below]

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title   
 (for example, Rev)

Surname

First names

Please tick ✓ yes

I am 18 years old or over

Current address

Post Town  Post code

Daytime contact telephone number

E-mail address (optional)

**(B) DETAILS OF OTHER APPLICANT**

Name and address
Telephone number (if any)
E-mail (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address Debie Pearmain, Police Licensing Officer Windsor Police Station Alma Road Windsor Berkshire
Telephone number (if any) 01753 835571
E-mail (optional) Debie.pearmain@thamesvalley.pnn.police.uk

**This application to review relates to the following licensing objective(s)**

Please tick ✓ one or more boxes Y

- |  |                                     |
|--|-------------------------------------|
| (1) the prevention of crime and disorder | <input checked="" type="checkbox"/> |
| (2) public safety                        | <input type="checkbox"/>            |
| (3) the prevention of public nuisance    | <input type="checkbox"/>            |
| (4) the protection of children from harm | <input checked="" type="checkbox"/> |

**Please state the ground(s) for review** (please read guidance note 1)

Thames Valley Police are requesting the review of Baylis House, Stoke Poges Lane, Slough premise licence under the Prevention of Crime and Disorder and the Protection of Children from Harm licensing objectives.

Mr Sandeep Shetty is the Designated Premises Supervisor.

I have detailed the relevant incidents that have progressed to this review application.

30/04/2014

Appointment letter sent to the DPS, Sandeep Shetty and Harjap Singh Sandhu, Company Secretary, requesting they attend Windsor Police Station on Thursday 15<sup>th</sup> May 2014 to discuss a licensing issue.

**Letters dated 30/04/2014 refers**

15/05/2014

Licensing meeting with Debie Pearmain, Police Licensing Officer, PC Newton, Thames Valley Police, Rachael Rumney, Senior Licensing Officer, SBC, Melanie Sagar, Licensing Assistant, SBC, Dr Rahul Chauhan, Director, Sandeep Shetty, DPS and Ian Faithfull, General Manager. Meeting arranged to discuss the Child Sexual Exploitation (CSE) case, which took place at the Hotel earlier this year. PC Newton outlined the ongoing case, whereby a man had booked a room at the Hotel online using a debit card with no ID checks being conducted on this person. Guests next door to this man had reported to staff, ongoing disturbances of shouting, banging and the playing of loud music, throughout the night. The complainants could also hear

conversations and voices of 2 young girls coming from the room. On opening their room door the complainants witnessed one young girl, described as 'comatosed and lifeless', being propped up against the corridor wall by an older man who was having intercourse with her. A second unknown man was also present with the second young girl in the same corridor. This activity was also reported to Hotel staff who apologised to the complainants but simply moved the men and the vulnerable underage girls to other rooms in the Hotel.

Thames Valley Police are currently still investigating 2 possible rapes against the 2 vulnerable girls concerned or involved.

**Minutes dated 15/05/2014 refers**

15/05/2014

Email from Debie Pearmain to Ian Faithfull, General Manager, requesting Rachael Rumney, SBC and I attend the Hotel on Wednesday 21<sup>st</sup> June and discuss proposed conditions with the DPS.

**Email dated 15/05/2014 refers**

21/05/2014

Licensing meeting at Baylis House, with Sandeep Shetty, Ian Faithfull, Advisor who works in the Hotel Industry, Rachael Rumney and Debie Pearmain. Meeting arranged to discuss and go through the proposed conditions to be placed on the licence and conditions that can be taken off. We went through all the 24 conditions and were informed that they were not happy with condition number 23: "The identity of all individuals who have made a room booking and/or are staying as a hotel guest, must be verified and a copy of their photographic ID taken. The copy must be kept for a minimum of 6 months and be made available for inspection by an authorised Officer or Police Officer.

This condition was discussed and the reasoning for it explained. We were informed that they were happy to accept the condition except for Corporate bookings. They felt that requesting ID for any Corporate bookings would have a major impact on the business. I stated that we cannot say who would or would not be capable of a Child Sexual Exploitation case. I informed all that I would be speaking to Inspector Cosham who was fully aware of this incident and would update them of his decision in relation to the condition. It was made clear at this meeting failure to agree with the conditions would result in Thames Valley Police applying to review the premise licence under the Prevention of Crime and Disorder and Protection of Children from Harm licensing objectives.

**Gen40 dated 21/05/2014 refers**

**Detailed list of proposed conditions**

23/05/2014

Email from Debie Pearmain to Ian Faithfull. Email details the conditions requested and in particular condition number 23. Inspector Cosham still requests this condition is placed on the licence. An alternative to this was suggested, an ID Scanner. Ian was asked to pass onto the DPS and Managing Director of Baylis House and that failure to agree to the requested conditions would result in Thames Valley Police applying to review the premises licence. I requested a response to this by Friday 30<sup>th</sup> May 2014.

**Email dated 23/05/2014 refers**

29/05/2014

Email from Ian Faithfull requesting an extension of one more week to speak to the Directors and for them to be made fully aware of the requests, as they have been away.

Email from Debie Pearmain dated 30/05/2014 to Ian Faithfull giving them one more week until Monday 9<sup>th</sup> June 2014.

**Email dated 29/05/2014 refers**

09/06/2014

Email from Ian Faithfull to Debie Pearmain with an update of progress in relation to the proposed conditions. The email states 'Please accept this email as neither disputing nor accepting the conditions until I have had a chance to confirm with my Directors'. Again there is mention of the condition relating to ID.

**Email dated 09/06/2014 refers**

11/06/2014

Email from Debie Pearmain to Ian Faithfull informing him that his email dated 9<sup>th</sup> June 2014 has been forwarded to the Inspector and he is informed that if I am instructed to start the review paperwork, this will be done.

**Email dated 11/06/2014 refers**

23/06/2014

Crime Reduction Advisor, Ms Chalmers and Debie Pearmain attended the venue for Ms Chalmers to conduct a crime reduction survey.

**Gen40 dated 23/06/2014 refers**

23/06/2014

Crime Prevention Survey Report conducted by Ms Anne Chalmers.

**Crime Prevention Report dated 23/06/2014 refers**

24/06/2014

Email from Debie Pearmain to Premise Licence Holder, DPS and General Manager informing all that due to the failure to agree to all the requested conditions, Thames Valley Police will now be applying to review the premise licence under the Prevention of Crime and Disorder and Protection of Children From Harm licensing objectives.

**Email dated 24/06/2014 refers**

You can see from the above details that Slough Borough Council Licensing Department and Thames Valley Police Licensing Department have tried to work with the Management, Premise Licence Holder and DPS at this venue. Thames Valley Police have no other option but to apply to review the premise licence. The Premise Licence Holder and DPS must take full responsibility and be showing due diligence as far as possible to ensure that the licensing objectives are not undermined. There is clearly a Safeguarding issue at this premise. All staff should be fully committed in trying to stop any further crimes and ensure that any vulnerable, under age persons are safeguarded.

Thames Valley Police request that all existing conditions on the licence are removed and the following conditions be added to the premises licence:

- 1. Door supervisors will be issued with multi-channel radios capable of communicating with all other door supervisors working at the premises, the designated premises supervisor and Town Centre radio link and/or Slough Borough Council's CCTV control room.**
- 2. A door supervisor register must be kept which details the full name of the door supervisor and the date and times they started and finished.**
- 3. Door supervisors are required at the venue during any events being held at the premises from 19:00 hours (a ratio of 1 door supervisor per 100 guests) until all patrons have left the premises.**
- 4. Where there are 5 or more door supervisors at least one must be female.**

5. An incident register will be kept to record all incidents of disorder and refusals of admittance at the premise. The manager and member of staff involved in the incident must sign off each entry. The incident register must remain on the premises at all times.
6. All seizures of controlled drugs must be logged, held securely and the Police notified of the seizure.
7. The CCTV system must be working to the satisfaction of Thames Valley Police and the Licensing Authority.
8. The CCTV system must cover all areas of the premises where licensable activities take place and all the corridors where guest bedrooms are located.
9. CCTV cameras must be in operation at all public entrance and exit points of the premises.
10. CCTV recordings will be maintained for a period of 28 days.
11. If the CCTV equipment fails, the Police and the Licensing Authority will be informed immediately by telephone and immediate steps will be taken to put the equipment back into working order.
12. A notice will be displayed at all entrance points of the premises advising that CCTV is in operation.
13. DPS and/or nominated person to be trained on how to work the CCTV system to the standard where the nominated person can download any potential evidence required by Thames Valley Police, Local Authority Licensing Officers or relevant Agencies.
14. DPS and/or nominated person is responsible for supplying the necessary media (discs, data stick) containing any downloaded content.
15. The premises will operate a challenge 25 age verification policy in relation to the sale of alcohol.
16. A Personal Licence holder must be present at the premises when alcohol is being sold or supplied and when regulated entertainment is taking place.
17. A written log along with a copy of each individual's personal licence must be kept and maintained.
18. Live, recorded music or dance cannot take place within the grounds (outdoors) of the premise after 23:00 hours. This includes any marquee or other temporary structure.
19. Signage must be displayed at all public exit points to encourage patrons to leave in an orderly and responsible manner.
20. The use of polycarbonate or non breakable glasses at any events held at the premises will be at the discretion of the management.
21. All members of staff are to complete Child Sexual Exploitation (CSE) training. Training records including the staff members name and date of training are to be maintained and kept at the premises at all times. Training records must be available for inspection by an authorised officer or police officer.
22. CSE refresher training must be provided to all members of staff on an annual basis and logged in the training records.
23. The identity of all individuals who have made a room booking and/or are staying as a hotel guest, must be verified and a copy of their photographic ID taken. The copy must be kept for a minimum of 6 months and be kept in accordance with the Personal Data Retention

**Policy and be made available for inspection by an authorised officer or Police Officer.**

**24. A Crime Reduction survey is to be carried out by Thames Valley Police and the recommendations of the survey are to be adhered to.**

Ms Rachael Rumney, Senior Licensing Officer, Slough Borough Council, Ms Anne Chalmers, Crime Reduction Officer and Inspector Cosham will be attending the review hearing to support this application.

**Please provide as much information as possible to support the application** (please read guidance note 2)

Please tick ✓ **Yes**

Have you made an application for review relating to this premises before

If yes, please state the date of that application

Day		Month		Year	

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

N/A

Please tick ✓ **Yes**

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

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 3 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** [please read guidance note 4]. **If signing on behalf of the applicant please state in what capacity.**

Signature: Debie Pearmain

Date: 2nd<sup>nd</sup> July 2014

Capacity: Police Licensing Officer

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 5)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you using an e-mail address your e-mail address (optional).</b>	

**Notes for Guidance**

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address we shall use to correspond with you about this application.