

**EPSOM & EWELL
BOROUGH COUNCIL**

**STATEMENT OF
LICENSING POLICY**

Effective from 11 December 2013

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1. INTRODUCTION

- 1.1 Epsom & Ewell is a Borough of contrasts, with its roots set firmly in Saxon/Roman history and its future strongly mapped out for the 21st century. Surrounded by award winning green spaces the Borough of Epsom & Ewell has proved time and again that it is one of the best places to live and work in the UK. It is a small yet modern Borough, with a population of around 75,000, situated on the edge of the rolling Surrey Hills, but with easy access to the city life of London.
- 1.2 Our Corporate Plan has made People and Performance the drivers for everything that we do. We have identified the following Core Values that underpin every aspect of our work:
- Economic Vitality
 - Sustainability
 - Visual appearance
 - Quality of life
 - Safer and stronger communities
 - Managing resources
 -
- 1.3 The Council also acknowledges the needs and concerns of licensed businesses. The presence of good quality, diverse and varied licensed premises which are responsibly managed with due regard to the local community, will be a positive factor for many residents, businesses and those working in the Borough. The licensed retail and hospitality industry makes a significant contribution to the local economy, job market and social environment within the Borough.

Plan E

- 1.4 Plan E is an Action Plan for Epsom Town Centre that provides a detailed vision for the next 15 to 20 years. It ties in closely with the Council's Corporate Plan 2012 – 2016 and supports the objectives of the Sustainable Community Strategy. This Statement of Licensing policy aims to support the delivery of this vision and particularly to the following objectives:
- A vibrant, healthy and safe shopping environment
 - Thriving day-time and night-time economies
 - An improved range of attractions, including attractive areas to sit and to socialise
 - An improved sense of safety and security for all town centre users, at all times of the day and night, and a reduction in anti-social behaviour
 - A centre that can be planned, managed and promoted in a positive way.

Plan E proposes a range of actions and initiatives that the Council and its partners can take to address issues in the town centre. These include promoting the town as a high quality,

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safe, family orientated destination, establishing some form of Town Centre Management and improving the evening/night-time economy by pursuing a quality standard such as the Purple Flag initiative.

2. LICENSABLE ACTIVITY

2.1 Epsom and Ewell Borough Council (the Authority) is the Licensing Authority for the licensing of licensable activities under the provisions of the Licensing Act 2003 (the Act). Licensable activities are defined in the Act and include:

a) the retail sale of alcohol

b) the supply of alcohol by or on behalf of a club

c) the provision of regulated entertainment, being

- (i) **performance of a play** (where the audience consists of more than 500 persons and/or; takes place between the hours of 11.00pm and 8.00am.)
- ii) **exhibition of a film**
- iii) **an indoor sporting event** (where the audience consists of more than 1000 persons and/or; takes place between the hours of 11.00pm and 8.00am)
- iv) **boxing or wrestling entertainment or combined fighting sports** (combines boxing or wrestling with one or more martial arts)
- v) **performance of live music** (unamplified live music between the hours of 11.00pm and 8.00am; amplified live music which takes place in unlicensed premises or a workplace or in a licensed premises to an audience of over 200 persons and takes place between 11pm and 8am; or where a condition has been imposed following a licence review).
- vi) **playing of recorded music (excluding incidental music)**
- vii) **a performance of dance** (where the audience consists of more than 500 persons and/or; takes place between the hours of 11.00pm and 8.00am and/or; is relevant entertainment within the meaning of Schedule 2A of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 – “sexual entertainment venue”).
- viii) **entertainment of a similar description to that falling within v),vi) and vii) where the entertainment takes place in the presence of an audience**

d) the supply of hot food and/or hot drink from any premises between 11pm and 5am for consumption on or off the premises.

Note: The above licensable activities are correct at the time of consultation, and may be subject to legislative amendments throughout the validity of this policy.

3. LIVE MUSIC, DANCING AND THEATRE

3.1 The Authority recognises that as part of implementing local authority cultural strategies, it is appropriate to encourage and promote a broad range of entertainment, in particular live music, dancing and theatre, for the wider cultural benefit of communities.

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3.2 Live performance is central to the development of cultural diversity and vibrant, exciting communities, particularly traditional entertainment such as circus and street arts. The Authority subscribes to the view expressed in the Guidance that the absence of cultural provision in any area can lead itself to a loss of community awareness and can expose young people to anti- social activities that damage local communities.

4. ADMINISTRATION AND DELEGATION

4.1 Licensing relates to the control of licensed premises, qualifying clubs and temporary events within the terms of the Act. The Authority may attach conditions to the licence that focus on matters which are within the control of the individual licensee or premises supervisor, provided that such conditions are appropriate for the promotion of one or more of the licensing objectives, and only submitted within the operating schedule.

4.2 On receipt of a valid application the Authority may consider it necessary to inspect premises that have not been previously licensed by the Authority to ensure compliance with the relevant technical guidance, the licensing objectives and this Policy.

Applications for the Grant and non-minor Variation of Licences

4.3 When considering the application, and any relevant special licence conditions, the Authority will primarily focus on the direct impact of the licensable activities on members of the public living, working or visiting the area. The Authority acknowledges that the licensing function cannot be used for the general control of anti-social behaviour once customers are beyond the direct control of the individual, club or business holding the licence, but will require the licensee to take steps within his/her own premises to control the likelihood of such anti-social behaviour occurring.

4.4 The policy will not deter any person from making representations in respect of any application or seeking a review of a licence. The Authority will consider all representations that are relevant to the promotion of the licensing objectives that are not frivolous or vexatious.

4.5 Nothing in the policy will deter an individual making an application, and all applications will be considered on their merits but will be qualified by the following policy presumptions based upon the location of the premises.

Licensing Red Zone (all premises fronting/within and on both sides of the following streets/roads in Epsom Town Centre)

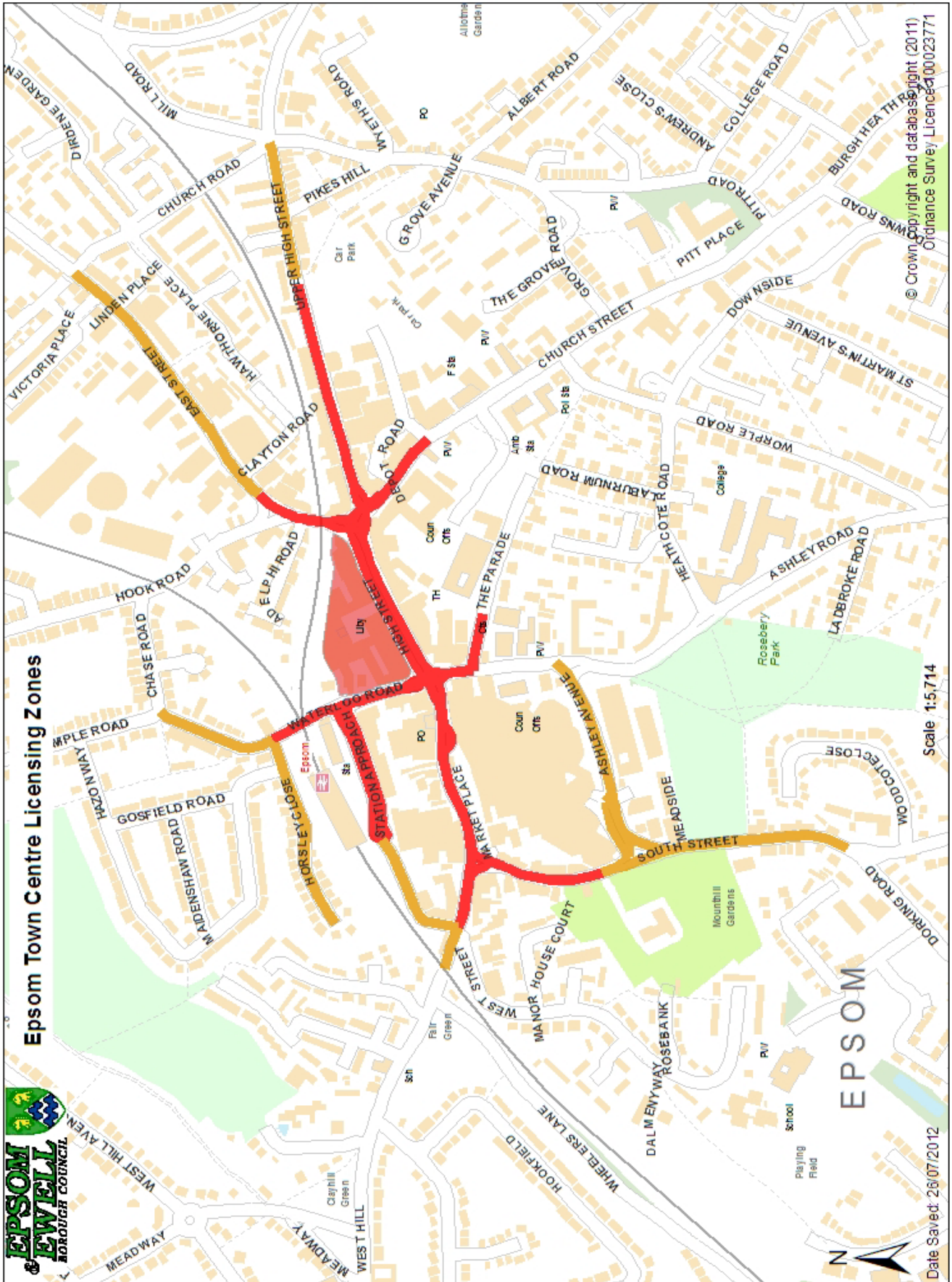
- **High Street**
- **Derby Square and Oaks Square**
- **Waterloo Road** (to junction with Horsley Close)
- **The Parade** (to no.2)
- **Station Approach** (to Central Walk apartments)
- **West Street** (to junction with Station Approach)
- **Church Street** (to junction with Depot Road)
- **Upper High Street** (to entrance with Upper High Street Car Park)
- **Ashley Road** (to junction with The Parade)
- **South Street** (to junction with Saddlers Court)
- **East Street** (to the junction with Hook Road)

Amber Zone (Town Centre except the above, namely remaining parts of:)

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- **West Street**
- **Upper High Street**
- **South Street**
- **Station Approach**
- **Waterloo Road and Horsley Close**
- **East Street**
- **Ashley Avenue**

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Red Zone

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Within this area, there is already a **concentration of premises**, and whilst the Authority feels licensing plays a critical role to the well-being and character of the area the impact of those premises may be detrimental to public safety, confidence and the wellbeing of residents, business and/or other users.

The concentration of premises in the red zone will be a consideration in all applications for the grant and non-minor variation of licences to maintain a balance in favour of the well being and character of the area.

New applications and non-minor variations will accordingly be processed as follows:

Night Clubs and adult entertainment venues	Applications for licensable activities up to 01.00hrs only will generally be granted if the applicant satisfies the criteria listed below AND the applicant can clearly demonstrate that the premises will not add to the cumulative impact for the area. Applications beyond the 01.00 terminal hours will be refused unless it satisfies the criteria listed below AND the applicant can clearly demonstrate that the premises will not add to the cumulative impact for the area.
Pubs and café bars open beyond midnight	Application will be refused unless it satisfies the criteria listed below AND the applicant can clearly demonstrate that the premises will not add to the cumulative impact for the area
Pubs and café bars open until midnight	Will generally be granted, unless it can be shown that the application would undermine the licensing objectives.
Restaurants and Cafes;	Will generally be granted, (with the sale of alcohol for consumption off the premises permitted only until 11pm) unless it can be shown that the application would undermine the licensing objectives.
Qualifying Clubs	Will generally be granted, unless it can be shown that the application would undermine the licensing objectives.
Hotel Bars	Will generally be granted (to allow alcohol sales and late night refreshment to residents 24 hours a day), unless it can be shown that the application would undermine the licensing objectives.
Take aways open beyond 01.00hrs	Application will be refused unless it satisfies the criteria listed below AND the applicant can clearly demonstrate that the premises will not add to the cumulative impact for the area.
Take aways open up until 01.00hrs	Will generally be granted, unless it can be shown that the application would undermine the licensing objectives.
Off licences and stores with off sales beyond 23.00hrs	Application must clearly demonstrate that the premises will not add to the cumulative impact for the area,
Off licences and stores with off sales up to 23.00hrs.	Will generally be granted, unless it can be shown that the application would undermine the licensing objectives.

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Amber Zone

Within this area the Authority feels licensing plays a major role but the impact of these premises is less likely to impact on public safety, confidence and the well-being of residents without significant growth in this sector.

This area would be deemed suitable for increases in licensed premises, with the exception of pubs and clubs beyond midnight, where the policy presumption would be to refuse the application, unless the applicant can clearly demonstrate that the granting of the application would not add to the cumulative impact for the area, and it satisfies the criteria listed below.

Green Zone (The remaining parts of the Town Centre and Borough)

In this area factors outside of licensing such as residential usage only or parkland limit the growth and number of licensed premises in that area and no further licensing criteria are required at this time. There will be a policy presumption to grant the licence application unless relevant representations are received and it can be shown that the application would undermine the licensing objectives.

Criteria for Nightclubs, Pubs and Bars (take away premises criteria is marked with a “”)**

1. Location of entry and departure points.*
2. Door control.*
3. Control and prevention of queuing.*
4. Put in place robust systems to monitor and control the access of young people.*
5. Ensure door supervisors are trained and empowered to deal with underage drinking.
6. The premises age policy to include “challenge 25”.
7. The age policy on checking age to be displayed.
8. Consider whether the design and layout of the premises are likely to lead to local overcrowding.*
9. Put in place measures to discourage excessive drinking and drunkenness.
10. Put in place measures to promote ‘sensible drinking’ including measures to encourage the purchase of soft drinks including the pricing of soft drinks to below that of alcoholic drinks.
11. Regard paid to good practice guides and industry codes; e.g. on advertising, packaging, labelling and drink promotions.
12. Consider whether drinking vessels are made of toughened glass or plastic and are designed to not have a sharp edge when broken.
13. Consider whether drinks are to be supplied in glass bottles.
14. Consider whether the taking of drinking vessels or bottles outside the premises is proposed to be permitted.
15. Consider whether licensed door supervisors are to be deployed and their responsibilities for the prevention of disorder in the vicinity of the premises.
16. Consider whether suitable use of CCTV is proposed inside and outside the premises to provide recordings of a quality to be of use in prosecutions.*
17. Put in place adequate measures to prevent the use and supply of illegal drugs.*
18. Put in place adequate search procedures to prevent the bringing of illegal drugs or weapons onto the premises.*
19. Information displayed for staff and patrons and the training of staff on drug awareness including the spiking of drinks with drugs.

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20. Procedures agreed with the police, for searches, the surrender and seizure of drugs and weapons.
 21. Participation in the local pub watch scheme and use of the pub watch radio.
 22. Control of amplified and un-amplified music and voices.*
 23. Steps to be taken to achieve good behaviour within and outside the premises.*
 24. Communication with customers (signs, announcements and other means)*
 25. Management of the use of outdoor areas, (including smoking areas).
 26. Steps taken to ensure customers leave quietly.*
 27. Arrangements for dedicated taxi or licensed private hire vehicles to collect patrons in a manner so as to minimise any disturbance.
 28. Limits set on hours for servicing and deliveries.*
 29. Guidance to drivers to limit noise during deliveries.*
 30. Providing quiet means for storage and movement of waste and recycling materials.*
 31. Provisions to control noise emissions from doors and windows*
 32. Provision for control and monitoring of entertainment noise audible external to the premises*
 33. Provisions for management and control of noise and disorder from persons either in the premises or immediately external to the premises such as in a smoking area*
 34. Considerations on control of noise from fixed plant such as air conditioning and refrigeration hardware*
 35. Policy on emptying of rubbish including glass so as to limit the impact of associated noise*
 36. Policy on dispersal and procedures to ensure customers and staff leave quietly*
 37. Consideration of avoidance of nuisance through artificial lighting and littering*
 38. Consideration of structure borne/air borne and flanking transmission of entertainment noise*
 39. Where the premises form part of the same building structure, and/or where the designated outdoor area is coterminous with the footprint of the residential areas the steps taken to minimise nuisance to residents by way of noise, smoke and odours entering windows and doors of the residential unit(s)*.
- 4.6 Should representations be made against an application, additional special conditions may be imposed if the Licensing Committee or its Licensing Hearings Sub-Committee is satisfied that the imposition of the conditions are appropriate due to the nature of the representations made.
 - 4.7 The Authority will exercise and delegate functions in accordance with the table contained in **Appendix A**. This form of delegation does not prevent Officers referring an application to the Licensing Hearings Sub-Committee or the Licensing Committee if considered appropriate.
 - 4.8 The Authority recognises that a partnership approach is more likely to ensure the licensing objectives are achieved and maintained. Pre-application discussions between the applicants, the Authority and the other relevant agencies are strongly encouraged so that the licensing process itself can be as trouble free as possible. The Environmental Health Department would welcome discussions to address possible noise reduction measures that could be proposed.

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5. THE POLICY STATEMENT

- 5.1 The Act requires that the Authority publishes a “Statement of Licensing Policy” that sets out the policies with respect to the exercise of its licensing functions. The Act also requires the Authority to consult various bodies before determining the policy. A list of the consultees is contained in **Appendix B**.
- 5.2 The Statement of Licensing Policy has been prepared in accordance with the provisions of the Act and the Guidance issued under Section 182, and will be effective for a period of no more than five years. Within the five year period the Authority will keep the policy under review and will make amendments as it considers appropriate to support the licensing objectives. Any changes considered necessary between the five yearly reviews will be referred to the full Council, subject to consultation in accordance with the provisions of the Act.
- 5.3 Nothing in this Policy document should be regarded or interpreted as an indication that any requirement of licensing or other law may be overridden or added to their scope.

6. THE LICENSING OBJECTIVES

The Council’s Statement will promote the four licensing objectives, namely:

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of Children from harm
- The prevention of crime and disorder

- 6.1.1 The Authority has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions on, and to do all it reasonably can to prevent, crime and disorder in the Borough.
- 6.1.2 The Authority will also seek to discharge its responsibilities by linking to Government and Council strategies and policies so far as they impact on the objectives of the Act, such as the Council’s Crime and Disorder Reduction Partnership and the Community Safety Strategy, key issues of which include alcohol related disorder and anti-social behaviour. The Community Strategy carries a 10 to 15 year vision which is “to improve the quality of life for those who live and work here by balancing environmental, social and economic factors an element of which is a safe society”.
- 6.1.3 The Authority may, when relevant representations have been received, attach conditions to licences and certificates to prevent crime and disorder, and these may include Conditions drawn from the Model Pool of Conditions relating to Crime and Disorder contained within the Guidance issued under Section 182 of the Licensing Act 2003. Any conditions imposed will be appropriate to the style and characteristics of the premises, the type of activities expected to take place there, and will reflect the local crime prevention strategies, and promote the four licensing objectives.
- 6.1.4 The Authority recognises that there are a number of mechanisms for addressing anti-social or unlawful behaviour which occurs both at and away from licensed premises. These include:

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- The powers given under the Police Reform and Social Responsibility Act 2011, including the ability for a Licensing Authority as a Responsible Authority, to review licences (Section 103). It is not expected that the Licensing Authority will act on behalf of other Responsible Authorities, or on behalf of other persons such as local residents or community groups. However the Licensing Authority may apply for a review if it is concerned about licensed activities at a premises and wants to intervene early without waiting for representations from other parties.
- The power of the Police, other responsible authority, local businesses and residents (regardless of their locality to the premises in question), to oppose or seek a review of the licence or certificate in question.
- Planning controls
- Positive measures to provide a safer and clean town centre environment in partnership with local businesses, transport operators and other departments of the Council
- Powers to designate parts of the Borough as places where alcohol may not be consumed publicly, and powers for an Authority to designate Early Morning Restriction Orders.
- Police enforcement of the law with regard to disorder and anti-social behaviour, including the issue of fixed penalty notices
- The power of the Police, other responsible authority or a local resident or business to seek a review of the licence or certificate in question.
- Confiscation of alcohol from adults and others in designated areas by police officers.
- Police powers to close down instantly for up to 24 hours any licensed premises or temporary events on the grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises
- Anti Social Behaviour Act 2003 powers for Local Authorities to issue closure orders on premises for 24 hours for premises from which noise is causing a public nuisance

However, the Authority expects every holder of a licence, certificate or permission to make every effort to minimise the impact of their activities and anti-social behaviour by their patrons within the immediate vicinity of their premises. This includes, where appropriate, the provision of adequate refuse storage/collection facilities to reduce the potential for arson.

6.2 Public Safety

- 6.2.1 The Authority will, in appropriate circumstances, attach conditions to licences and certificates to promote public safety, and these may include Conditions drawn from the Model Pool of Conditions relating to Public Safety and Cinemas and Fire Safety contained within the Guidance issued under Section 182 of the Licensing Act 2003. Any conditions imposed will be tailored to the style and characteristics of the premises and the type of activities expected to take place there.
- 6.2.2 The Authority will consider attaching a “safe capacity” to licences and certificates when it appears necessary to ensure public safety or to prevent crime and disorder. This will be decided and carried out in consultation with the Surrey Fire and Rescue Service.
- 6.2.3 The Authority will continue to liaise with Surrey Police and Surrey Fire and Rescue Service and when necessary and appropriate, will undertake joint inspections of licensed premises.

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- 6.2.4 The Authority recognises that there are a number of ways to address public safety, these include the enforcement of current legislation by: Planning, Building Control, Surrey Fire and Rescue Service, Surrey Police and Environmental Health.
- 6.2.5 Applicants will be encouraged to seek advice from the Authority's Licensing Service and the Surrey Police and Fire and Rescue Services as well as taking into account other relevant local strategies, such as crime prevention strategies when preparing their operating schedules for submission.
- 6.2.6 The Regulatory Reform (Fire Safety) Order 2005, came into force on 1 October 2006 and affects virtually all premises in England and Wales other than single family dwellings. The legislation emphasises the prevention of fires and reducing risk and makes it the responsibility of the premises licence holder/company to ensure the safety of everyone who uses the premises or may be in the immediate vicinity and may be affected. The regulations require the responsible person to carry out a fire risk assessment and to act on the findings of the assessment and record them. In addition, it is necessary to review the premises Fire Risk Assessment either on a regular basis (recommended to be at least once a year), or if there is reason to suspect that it may no longer be valid, or there has been a significant change to the matters to which it relates.

Where as a result of any such review, the provisions of the fire risk assessment are shown to be inadequate, the findings must be acted upon and the responsible person concerned shall make a time specific corrective action plan to mitigate the risks. Information on the Regulatory Reform (Fire Safety) Order 2005 and the appropriate supporting guidance documents for your type of premises can be obtained from the following website:
www.firesafetyguides.communities.gov.uk

6.3 The prevention of public nuisance

- 6.3.1 When relevant representations have been received, the Authority will take an objective view as to the potential for nuisance and may seek to attach appropriate and proportionate conditions to licences and certificates in order to promote the licensing objective. These may include Conditions drawn from the Model Pool of Conditions relating to Public Nuisance contained within the Guidance issued under Section 182 of the Licensing Act 2003.
- 6.3.2 In promoting this objective, the Authority will consider the impact of the licensable activities at the specific premises that are disproportionate and unreasonable, for persons living and working (including doing business) in the area.
- 6.3.3 Applicants will be recommended to seek advice from the Authority's Environmental Health Officers before preparing any plans and submitting any operating schedule, to ensure consideration is given to the criteria detailed in paragraph 4 (as appropriate).

6.4 The protection of children from harm

- 6.4.1 The Authority will consider the individual application before deciding whether it will be necessary to limit the access of children to any premises. The following are examples of premises that may raise concern:
- Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking
 - With a known association with drug taking or dealing

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- Where there is a strong element of gambling on the premises
- Where entertainment or services of an adult or sexual nature are commonly provided.

6.4.2 The Authority will impose conditions to restrict children from viewing age-restricted films classified in accordance with the British Board of Film Classification guidelines.

6.4.3 The Authority will, in appropriate circumstances, attach conditions restricting the access of children to licensed premises in order to prevent harm. Such restrictions could include:

- Limit on the hours when children may be present
- Limitations or exclusions during specific activities
- Requirements for an accompanying adult
- Full exclusion of people under the age of 18 from the premises when any licensable activities are taking place.

6.4.4 The Authority will, in appropriate circumstances, attach conditions to licences and certificates to prevent harm to children, and these may include Conditions drawn from the Model Pool of Conditions relating to the Protection of Children from harm contained within the Guidance issued under Section 182 of the Licensing Act 2003.

6.4.5 The Authority recognises and commends the Portman Group Code of Practice on the Naming, Packaging and promotion of Alcoholic Drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years or older. The Authority accepts the statement in the Guidance that the Code is an important weapon in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner which may appeal to or attract minors. The Authority will also seek to discourage promotions which encourage excessive consumption of alcohol within a short time period.

6.4.6 The Authority expects personal licence holders, and others working under their supervision, not to serve alcohol to children under 18, except in the limited circumstances allowed for by Law. The Authority recommends that where necessary proof of a person's age is obtained by reference to a valid Passport, a Photocard driving licence issued in E.U. or a Proof of age card issued under the PASS accreditation scheme.

The Authority is aware of a number of fake identification being presented to licensed premises, and premises may wish to purchase a UV light to assist in the detection of such.

7. RELAXATION OF OPENING HOURS FOR LOCAL, NATIONAL AND INTERNATIONAL OCCASIONS

7.1 The Authority considers that applicants for premises licences and club premises certificates should be in a position to anticipate special occasions which occur regularly each year, such as Bank Holidays, and be in a position to incorporate appropriate hours for these occasions in their operating schedules.

7.2 On occasions, there may be an exceptional event of local, national or international significance arising, which could give rise to the need to vary the conditions of large numbers of premises licences and club premises certificates. In such circumstances it will be open to the Secretary of State to make a licensing hours order to provide for premises to

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open for specified, generally extended, hours on these special occasions, such as for a one-off festival, World Cup, Olympic Games or a Royal Jubilee.

8. PLANNING USE

- 8.1 In general, the Authority will expect that prior to the submission of a licensing application the appropriate planning permission will have been obtained in respect of the premises, and that any operating hours sought do not exceed those authorised by the planning permission. It is recognised that in certain circumstances a provisional statement licensing application may be sought alongside planning permission. A Licence shall not negate the need for appropriate planning permission to be in place for the use/hours.
- 8.2 In determining applications for licensing applications, there will not be a re-run of the planning application, and it will not cut across decisions taken by the Planning Committee or following appeals against decisions taken by that Committee. Similarly, the granting of applications by the Licensing Committee of any variation of a licence which involves a material alteration to a building would not negate the need for the applicant to apply for planning permission or building control where appropriate.

9. INTEGRATING STRATEGIES AND AVOIDING DUPLICATION

- 9.1 The Authority recognises the need to avoid duplication with other regulatory regimes so far as possible. However, some regulations do not cover the unique circumstances that arise in connection with licensing. The Authority may, for example, attach conditions to premises when it is considered necessary for the promotion of the licensing objectives and where there is no provision in any other legislation.
- 9.2 In undertaking its licensing functions, the Authority will be mindful of other legislation and strategies which may impact on the promotion of the licensing objectives. Whilst not exhaustive these will include:
- Police Reform and Social Responsibility Act 2011
 - Section 17 Crime and Disorder Act 1988
 - Human Rights Act 1998
 - The Health & Safety at Work Act 1974
 - The Environmental Protection Act 1990
 - Alcohol Harm Reduction Strategy for England
 - Home Office Action Plan for tackling alcohol related crime, nuisance and disorder
 - LACORS/TSI Code of Best Practice on test purchasing
 - Health Act 2006

10. TACKLING DISORDER AND PARTNERSHIP WORKING

- 10.1 The Authority will continue to build on its links with Surrey Police, and will continue its active role in working parties to ensure the proper integration of local crime prevention, planning, transport, tourism and cultural strategies. The Police will utilise management data to record incidents within premises, and this data may guide interventions.
- 10.2 The Authority will continue to work to established protocols with Surrey Police on the enforcement of licensing law. These will provide for the efficient deployment of Police and Council Officers engaged in enforcing licensing law and inspecting licensed premises, in order to ensure that resources are targeted at problem and high-risk premises.

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- 10.3 The Authority will maintain a commitment to supporting the local PubWatch meetings.
- 10.4 The Authority will continue to work to joint inspection regimes with Surrey Police and Surrey Fire and Rescue Service, to ensure the promotion of initiatives such as the prevention of crime and disorder and public safety.
- 10.5 Where premises (pubs, café bars and nightclubs) are represented at PubWatch and where no intervention measures are required by a Responsible Authority to address alcohol related disorder for the 12 month period ending in May, then the premises may be awarded the “Safer Pubs and Bars Award”. In addition, where a Responsible Authority makes specific recommendation for a premises for outstanding contribution to safety of their premises and that of the Borough, then the premises may be awarded a special Safer Pubs and Bars Award.

11. ENFORCEMENT

- 11.1 The Council will adopt a risk-based approach to the inspection of licensed premises. This will allow for the targeting of high-risk premises, or those where a breach would have serious consequences. Premises that are low risk and/or well run will be subject to a less frequent inspection regime.

Where necessary, appropriate enforcement (including prosecution) will be carried out in a fair and consistent manner in accordance with

- The Enforcement Concordat
- Epsom and Ewell Borough Council’s Environmental Health Service Enforcement Policy
- The Regulators Compliance Code (Statutory Code of Practice for Regulators) December 2007. The Regulators Compliance Code stresses the need for regulators to adopt a positive and proactive approach towards ensuring compliance by helping and encouraging regulated entities to understand and meet regulatory requirements more easily; and responding proportionately to regulatory breaches.

The Council will endeavour to avoid duplication with other regulatory regimes so far as possible, and ensure that data is shared where possible and practicable.

12. ILLEGAL SALES OF AGE RESTRICTED GOODS

- 12.1 Surrey County Council Trading Standards Service and the Police take a very serious view on the illegal sale of alcohol and other age-restricted goods. The Trading Standards Service will continue to seek to ensure that there are no illegal sales of alcohol and other age-restricted goods and they see the licensing regime as a potentially effective way of tackling this issue.
- 12.2 The sale of alcohol to minors is a criminal offence and Surrey Trading Standards Service has, over time, worked to advise the off-licensed trade in particular about how to set up systems to avoid sales taking place. Trading Standards will continue to regularly conduct covert test purchasing exercises with volunteers in response to complaints and local intelligence. Trading Standards have been successful in bringing a number of prosecutions in recent times, having particular regard to the link between alcohol and a range of crime and disorder issues, and this continues to be a concern of the Council under the new Licensing Act 2003.

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- 12.3 The Authority will expect applicants for licences to demonstrate that they have ensured that all their frontline staff have received adequate training on the law with regard to age restricted sales and that this has been properly documented and training records kept, and must be made available for inspection by the Licensing Authority, Trading Standards or the Police if requested. Training will need to be refreshed periodically.
- 12.4 The Authority will expect staff training to include a basic understanding of the law and must include a requirement of checking identification (ID) for proof of age; paragraph 6.4.6 details the forms of ID that the Authority recommends. Should such form of identification (or other means of ID which may be approved subsequent to the adoption of the Policy) proving the purchaser is over 18 years of age not be produced, the sale must be refused. The Authority together with Surrey Trading Standards promote Challenge 25 Schemes in licensed premises as an extra safeguard.
- 12.5 Employees themselves must be over 18 years of age to sell alcohol, unless the sale is authorised by someone who is over 18. If a sale is authorised in this way, the person making the authorisation is also responsible for ensuring that the purchaser is over 18. In addition, where employees have reason to suspect the purchase of alcohol is being bought for anyone under the age of 18, the sale must be refused.
- 12.6 Licensees or employees actually engaged in selling alcohol will need to have a reasonable understanding of English in order that they are able effectively to question purchasers so that they are satisfied that they are over 18 years of age.
- 12.7 The Authority will actively encourage licensees to keep registers of refused sales (refusals books) where sales of alcohol and any other age-restricted goods have been refused for any reason. Keeping such records will help to demonstrate that responsibilities for checking ages of purchasers are being taken seriously. Refusals books should be kept on the licensed premises and be made available for inspection by the Licensing Service, Trading Standards or the Police.
- 12.8 Particularly in premises where alcohol is not the main product sold, for example, food retailers and corner shops - the Authority will actively encourage the use of warning messages where an EPOS (electronic point of sale) system is in use. Such a warning system is of help to employees and it will prompt them to check the age of purchasers of alcohol or other age restricted products that are presented at the check out.
- 12.9 The work of Surrey Trading Standards Service will continue to take place under the Licensing regime. The Licensing Authority will take a very serious view of any transgression reported to it, whether or not a successful prosecution results, under the provisions of the Licensing Act 2003 or any Trading Standards legislation.
- 12.10 Surrey Trading Standards provide a free advice service on how to avoid selling age restricted goods. Contact details can be found in Annexe C in the Policy.

13. PROMOTION OF EQUAL OPPORTUNITIES

- 13.1 The Authority has published an Equal Opportunities Strategy. The Authority wishes to ensure equality of access to opportunities in the Borough and thereby avoid discrimination, including having regard to the nine protected characteristics, namely; age, disability, sex, religion or belief, marriage and civil partnership, pregnancy and maternity, race, gender

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reassignment and sexual orientation. The Authority has also produced a Race Equality Scheme, and will remain focused upon, and will work to promote this.

14. LATE NIGHT LEVIES AND EARLY MORNING RESTRICTION ORDERS

- 14.1 The Authority has considered the provisions made available under the Police Reform and Social Responsibility Act 2011, and following consultation with Surrey Police, has determined not to implement these powers at this time, however this will be reviewed on an ongoing basis.

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APPENDIX A

Matter to be dealt with	Council	Sub Committee	Officers
Application for personal licence		If an objection made	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a representation made	If no representation made
Application for provisional statement		If a representation made	If no representation made
Application to vary premises licence/club premises certificate		If a representation made	If no representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Application for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious etc.			All cases
Decision on whether to apply (as the Licensing Authority) for a review of a premises licence/club premises certificate			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application			All cases
Determination of a Police/Environmental Health objection to a temporary event notice		All cases	
Adoption of the Statement of Licensing Policy	All		

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APPENDIX B

List of consultees

Surrey Police

Surrey Fire and Rescue Service

Surrey Trading Standards

Surrey Primary Care Trust

Surrey Chambers

Epsom & Ewell Crime and Disorder Reduction Partnership

Epsom & Ewell Planning Authority

Epsom & Ewell Environmental Health Department

Health and Safety Executive

Epsom Civic Society

Representatives of local residents

Representatives of the licensed trade

The Association of Licensed Multiple Retailers

General public consultation by way of notification on the Council's website throughout the consultation period

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APPENDIX C

Responsible Authorities

Licence applications must be sent to the Licensing Authority, and copies sent to the Responsible Authorities and other bodies prescribed by Regulation, as appropriate dependant upon the type of application. The contact details of most of the Authorities are detailed below, and are correct as at April 2010. Applicants should therefore confirm with each Authority that the contact details are correct at time of application.

Licensing Authority

Licensing, Grants and HIA Service
Epsom and Ewell Borough Council
Town Hall
The Parade
Epsom
Surrey
KT18 5BY

Telephone: 01372 732000 Fax: 01372 732452 Email: licensing@epsom-ewell.gov.uk

Surrey Police

Licensing Epsom
Surrey
Police
PO Box 101
Guildford
Surrey GU1 9PE

Telephone: 01372 721212

Surrey Fire and Rescue Service

Protection Manager
East Area Office, Leatherhead Fire Station
Cobham Road
Fetcham
Leatherhead
Surrey, KT12 1RZ

Telephone: 01737 224041

Primary Care Trust

Lesley Hackney
Public Health Business Manager
Public Health NHS Surrey
Room G55
County Hall
Penrhyn Road
Kingston Upon Thames
KT1 2DN

Telephone : 020 8541 7976

Email: Lesley.Hackney@surreycc.gov.uk

Surrey Social Services

Joanne Booth
County Child Employment & Strategy Manager
Quadrant Court
35 Guildford Road
Woking
Surrey
GU22 7QQ

Telephone: 01483 517839

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Health and Safety at Work etc Act 1974 Enforcing Authority

The enforcement function is undertaken by either the Local Authority or Health and Safety Executive dependant upon the nature of the premises. An overview is given below, but for specific guidance please contact the Environmental Health Service.

Environmental Health Service

(Public Houses, Restaurants, Churches and Church Halls, Shops, Sport Centres etc.)

**Housing and Environmental Services
Epsom and Ewell Borough Council
Environmental Health Service
Town Hall
The Parade
Epsom
Surrey
KT18 5BY**

Telephone: 01372 732000 Email: contactus@epsom-ewell.gov.uk

Health and Safety Executive

(Local Authority premises, railways, Police or Fire Authority premises, fairgrounds, agricultural shows etc.)

**Health and Safety Executive
Phoenix House
23-25 Canteloupe Road
East Grinstead
West Sussex
RH19 3BE**

Planning Authority

**Chief Planning Officer
Epsom and Ewell Borough Council
Bay Tree Avenue
Town Hall
The Parade
Epsom
Surrey
KT18 5BY**

**Telephone: 01372 732000
Fax: 01372 732109
Email: planning@epsom-ewell.gov.uk**

Trading Standards

**Surrey Trading Standards Service
Consort House
5-7 Queensway
Redhill
Surrey
RH1 1YB**

**Telephone: 08454 04 05 06
Email: trading.standards@surreycc.gov.uk**

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