



**RUSHMOOR**  
BOROUGH COUNCIL

# PREMISES LICENCE

## Licensing Act 2003

### Part 1 – Premises Details

#### Postal address of premises, or if none, ordnance survey map reference or description

**Address:** The Swan Hotel  
91 Farnborough Road  
Farnborough  
Hampshire  
GU14 6TL

**Map Ref (E):** 487059  
**Map Ref (N):** 154514  
**UPRN:** 100062326180

**Telephone** 01252 544654

#### Where the licence is time limited the dates

➤ This licence is **NOT** time limited

#### Licensable activities authorised by the licence

- (1) The retail sale /supply of alcohol;
- (2) The provision of regulated entertainment by way of indoor sporting events (darts and pool);
- (3) The provision of regulated entertainment by way of live music (including Karaoke);
- (4) The provision of regulated entertainment by way of recorded music;
- (5) The provision of regulated entertainment of a similar description to (3) and (4) above;
- (6) The provision of late-night refreshment.

#### Times the licence authorises the carrying out of licensable activities

- (1) The sale by retail of alcohol (indoors):-
  - Sunday to Thursday – 10:00am to 24:00midnight;
  - Friday's and Saturday's – 10:00am to 01:00am the following day;
  - On Christmas Eve and Boxing Day – 10:00am to 01:00am the following day;
  - On Sunday's prior to any Bank Holiday Monday – 10:00am to 01:00am the following day;
  - On Bank Holiday Monday's – 10:00am to 01:00am the following day;
  - On New Years Eve – 10:00am to 01:00am on 2<sup>nd</sup> January; and
  - On any bona fide televised international or national event – 09:00am to the end of permitted hours on any day.

- (2) The sale by retail of alcohol (outdoors):-
  - On any day – 10:00am – 00:00midnight the following day
- (3) The provision of regulated entertainment by way of indoor sporting events and/or recorded music (including outdoor 'silent discos' where music is played through individual headphones) (indoors):-
  - Sunday to Thursday – 10:00am to 24:00midnight;
  - Friday's and Saturday's – 10:00am to 01:30am the following day;
  - On Bank Holiday Monday's – 10:00am to 01:30am the following day; and
  - On Sunday's prior to any Bank Holiday Monday – 10:00am to 01:00am the following day
- (4) The provision of regulated entertainment by way of recorded music (outdoors) (limited to 7 events per calendar year):-
  - On any day – 10:00am to 00:00midnight
- (5) The provision of regulated entertainment by way of live music:-
  - Sunday's – 12:00noon to 23:00pm;
  - Monday to Thursday – 18:00pm to 23:00pm;
  - Friday's – 18:00pm to 24:00midnight;
  - Saturday's – 12:00noon to 24:00midnight; and
  - On Sunday's prior to any Bank Holiday Monday – 12:00pm to 01:00am the following day
- (6) The provision of regulated entertainment by way of live music (outdoors) (limited to 7 events per calendar year):-
  - On any day – 10:00am to 00:00midnight
- (7) The provision of regulated entertainment by way of anything of a similar description to live or recorded music (indoors):-
  - On any day – 18:00pm to 23:00pm; and
  - On Sunday's prior to any Bank Holiday Monday – 18:00pm to 01:00am the following day
- (8) The provision of regulated entertainment by way of anything of a similar description to live or recorded music (outdoors) (limited to 7 events per calendar year):-
  - On any day – 10:00am to 00:00midnight the following day
- (9) The provision of late night refreshment:-
  - Sunday to Thursday – 23:00pm to 24:00midnight;
  - Friday's and Saturday's – 23:00pm to 01:00am the following day; and
  - On Bank Holiday Monday's – 10:00am to 01:30am the following day.

### **The opening hours of the premises**

- (1) Sunday to Thursday – 07:00am to 00:30am the following day;
- (2) Friday's and Saturday's – 07:00am to 01:30am the following day;
- (3) On Christmas Eve and Boxing Day – 10:00am to 01:30am the following day;
- (4) On Sunday's prior to any Bank Holiday Monday – 07:00am to 01:30am the following day
- (5) On Bank Holiday Monday's – 10:00am to 01:30am the following day; and
- (6) On New Years Eve – 10:00am to 01:30am on 2<sup>nd</sup> January.

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

➤ Alcohol may be sold / supplied for consumption **ON** and **OFF** the premises

**Part 2**

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

**Name:** TAG Farnborough Enterprises (no2) Limited  
**Address:** Business Aviation Centre  
Farnborough Airport  
Farnborough  
Hampshire  
GU14 6XA  
**Telephone:** 01252 526222  
**Email:** Not Known

**Registered number of holder, e.g. company number, charity number (where applicable)**

➤ 08493212

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

**Name:** Mr Adam Skrzypczak  
**Address:**  
**Telephone:** Not Known  
**Email:** Not Known

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

**Personal licence number:** PL1328  
**Issuing authority:** Wokingham Borough Council

Granted by Rushmoor Borough Council, as licensing authority  
pursuant to the Licensing Act 2003 and regulations made thereunder

Date Licence Granted: 12<sup>th</sup> November 2005  
Licence Effective From: 24<sup>th</sup> November 2005  
Date last modified: 7<sup>th</sup> July 2020  
(Change of DPS)



**SIGNED** on behalf of the  
Head of Operational Services  
(*Authorised Officer*)

**Annex 1 – Mandatory conditions**

- (1) No supply of alcohol may be made under the premises licence:-
  - (i) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (ii) at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.
- (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- (3) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (4) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- (5) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- (6) (i) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (ii) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (7) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
  - (b) an ultraviolet feature.
- (8) The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

(9) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. For the purposes of this condition –

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

Where –

(i) P is the permitted price

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –

(i) The holder of the premises licence

(ii) The designated premises supervisor (if any) in respect of such a licence, or

(iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

- (f) Where the permitted price given by Paragraph (b) would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
  - (g) Paragraph (b)(ii) applies where the permitted price given by Paragraph (b) on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
  - (h) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
- (10) Where, at any specified time(s), one or more individuals must be at the premises to carry out a security activity (within the meaning of the Private Security Industry Act 2001), each individual must be licensed by the Security Industry Authority (SIA).

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

- (1) No licensable activities shall be undertaken except during permitted hours.
- (2) The premises shall remain open for a minimum of 30 minutes following the last sale of alcohol during permitted hours. This period may be used for drinking-up and the use of lavatories only.
- (3) Customer (re)entry / access to the premises is not permitted between 23:00pm and the end of the opening hours on any day.
- (4)
  - (i) Suitable and sufficient CCTV cameras shall be provided within the premises at strategic locations for the purposes of preventing crime and disorder.
  - (ii) So far as is reasonably practicable, all cameras must be maintained in good working order and linked to a 24 hour recording facility.
- (5) Anyone authorised to sell or supply alcohol at the premises shall request and ensure sight of suitable identification, for proof of age, of any person appearing to them to be under the age of 21 (twenty-one) and who is attempting to purchase alcohol. The sale of alcohol shall not be permitted to any such individual where the appropriate proof of age is not produced.
- (6) Suitable and sufficient supplies of first aid equipment / materials must be made available to members of the public on request. Dependant on the activities, events and risks at the premises, a suitably trained first aider or an appointed person for first aid must also be present on the premises at all times during licensable activities.
- (7) Except for access and egress, all external doors and windows must be closed and kept closed between 23:00pm and the end of the specified opening hours on any day.
- (8)
  - (i) A maximum of 7 (seven) outside events consisting of live and/or recorded music (not including silent discos where music is played through individual headphones) shall take place at the premises in any calendar year.
  - (ii) These events must be notified to the Hampshire Constabulary Licensing Team, the Licensing Authority and Rushmoor Borough Council's Environmental Health Team a minimum of 7 (seven) days prior to the event commencing. This notification must include, but is not limited to, the nature of the event, the identity of any performing artists or DJ's, the number of licensed door



supervisors that will be employed at the premises and the anticipated number of attendees.

- (9) During the 7 (seven) permitted outside events, only drinks served in drinking vessels made from polycarbonate or plastic, may be consumed in the exterior areas of the premises.
- (10) (i) With the exception of the 7 (seven) permitted outside events, no music or speech shall be relayed via external speakers other than for events with the prior approval of the licensing authority.
- (ii) With the exception of the 7 (seven) permitted outside events, all speakers and similar amplification equipment shall be kept within the premises and shall not be positioned near to or facing openings such as doors or windows.
- (iii) When regulated entertainment is being provided outside, all speakers and similar amplification equipment shall be facing the airfield.
- (iv) All speakers and similar amplification equipment shall be placed on suitable anti vibration mounts.
- (v) This condition does not prohibit the showing of a televised national or international sporting or other event prior to 23:00pm.
- (11) (i) The licence holder or nominated representative(s) shall carry out a regular noise assessment of the area adjacent to the premises whilst licensable activities are taking place.
- (ii) Such noise assessments shall take place on all sides of the premises at the boundary of the nearest residential premises. Where regulated entertainment is being provided indoors, or a televised event is being shown outside, noise shall be inaudible at the monitoring points. When regulated entertainment is being provided outside, noise should not exceed the level agreed in writing with the Environmental Health department of Rushmoor Borough Council, at the monitoring points. If noise is exceeding these levels, steps should be taken to reduce the noise to these levels.
- (iii) Such assessments shall take place at hourly intervals between 22:00pm and the end of opening hours on any day.
- (iv) Notwithstanding the above, when regulated entertainment is being provided outside, such assessments shall take place at hourly intervals for the duration of the licensable activities.

- (v) Suitable and sufficient written records of such assessments and any remedial action(s) taken shall be kept and made available to either the local authority or the licensing authority on request.
- (12) (i) A suitable noise complaints procedure must be established and in operation at the premises (e.g. all staff must be familiar with the complaints procedure and any complaint(s) made in respect of the premises, its customers, staff and/or the activities carried on there must be investigated and remedied as soon as, and, so far as is reasonably practicable to prevent public nuisance).
- (ii) Suitable written records (e.g. the nature of any complaint(s), action(s) taken in response, the date(s) and time(s) when any complaint was made, together with the name of the person(s) who handled the complaint) must be kept and made available to officers of Rushmoor Borough Council on request.
- (13) All employees shall be given written appropriate guidance and training on noise control and the complaints procedure. This shall include information regarding limiting noise from the premises, patrons and staff.
- (14) Where any performers are used in the provision of entertainment, all performers shall be briefed on the noise limitations and steps to be taken to prevent nuisance as outlined herein.
- (15) (i) The external drinking area located at the rear of the car park shall be closed, vacated and free from drinking vessels and litter by 22:00pm on any day. Exiting patrons shall be asked to leave the area quietly.
- (ii) The rear enclosed garden and external drinking areas shall be closed for licensable activities and the consumption of food and drink (including alcohol) after 00:01am on any day, and shall be closed, vacated and free from drinking vessels and litter by 00:30am. Exiting patrons shall be asked to leave the area quietly.
- (iii) When regulated entertainment is taking place outdoors, the rear enclosed garden and external drinking area shall be allowed to remain open for the consumption of drink (including alcohol) until 00:30am.
- (16) (i) Prominent, clear and legible notices must be displayed at all exits of the premises requesting patrons and staff to respect the needs of local residents and to leave the premises and area quietly.
- (ii) Management and staff shall verbally reiterate the need to leave the premises and area quietly to customers as they leave.

- (17) Disposal of refuse such as waste bottles into external receptacles, where the noise may be audible to neighbouring properties, shall not occur between 23:00pm and 08:00am.
- (18) (i) All lighting, including external lighting and lights activated by sensors, shall be correctly adjusted so that it only illuminates the surface(s) intended and does not throw light onto neighbouring property.
- (ii) External lighting shall be turned off when the premises are not in use.
- (19) (i) Suitable, sufficient, prominent, clear and legible notices must be displayed within the premises requesting patrons to dispose of litter responsibly.
- (ii) Suitable and sufficient litterbins shall be provided within the premises and/or at the exits of the premises.
- (iii) The area in the immediate vicinity of the premises shall be cleared of litter on a regular basis and always at the close of business.
- (20) Customer toilets shall be checked at hourly intervals and cleaned as necessary.
- (21) No person under the age of 18 years shall be allowed entry to the premises, unless accompanied by a responsible adult.
- (22) Suitable SIA licensed door supervisors shall be in attendance and operational at the premises in accordance with the following:-
- (i) During the permitted 7 (seven) outside events – a minimum of 2 (two) SIA licensed door supervisors.
- (ii) Additional door supervisors shall be employed when required, based on a risk assessment carried out by the premises licence holder or a nominated representative.

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

## Annex 4 – Plans

This licence permits the licensable activities stated at the premises addressed above and outlined below in accordance with the plan(s) attached and marked 17/00107/LAPREM – 14.



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