



# 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:** Farnborough International Exhibition and  
Conference Centre  
ETPS Road  
Farnborough  
Hampshire  
GU14 6FD

**Map Ref (E):** 486529  
**Map Ref (N):** 153659  
**UPRN:** 200003649909

**Telephone** Not Known

#### 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 the exhibition of film(s) (indoors and outdoors);
- (3) The provision of regulated entertainment by way of performances of plays (indoors and outdoors);
- (4) The provision of regulated entertainment by way of indoor sporting events;
- (5) The provision of regulated entertainment by way of the performance(s) of dance (indoors and outdoors);

- (6) The provision of regulated entertainment by way of recorded music (indoors and outdoors);
- (7) The provision of regulated entertainment by way of live music (indoors and outdoors);
- (8) The provision of late night refreshment (indoors and outdoors)
- (9) The provision of regulated entertainment by way of anything of a similar description to those entertainments detailed in items (5), (6) and (7) above (indoors and outdoors)

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

- (1) Provision of late night refreshment:
  - On any day – 23:00pm to 03:00am the following day;
- (2) The sale by retail of alcohol:
  - On any day – 09:00am to 03:00am the following day;
- (3) Provision of regulated entertainment by way of live and recorded music, performances of dance and by way of anything of a similar description to those entertainments detailed in items (5), (6) and (7) above:
  - On any day – 10:00am to 03:00am the following day; and
- (4) All other licensable activities:
  - On any day – 09:00am to 23:00pm

### The opening hours of the premises

- On any day – 00:00am to 23:59pm

### 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:** Farnborough International Limited  
Show Centre  
**Address:** ETPS Road  
Farnborough  
Hampshire  
GU14 6FD  
**Telephone:** Not Known  
**Email:** Not Known

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

- 1765250 (Company number)

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

**Name:** Helen Beak  
**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**

<b>Personal licence number:</b>	1949
<b>Issuing authority:</b>	Winchester City 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> July 2024  
Licence Effective From: 12<sup>th</sup> July 2024

SIGNED on behalf of the  
Executive Head of Operations  
(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)
  - (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.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) 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).
- (8) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- (9) 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.
- (10) Where 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).
- (11) (i) In respect of the exhibition of films, the admission of children (ie: anyone aged under 18) must be restricted in accordance with any recommendation(s) made by the film classification body specified (as designated by S4 of the Video Recordings Act 1984 - the British Board of Film Classification).
- (ii) Where a film classification body is not specified, the admission of children must be restricted in accordance with any recommendation(s) made by the licensing authority.

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

- (1) No more than 19,999 persons shall be permitted in the premises at any time when licensable activities are taking place.
- (2) A suitable and sufficient event management and site plans shall be produced for each event and be made available to responsible authorities upon request.
- (3)
  - (i) Only plastic drinking vessels will be used to serve drinks in the external areas of the premises.
  - (ii) No drinks will be provided to patrons in glass bottles or other glass containers in any external areas.
- (4) The licence holder shall carry out a suitable risk assessment to determine the appropriate number of security staff and SIA door supervisors for each event held at the premises.
- (5) Anyone authorised to sell alcohol at the premises shall (before being permitted to make sales of alcohol) be suitably trained in respect of the following matters to a level commensurate with their duties and responsibilities:-
  - (a) the refusal of the sale of alcohol to those who appear intoxicated and how to recognise them; and
  - (b) the appropriate precautions to prevent the sale of alcohol to persons under the age of 18, including the below Challenge 25 policy and completion of the refusals log.
- (6) Refresher training shall take place a minimum of every 12 months. Written records of all training and refresher training signed and dated by the member of staff who received that training shall be kept on the premises and made available to the responsible authorities on request.
- (7)
  - (i) 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 25 (twenty-five) and who is attempting to purchase alcohol.
  - (ii) For the purposes of this condition, suitable identification is photo driving licence, passport, or any other photographic identification bearing the "PASS" logo and the person's date of birth.



- (iii) Further to the above, anyone authorised to sell or supply alcohol at the premises shall be instructed that no sale of alcohol shall be made unless suitable identification, for proof of age, can be provided.
  - (iv) Suitable and sufficient warning signs shall be displayed in the premises providing information in respect of the above challenge 25 policy and the request for suitable identification in connection thereof.
- (8) (i) Except for access and egress, all external doors and windows of licensed structural premises shall be closed and kept closed at any time licensable activities are provided.
- (ii) Any structural premises shall be provided with suitable and sufficient acoustically treated ventilation / air-conditioning so as to ensure that all windows and doors can be kept closed in accordance with the above requirement.
- (9) (i) All speakers and amplification equipment (excluding those used for emergency announcements and outdoor regulated entertainment events permitted by this licence), shall be kept within the structural premises and shall not be positioned near to or facing openings such as doors or windows.
- (ii) All speakers and amplification equipment shall be placed on suitable anti-vibration mountings.
- (iii) The sound level arising from any speaker(s) and amplification equipment shall be set at a level that ensures noise from the premises is not likely to cause a nuisance to local residents.
- (10) (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) Noise assessments shall take place on all sides of the premises at the boundary of the nearest residential premises. Suitable and sufficient steps shall be taken to reduce the level of the noise from the premises where it is likely to cause a nuisance to local residents.
- (iii) These assessments shall be undertaken at hourly intervals from 22:00.
- (iv) Written records of these assessments and any remedial action(s) taken shall be kept and made available to either the local authority or the Licensing Authority when requested.

- (11) (i) A suitable noise complaints procedure must be established and in operation at the premises.
- (ii) 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.
- (iii) Suitable written records including 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.
- (12) Prominent, clear and legible notices shall 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.
- (13) No regulated entertainment or other licensable activities shall take place outdoors between 20:00pm and 10:00am on any day.
- (14) The number of events including regulated entertainment outdoors shall be limited to 2 (two) events in any rolling 12-month period.
- (15) Regulated entertainment shall only take place outdoors in the location outlined in red on the attached plan marked as XXXXXXXXX
- (16) (i) The licence holder shall produce and submit a noise management plan directly to the responsible authority for the prevention of public nuisance, to their satisfaction at least 4 (four) weeks prior to every event.
- (ii) The noise management plan shall be implemented to the satisfaction of the responsible authority for the prevention of public nuisance.
- (17) (i) Prominent, clear and legible notices must be displayed at the premises requesting patrons to dispose of litter responsibly.
- (ii) Suitable and sufficient litterbins shall be provided at the premises to assist with this requirement. This shall include suitable and sufficient receptacles for waste arising from smoking activities.
- (iii) The area within the immediate vicinity of the premises shall be cleared of litter, including waste arising from smoking activities on a regular basis and always at the close of business each day.
- (18) (i) All lighting (including external lighting) shall be correctly adjusted so that it only illuminates the surface(s) intended and does not throw light on to or into neighbouring property.

- (ii) External lighting shall be fitted with properly designed screens, baffles, shrouds or louvers in order to permit the direction and control of light beams.
- (iii) All external lighting shall be switched off when not required for use.
- (19) An incident log (either physical or electronic) shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of any incident occurring and will record the following:
- a) all crimes reported to the venue
  - b) all ejections of patrons
  - c) any complaints received concerning crime and disorder
  - d) any incidents of disorder
  - e) all seizures of drugs or offensive weapons
  - f) any faults in a CCTV system, searching equipment or scanning equipment (where this is in use)
  - g) any refusal or challenge of the sale of alcohol
  - h) any visit by a relevant authority or emergency service
- (20) The Premises Licence Holder or nominated person shall ensure that they operate a 'Zero tolerance' policy in relation to drugs at the premises and all staff must receive training with regards to this policy. Drugs seized by staff must be securely stored until they can be collected by the police. A record must be kept of any items discovered or seized and records must be made available upon request to Police of authorised officer of the Licensing Authority.
- (21) A written policy on how the venue will deal with vulnerability shall be implemented and as a minimum shall include the following:
- A definition of the different types of vulnerability that may present at the premises.
  - How best to communicate with vulnerable people. For example, people who are drunk, people on their own, people behaving aggressively and people who are ill.
  - How to safeguard vulnerable people, including information on first aid administration and referral to the ambulance service and police where relevant.
  - Best practice for partnering with agencies, such as taxi companies, local authorities and other venues.
  - What to do if you sense a vulnerable person is in danger, for example if they leave the venue alone or with people they didn't arrive with.
- (22) The premises licence holder shall ensure that all public and private events or functions are subject to a written Risk Assessment that shall include the date, times and nature of the event, the assessment of risk

and the measures put in place to address any identified risks. All Risk Assessments shall be documented and retained for a minimum of 1 year and shall be made available for inspection by Police and Council officials upon request.

**The following conditions apply to any event taking place between 1<sup>st</sup> November and 30<sup>th</sup> January:**

- (23) The premises licence holder shall ensure that when music is played in the premises, the music shall be turned down and lighting turned up half an hour before close to help establish wind down and for a calm dispersal.
- (24) (i) The premises licence holder shall ensure that a minimum of two (2) Security Industry Authority (SIA) registered Security staff will be on duty at the premises from 2000 hours to close. A further Security staff member should be on duty for every additional 100 customers or part thereof.
- (ii) In addition, the duty manager should make a dynamic risk assessment of the premises circumstances at the time based on customers or the type of function at the venue and the number of SIA Door Supervisors increased where circumstances dictate.
- (iii) The premises licence holder shall ensure that a minimum of 2 security staff are on duty at the entrance door to manage and check people for age, behaviour and intoxication before entering the venue.
- (iv) The premises licence holder shall ensure that all security staff wear high visibility clothing (agreed by Police) to enable their identification on CCTV and ensure they are readily identifiable to members of the public at all times.
- (v) The premises licence holder shall ensure that security staff are available to see persons off the premises at close time to ensure they do not linger or cause disorder and public nuisance.
- (vi) The premises licence holder shall ensure that at least one of the security staff is female.
- (vii) The premises licence holder shall ensure security staff will make regular checks of the toilet areas to disperse groups gathering that could lead to crime and disorder and to prevent and detect drug misuse. A written log of such checks is to be kept at the premises and provided to the responsible authorities on request.
- (25) For any event taking place after 19:00 hours with more than 499 people in attendance, a minimum of two body worn cameras will be worn by

members of door staff when the Premises are open. The cameras will be recording and all recordings will be kept for a minimum of 31 days and made available to the Responsible Authorities upon request. Should such a camera break or otherwise become inoperable, it shall be replaced within 48 hours.

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

**None**

## 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 24/00423/LAPRE – 17.

