



**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:** Cove School  
St. John's Road  
Farnborough  
Hampshire  
GU14 9RN

**Map Ref (E):** 485157  
**Map Ref (N):** 156364  
**UPRN:** 200001852072

**Telephone** 01252 542397

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

- This licence is **NOT** time limited

#### Licensable activities authorised by the licence

- (1) The provision of regulated entertainment by way of the performance of plays (indoors only);
- (2) The provision of regulated entertainment by way of live music (indoors only); and
- (3) The provision of regulated entertainment by way of the performance of dance (indoors only);

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

- For any permitted licensable activity – 11:00am to 23:00pm on any day.

#### The opening hours of the premises

- On any day - 11:00am to 23:00pm.

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

- Not applicable

## Part 2

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

**Name:** Megan Davies Jones  
**Address:** C/o Cove School  
St. John's Road  
Farnborough  
Hampshire  
GU14 9RN  
**Telephone:** 01252 542397  
**Email:** Not known

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

➤ Not applicable

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

**Name:** Not applicable  
**Address:**  
**Telephone:**  
**Email:** Not applicable

### 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>	Not applicable
<b>Issuing authority:</b>	

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

Date Licence Granted: 15<sup>th</sup> November 2005  
Licence Effective from: 24<sup>th</sup> November 2005

SIGNED on behalf of the  
Head of Environmental Health Services  
(Authorised Officer)

**Annex 1 – Mandatory conditions**

None

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

- (1) No licensable activities shall be undertaken except during permitted hours.
- (2) No licensable activities shall be undertaken unless provided by and carried on for, and on behalf of, the purposes of Cove School.
- (3) No alcohol shall be sold or supplied on the premises at any time.
- (4)
  - (i) A suitable and sufficient number of school teaching staff shall be present at any event(s) involving licensable activity.
  - (ii) The teaching staff shall supervise and steward any such event(s) with a view to preventing crime and disorder, ensuring public safety, preventing public nuisance and protecting children from harm as may be appropriate.
  - (iii) Notwithstanding the above, at least one individual with the authority to take such steps as may be appropriate for preventing crime and disorder, ensuring public safety, preventing public nuisance and protecting children from harm shall be present at any event(s) involving licensable activity.
- (5)
  - (i) At the commencement of any event(s) involving licensable activities, the licence holder or nominated representative(s) shall explain to, and inform those present of the emergency arrangements and evacuation procedures appropriate to the event, together with the location of first aid assistance if needed.
  - (ii) At least one individual suitably trained in first aid shall be present at any event(s) involving licensable activity.
- (6)
  - (i) A suitable CCTV camera system linked to a suitable recording facility shall be in operation at the premises for the purposes of preventing crime and disorder and ensuring public safety.
  - (iii) So far as is reasonably practicable, all cameras must be maintained in good working order and be operational 24 hours a day.
  - (iv) All CCTV recordings shall be retained for at least 7 (seven) days and evidence-standard copies provided to the police on request.
  - (v) The CCTV camera system shall cover every entrance into the school premises and every corridor. External cameras shall be provided where appropriate for the promotion of the licensing objectives.

- (7) Management and staff shall immediately inform Hampshire Constabulary of any incident(s) that cause concern(s) in respect of crime and disorder.
- (8)
  - (i) At all times, exits and escape routes from the premises shall be clearly marked and kept clear of any object(s), items of furniture or other matter that may impair the ability to use said exits or escape routes.
  - (ii) All fire fighting equipment and emergency lighting shall be regularly serviced and maintained in such condition that it may be effectively used at any time.
  - (iii) Emergency lighting and fire alarm systems shall be checked on a weekly basis.
- (9)
  - (i) Where there is a seated audience, all seating shall be linked but so arranged as to allow free and ready access to exits.
  - (ii) A maximum of 12 connected seats shall be provided in each row, provided there is a gangway at each end of the row not less than 1.05m wide. Other seating arrangements may be permitted by notification to and written consent of the local Fire Authority.
- (10)
  - (i) Written consent shall be obtained from any parent / guardian of any child(ren) taking part in any event(s) involving licensable activities.
  - (ii) A suitable and safe area shall be set aside for children taking part in any event(s) involving licensable activities where they can be adequately supervised pending their collection by their parent(s) / guardian.
- (11) Except for access and egress, all external doors and windows must be closed and kept closed between 21:00pm and the end of the specified opening hours on any day.
- (12)
  - (i) No music or speech shall be relayed via external speakers, other than for events with the prior approval of the licensing authority.
  - (ii) Except where approved in accordance with the above, all speakers and other such amplification equipment shall be kept within the premises.
  - (iii) Except where otherwise approved in accordance with the above, speakers and other such amplification equipment shall not be positioned near to or facing openings such as doors and windows.

- (13) (i) Prominent, clear and legible notices shall be displayed at all exits requesting patrons and staff to leave the premises and area quietly.
- (ii) Management and staff shall verbally reiterate the need for customers / patrons and staff to leave the premises and area quietly as they leave the premises as may be appropriate.
- (14) (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 take place.
- (ii) Noise assessments shall take place on all sides of the premises at the boundary of the nearest residential premises, and if audible, steps shall be taken to reduce noise from the premises to a level where noise is no longer audible at the monitoring points.
- (iii) These assessments shall be undertaken at hourly intervals from 21:00pm.
- (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.
- (15) (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.
- (16) All lighting, including external lighting shall be correctly adjusted so that it only illuminates the surface(s) intended and does not unreasonably throw light onto neighbouring properties.
- (17) 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.
- (18) Customer toilets shall be checked at regular intervals and cleaned as necessary.
- (19) All staff / employees shall be made aware of the conditions attached to this licence by a mechanism in writing.

**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 05/00822/LAPRE – 9.



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