



Licensing Act 2003 Premises Licence - Part A

Chichester District Council, East Pallant House,
1 East Pallant, Chichester, West Sussex, PO19 1TY

Premises Licence Number - **3815/21/01136/LAPRED**
Issued in substitution for licence **3815/21/00855/LAPRED** previously granted

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description, including post town, post code

Woodies And The Annex
10-11 And 13
St Pancras
Chichester
West Sussex
PO19 7SJ

Telephone number Not Available

Where the licence is time limited the dates

Not Applicable

Licensable activities authorised by the licence

Activity	Location
Performance of Live Music	Indoors
Playing of Recorded Music	Indoors
Late Night Refreshment	Indoors
Sale by Retail of Alcohol	Indoors

The times the licence authorises the carrying out of licensable activities

Performance of Live Music

Standard Days and Timings

Friday and Saturday 23:00 - 00:00 (**Woodies**)

Friday and Saturday 23:00 - 00:30 (**The Annex**)

Non Standard Timings

New Year's Eve 23:00 - 00:00 (**Woodies**)

New Year's Eve 23:00 - 00:45 (**The Annex**)

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Playing of Recorded Music

Standard Days and Timings

Friday and Saturday 23:00 - 00:00 (**Woodies**)

Friday and Saturday 23:00 - 00:30 (**The Annex**)

Non Standard Timings

New Year's Eve 23:00 - 00:00 (**Woodies**)

New Year's Eve 23:00 - 00:45 (**The Annex**)

Late Night Refreshment

Standard Days and Timings

Friday and Saturday 23:00 - 01:00

Sunday to Thursday 23:00 - 00:00

Non Standard Timings

New Year's Eve 23:00 - 01:00

Sale by Retail of Alcohol

Standard Days and Timings

Friday and Saturday 10:00 - 00:45

Sunday to Thursday 10:00 - 23:45

Non Standard Timings

New Year's Eve 10:00 - 00:45

The opening hours of the premises

Standard Days and Timings

Friday and Saturday 10:00 - 01:00

Sunday to Thursday 10:00 - 00:00

Non Standard Timings

New Year's Eve - 10:00 - 01:00

Seasonal variation

None

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

Alcohol is supplied for consumption on and off the premises.

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Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of Premises Licence

Woodies Chichester Ltd
PO BOX 9349
Verwood
Dorset
England
BH24 9GF

Contact Phone Number Not Available

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number 11685286

Name, address and telephone number of Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol

Mr Michael Andrew O'Neil

**Personal Licence number and issuing authority of Personal Licence held by Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol**

Personal Licence Number – 843606
Licensing Authority – Southwark Council

Annex 1 – Mandatory conditions

- 1 (1) Where a Premises Licence authorises the supply of alcohol, the licence must include the following conditions.
 - (2) The first condition is that no supply of alcohol may be made under the Premises Licence -
 - (a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or
 - (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
 - (3) The second condition is that every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.

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- 2 (1) 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.
- (2) 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).
- 3 The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 4 (1) 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.
- (2) 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.
- (3) 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 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

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- (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.
- 6
- 1. 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.
 - 2. For the purposes of the condition set out in paragraph 1-
 - (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.
 - 3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this 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.
 - 4.
 - (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.
 - (2) 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.

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- 7 (1) Where a Premises Licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must
- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) be entitled to carry out that activity by virtue of Section 4 of that Act.
- (2) But nothing in subsection (1) requires such a condition to be imposed-
- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with Premises Licences authorising plays or films), or
 - (b) in respect of premises in relation to-
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with Club Premises Certificate, under a Temporary Event Notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section-
- (a) 'security activity' means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see Section 3(2) of that Act) and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 – Conditions consistent with the operating schedule

- 1 Vertical drinking is only permitted in the areas marked blue on the plan attached at Annex 4.
- 2 Off sales of alcohol must cease at 23:00hrs.
- 3 The Licensee/DPS to maintain active membership and attend meetings of 'ChiBAC' (formerly Pubwatch) so long as that organisation is in existence.
- 4 Polycarbonate drinking vessels will be used when the need is identified through the risk assessment or notified in writing by Sussex Police a minimum of seven days before the event.
- 5 Patrons are not permitted to take drinks in open containers to consume outside on the pavement or road whilst smoking or otherwise congregating outside of the premises. Patrons using the outside of the premises to smoke must be monitored by staff (or door staff if employed) and must not be permitted to obstruct the pavement, road, or create a noise nuisance or other disturbance. Likewise, the rear outside patio area must be monitored by staff (or door staff if employed) to ensure there is no unreasonable nuisance or other disturbance.

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- 6 An incident log must be maintained showing a detailed note of incidents that occur in the premises and any refusals of alcohol. Refusals must include the date, time and reason for refusal along with a brief description of the person refused. The incident log must be inspected and signed off by the Designated Premises Supervisor (DPS) (or a person with delegated authority) at least once a month. The logbook must be kept on the premises and be available for inspection at all times the premises are open, by officers of any responsible authority. An incident is defined as being one which involves an allegation of a criminal offence.
- 7 No customers are permitted in the patio area at the rear of the premises after 22:00hrs.
- 8 When regulated entertainment is taking place, all doors and windows of the premises must remain closed other than for access/egress at the front of the premises.
- 9 When regulated entertainment is taking place, a member of staff must monitor the level outside the premises at the front and rear of the property at the nearest residential property at 15 minute intervals to ensure no nuisance is caused to local residents.
- 10 A record shall be kept of any complaint made relating to the use of the premises and such record shall be kept for a minimum period of 12 months and made available to the Local Authority. It will state the nature of the complaint and the action taken in response to the complaint.
- 11 Security Industry Authority (SIA) door supervisors must be deployed at the premises in accordance with the following requirements:
 - (a) From 21:00 on a Friday and Saturday; bank holidays or on any other day of the week when the sale of alcohol takes place after midnight and the premises remain open after 00:30; and
 - (b) At any time when the licence holder identifies by way of a suitable and sufficient written risk assessment that SIA door supervisors and other security measures are necessary. It must also consider busy periods such as Bank Holidays, Christmas and New Year, Halloween, trends and extra demand caused by the City's student population, Seasonal Variations and other City Centre Events along with any special events at the premises such as live music, discos and other similar events. The risk assessment will also cover any requirement for polycarbonate drinking vessels, ticket only events, entry restrictions and last entry times. The written risk assessment must be available on the premises for inspection by police and authorised officers of the Licensing Authority. This written risk assessment is to be reviewed and updated as necessary and at least annually and must take into account information or guidance offered by the Police and the Licensing Authority.
- 12 Whenever SIA door supervisors are on duty, they must be provided in accordance with the following:
 - o At a ratio of 1 per 100 customers or part thereof, although at all times with a minimum of two;
 - o On duty until the premises has closed to the public, licensable activities has ceased and the venue is completely clear of patrons and all customers have dispersed from the immediate area;
 - o One SIA registered door supervisor shall wear and operate Body Worn Video cameras with a recording facility. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available upon the request of Police or authorised officer throughout the entire 31 day period;

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- o Must wear clearly marked reflective armband or similar in order that they can be readily identifiable;
 - o Must be equipped with clickers or other device(s) in order that they can accurately measure and ensure that the maximum capacity of the premises is complied with a written record being kept;
 - o Must monitor/supervise any queue of customers waiting to gain access to the premises and ensure that so long as social distancing requirements are in place, that these are complied with both inside and outside the premises; and
 - o Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number, their name and the dates and times they are on duty.
- 13 Digital CCTV and appropriate recording equipment must be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises and any outside area including smoking areas. The system shall be on and recording at all times the Premises Licence is in operation.
- o The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
 - o CCTV footage will be stored for a minimum of 31 days.
 - o The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime. A staff member who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer of recent CCTV images or data within 24 hours when requested.
 - o The CCTV images must record and display dates and times, and these times must be checked regularly to ensure their accuracy.
 - o Subject to Data Protection guidance and legislation, management will ensure that key staff are fully trained in the operation of the CCTV, and must be able to download selected footage onto a disk for the police without difficulty or delay and without charge to Sussex Police.
 - o Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
 - o In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the Premises Licence holder is expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.
- 14 Patrons are permitted to take drinks in open containers to consume in the rear patio area, however the rear patio shall be closed by 22:00hrs.
- 15 All off sales of alcohol must be supplied in sealed containers.
- 16 On Friday and Saturday at 23:00hrs access and egress to the premises will be via the entrance to Woodies only. The entrance/egress to the Annex will only be used as a Fire Exit.
- 17 Children under the age of 18 must be accompanied by an adult over the age of 18 at all times whilst on the premises and must be off the premises by 21.00hrs, unless attending a private function or partaking in a sit down meal when they will be permitted on the premises until 23:00hrs.
- 18 A 'Challenge 25' policy must be operated whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The

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recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the "PASS" mark hologram. Suitable and sufficient signage advertising the 'Challenge 25' policy must be displayed in prominent locations in the premises.

- 19 All staff members engaged, or to be engaged in selling alcohol at the premises, shall receive the following induction training. This training must take place prior to the selling of such products:

- o The lawful selling of age restricted products; and
- o Refusing the sale of alcohol to a person who is drunk.

Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed six months, with the date and time of the verbal reinforcement/refresher training documented.

All such training undertaken by staff members shall be fully documented and recorded. All training records must be kept at the premises and made available to officers of any responsible authority upon request.

- 20 Alcohol deliveries may only be made to a residential or business address. The person accepting the delivery must be aged 18 years or over. Where the person accepting delivery appears to be under 25, a recognised photographic ID must be produced prior to delivery.
- 21 Customers ordering alcohol for delivery to a residential or business address must have their age verified. This process must be advertised and documented. These records must be retained for no less than twelve months and produced on request to an officer of a Responsible Authority.
- 22 Any order of alcohol for delivery must be taken and completed in-line with the written 'Alcohol Delivery Policy' and 'Challenge 25 Policy', which must be kept at the premises and made available to officers of any responsible authority upon request.

Annex 3 – Conditions attached after a hearing by the Licensing Authority

None

Annex 4 – Plan(s)

The attached plan(s) referenced '**Proposed License Floor Plan**' dated '**08-20**' and '**Woodies Toilet Facilities**' undated, shows the area(s) licensed for the purposes of the Licensing Act 2003.

NOTES

Please note that this Premises Licence may have been subject to exclusion of a licensable activity, modification of the conditions, removal of the Designated Premises Supervisor, suspension or revocation and also the name and address of the licence holder may not currently be valid. If you wish to verify the current status of the licence, you should contact Chichester District Council.

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WOODIES TOILET FACILITIES

