



Runnymede Borough Council

Licensing Policy

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1. Introduction

- 1.1 The Licensing Act 2003 (**The Act**) imposes a statutory duty upon district councils to produce, develop and then review at least every three years, a licensing policy.
- 1.2 Runnymede Borough Council ('the Council') is the Licensing Authority for the purposes of the Act for the Borough of Runnymede.
- 1.3 The aim of the policy is to secure the safety and amenity of residential communities whilst encouraging local tourism, entertainment and cultural industry. The Council in adopting this licensing policy recognises both the needs of residents for a safe and healthy environment to live and work and the importance of prosperous and well run retail/entertainment premises to the local economy and vibrancy of the Borough. It also recognises the need to provide opportunities and support for leisure and culture within the borough. To achieve this aim the Council is committed to partnership working with police, fire service, local businesses, licensing trade, residents and others towards the promotion of the objectives as set out in this policy.
- 1.4 This policy provides information and guidance to licence applicants, objectors and interested parties on the general approach that the Council will take in terms of licensing. Although each application will be considered individually on its own merits, the Council in adopting this licensing policy is indicating that wider considerations other than the fitness of the applicant and suitability of premises will be taken into account in making an appropriate determination.
- 1.5 The Council as a Licensing Authority will work with other local authorities, particularly in Surrey, to ensure that as far as possible a consistent approach is taken to licensing matters whilst respecting the different needs of the individual communities throughout the county.
- 1.6 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 add to their scope.

2. Scope of the Policy

- 2.1 This 'Statement of Licensing Policy' has been prepared in accordance with the provisions of the Act and the Guidance issued under Section 182.
- 2.2 The aim of the policy is to secure the safety and amenity of residential communities whilst encouraging local tourism, entertainment and cultural industry.
- 2.3 The Council is responsible for granting licences, certificates and notices in the Borough of Runnymede in respect of activities described by the Act as 'Licensable Activities'. These activities include:-
- Retail sales of alcohol
 - The supply of alcohol by or on behalf of a club, or to the order of a member of the club
 - The provision of regulated entertainment which includes:
 - Facilities for making a performance of a play
 - An exhibition of a film
 - An indoor sporting event
 - Boxing or wrestling entertainment
 - A performance of live music
 - Any playing of recorded music
 - A performance of dance
 - Provision of music
 - Provision of facilities for dancing
 - The provision of late night refreshment – the supply of hot food and/or drink from any premises between 11p.m. and 5 a.m.

3. Consultation

- 3.1 This Statement has been prepared in consultation with the Surrey Police, the Surrey Fire and Rescue Service and bodies representing existing licence holders (including justices licences, public entertainment, theatre, cinema and late night refreshment licences), representatives of registered clubs and businesses and residents in the Borough. The views of all these bodies have been taken into account in the determination of this Statement.

4. Fundamental Principles

- 4.1 The Act requires that the Council will carry out its various licensing functions so as to promote the following four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Each objective is of equal importance.

- 4.2 Nothing in the 'Statement of Policy' will:

- undermine the rights of any individual to apply under the Act for a variety of permissions and have any such application considered on its individual merits, and/or
- override the right of any person to make representations on any application or to seek a review of the licence or certificate where provision has been made for them to do so under the Act.

- 4.3 Licensing is about regulating the carrying on of licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act. Any conditions attached to various authorisations will be focussed on matters which are within the control of individual licensees and others in possession of relevant authorisations. Conditions will therefore be used to regulate the use of premises for licensable activities and their effects in the vicinity of those premises. Whether or not incidents can be regarded as taking place in the vicinity of licensed premises is a question of fact and will depend on the particular circumstances of the case.

- 4.4 The Council acknowledges the advice received from the Department for Culture, Media and Sport (DCMS), that the views of vocal minorities should not be allowed to predominate over the general interests of the community.

- 4.5 The Council is keen to promote the artistic and cultural life of the Borough, and licensing will be approached with a view to encouraging cultural activities and innovative forms of public entertainment for the wider cultural benefit of communities generally. When a relevant representation is made only conditions strictly necessary for the promotion of the licensing objectives will be attached to a licence as the Council is aware of the need to avoid imposing substantial indirect costs. Where there is an indication that licensing requirements may be deterring such events, where appropriate the policy may be reviewed with a view to investigating how the situation might be remedied.

- 4.6 The Council is aware that different areas of the Borough have different characteristics and where possible will ensure that licence conditions reflect these. In particular:

- Villages of a more quiet and rural nature
- Urban Centres – where redevelopment and / or regeneration is being encouraged.

- 4.7 The Council is aware that a variety of premises will be seeking licences, from schools to small private members' clubs, to large well established premises with dancing and entertainment, and where a relevant representation has made will ensure that licence conditions reflect the nature of the different types of premises.

- 4.8 Where a responsible authority or interested party does not raise any representations about the application made to the Council as Licensing Authority, it is the duty of the Authority to grant the

licence or certificate subject only to conditions that are consistent with the operating schedule and any applicable mandatory or standard conditions.

5. The Licensing Objectives

5.1 Prevention of Crime and Disorder

- 5.2 Under the Crime and Disorder Act 1998 local authorities must have regard to the likely effect of the exercise of their functions on, and do all they can to prevent crime and disorder in their area.
- 5.3 Licensing is about the control of licensed premises, qualifying clubs and temporary events within the terms of the Act. The licensing function cannot be used for the general control of anti-social behaviour, nonetheless, the Council will expect applicants to include within their operating schedule the steps they propose to take to reduce or deter crime and disorder, both inside and in the immediate vicinity of the premises. These steps will vary from premises to premises and according to the type of licensable activities that are to occur.
- 5.4 The applicant should identify any particular activities or issues which might conflict with those of promoting the crime and disorder objective and include such measures to counteract this effect in the operating schedule.
- 5.5 In particular, the Council will expect applicants to address, where appropriate, in the operating schedule, the following matters:
- physical security features
 - procedures for risk assessments in respect of 'drinking up time', special events and promotions
 - membership of the local 'Pub watch' scheme, where one exists
 - the use of licensed door supervisors (by the Security Industry Authority) and search procedures as indicated by a risk assessment
 - measures to prevent the use and sale of illegal substances
 - training for staff in crime prevention and dealing with violence as indicated by a risk assessment
 - agreed protocols with the Police to reduce crime and disorder
 - details of CCTV and audio recording equipment to include where cameras are placed and for how long footage is retained before proper and secure disposal
- 5.6 Those premises benefiting from an off-sales facility will be expected to maintain a log of refusal to sell alcohol to a prospective customer giving details of time, and date, the person serving and as much details of the customer as is possible, whilst having regard for the Data Protection and Freedom of Information Acts.
- 5.7 The Council recognises that many premises licensed for on-sales in the Borough are well run and crime free. However, where there is a recent history of patrons being involved in any form of violent incident, within or nearby the premises, and where a relevant representation is made, in any subsequent review of the premises licence, it is likely that conditions will be placed upon the premises licence which are deemed relevant, necessary and proportionate.
- 5.8 The Council will consider attaching Conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises and these may include conditions drawn from the Model Pool of Conditions relating to Crime and Disorder.
- 5.9 In its consideration for a Premises Licence from smaller retail outlets and garages the Council will expect that operating schedules will indicate that a personal licence holder will normally be available to supervise the sale or supply of alcohol during the hours of the business, and particularly so between

the hours of 6 p.m. and 6 a.m. Personal Licence holders remain responsible at all times for those they supervise.

5.10 Applicants are recommended to seek advice from Council Licensing Officers and Surrey Police, as well as taking into account as appropriate, local planning and transport policies, tourism and cultural and crime prevention strategies, when preparing their plans and Schedules.

5.11 The Council is keen to stress however, that as well as the licensing function there are a number of other mechanisms for addressing issues of unruly behaviour which occur away from licensed premises. These include:-

- planning controls
- ongoing measures to provide a safer and cleaner environment in partnership with local businesses and others
- powers to designate parts of the Borough as places where alcohol may not be consumed publicly
- confiscation of alcohol from adults and others in designated areas
- police enforcement of the law with regard to disorder and anti-social behaviour
- police powers to close some premises for up to 24 hours in extreme cases of disorder or excessive noise
- the power of police, local businesses or residents to demand a review of the licence
- enforcement action against those selling alcohol to people who are already drunk

5.12 The Council will address a number of these issues in line with the strategic objectives for crime and disorder reduction in the Borough.

5.13 The Council recognises the value of 'Pub watch' (for on-licensed premises) and 'Off watch' (for off-licensed premises), schemes in the prevention of crime and disorder and would expect applicants with such premises, to participate in their local scheme.

6. Public Safety

6.1 The Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, cafes/restaurants and fast food outlets/takeaways. Each of these types of premises presents a mixture of risks, with many common to most premises and others unique to specific operations.

6.2 The Council will expect Operating Schedules to satisfactorily address these issues and applicants are advised to seek advice from Council Health and Safety Officers and the Surrey Fire and Rescue Service before preparing their plans and schedules.

6.3 The Council will work with Surrey Fire and Rescue and other responsible authorities to ensure that fire safety is maintained in all licensed premises. Applicants are advised that the Fire Service will examine all applications to ensure that patrons or customers can be safely accommodated on the premises. Fire Safety legislation requires that a fire risk assessment is completed for all premises requiring a licence. Where relevant representations are made the Council will consider attaching pertinent conditions to the licence to promote safety, drawn from the Model Conditions relating to 'Public Safety' and 'Cinemas and Fire Safety'.

6.4 The provisions cited in paragraph 5.11 above may also be used in respect of the promotion of public safety.

7. Prevention of Nuisance

7.1 The Council is committed to minimising the loss of amenity in the Borough by working in partnership with Surrey Police, Safer Runnymede, the Environmental Protection and Planning Departments and licensees. Applicants should be able to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented to prevent public nuisance. Such measures should be relevant to the particular style and character of the premises and events and seek to minimise any loss of amenity to occupants of any nearby premises.

- 7.2 The Council intends to interpret “loss of Amenity” in its widest sense and takes it to include such issues as noise, light, odour, litter and anti-social behaviour.
- 7.3 The Council will seek to protect the reasonable rights of residents and businesses in the vicinity of licensed premises – ‘vicinity’ being the area around the licensed premises. Whether or not incidents can be regarded as being “in the vicinity” of licensed premises or places, is a question of fact and will depend on the particular circumstances of the case. In cases of dispute, the question may ultimately be decided by the courts. In determining such applications, the Council will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.
- 7.4 Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises. The Council will expect applicants to address these issues satisfactorily in their operating schedules.
- 7.5 Where appropriate, it is expected that applicants will give consideration to the following issues:
- installation of a sound limiting device
 - sound proofing measures such as keeping doors and windows closed
 - installation of double door entry and exit systems
 - sound proofing measures for external areas of the premises where entertainment is likely to take place
 - measures for the winding down of sales and events
 - accessibility to transport services
 - measures to be taken to prevent or minimise nuisance caused by the dispersal of patrons from the premises
- 7.6 Applicants are advised to seek advice from appropriate authorities prior to the submission of the operating schedule.
- 7.7 The Council will consider attaching conditions to licences and permissions to prevent public nuisance and these may include conditions drawn from the Model Pool of Conditions produced by the DCMS relating to ‘Public Nuisance’.
- 8. Protection of Children from Harm**
- 8.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often by themselves, for food and/or entertainment.
- 8.2 The Council recognises that limitations may have to be imposed where it is considered necessary to protect children from harm.
- 8.3 The Council will consult with the approved authority concerned with the Protection of Children from Harm and Child Protection issues on any application where it is indicated that there may be concerns over access for children.
- 8.4 Accessibility of unaccompanied children to licensed premises is related to whether or not a premises is “exclusively or primarily used for the consumption of alcohol”. Applicants for premises where there may not be a clear distinction between those that are “exclusively or primarily used for the consumption of alcohol” will be directed to give consideration to paragraph 3.34 of the National Guidance and to indicate the position of their premises with respect to this in their operating schedule.
- 8.5 The Council will judge the merits of each separate application before deciding whether to impose conditions limiting the access of children to individual premises. The following are examples of premises that will raise concern:
- where there have been convictions for serving alcohol to minors or with a reputation for underage drinking

- where there is a known association with drug taking or dealing
- where there is a strong element of gambling on the premises
- where entertainment of an adult or sexual nature is commonly provided or occurs during the course of events
- where films with age restricted classifications are to be shown
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises

8.6 The Council will give consideration to the following options when dealing with a licence application where limiting the access of children is considered necessary to prevent harm to children:

- limitations on the hours when children may be present
- limitation on access to persons below the age of 18
- limitations or exclusion when certain activities are taking place
- requirements for an accompanying adult
- full exclusion of people under 18 from the premises when any licensable activities are taking place

8.7 To prevent illegal purchases of alcohol by such persons, the council recommends that all licensees should work with a suitable 'proof of age' scheme and ensure that appropriate identification is requested prior to entry and when requesting alcohol, where appropriate. Appropriate forms of identification are currently considered to be the following:

- Photo card Driving Licence
- Passport
- Citizens Card
- Connexions Card
- Validate Card
- Portman Card
- Or a scheme which carries the PASS hologram logo.

8.8 It is the Council's expectation that all staff responsible for the sale of intoxicating liquor receive information, training and advice on the licensing laws relating to children and young persons in licensed premises. Licensed premises staff are required to take reasonable steps to prevent underage sales.

8.9 The Council will expect applicants to include in their operating schedule the steps which they propose to take to prevent harm to children.

8.10 The Council will not seek to limit the access of children to any premises unless it is necessary for the prevention of physical, moral or psychological harm to them.

8.11 The Act details a number of offences designed to protect children in licensed premises and the Council will work closely with the police to ensure the appropriate enforcement of the law, especially where it relates to the sale and supply of alcohol to children.

8.12 The Council supports the aims of the Portman Group and commends the Code of Practice operated by it on behalf of the alcohol industry to applicants.

Amusements with Prizes

8.13 In premises where there are AWP (Amusement with Prizes) and all cash gaming machines, the Council will expect operating schedules to include the measures to be taken to prevent access to them by children in accordance with current Gaming legislation.

- 8.14 The Council will expect that where there is access by children, all machines are located within sight of the bar staff so that machines can be played under direct supervision.
- 8.15 When the Gambling Bill becomes law the Council will review this section of the policy as necessary.

Access to Cinemas

- 8.16 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example, scenes of horror or violence that may be considered unsuitable for children within certain age groups.
- 8.17 The Council expects the operating schedules of premises presenting film exhibitions to include arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification (BBFC). The Surrey County Districts' Film Licensing Joint Committee, on which the Council is represented can also make recommendations on classifying films and can be consulted where a BBFC classification has not been made on a film.

Children and Public Entertainment

- 8.18 Many children go to see and/or take part in entertainment arranged especially for them, for example, children's film shows and dance or drama school productions and additional arrangements are required to safeguard them while at the premises.
- 8.19 Where a regulated entertainment is especially presented for children, the Council will expect a written risk assessed contingency plan to be available at the premise. It is recommended that the following arrangements are made in order to control access and egress and to ensure their safety:
- An adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to there being a minimum of one member of staff up to 50 children and one member for each additional 50 children
 - No child unless accompanied by an adult to be permitted in the front row of any balcony
 - No standing to be permitted in any part of the auditorium during the performance.
- 8.20 The Council will expect the operating schedule to satisfactorily address these issues.
- 8.21 Consideration will be given to attaching conditions, where a representation is made by a relevant authority, to licences and permissions to prevent harm to children and these may include conditions drawn from the DCMS Model Pool of Conditions relating to the Protection of Children from Harm.

9. GENERAL CONSIDERATIONS

9.1 Licensing Hours

- 9.2 It is recognised that flexible licensing hours for the sale of alcohol would avoid large numbers of people leaving premises at the same time. This in turn could reduce the friction at late night fast food outlets, taxi ranks, minicab offices and other sources of transport that can lead to disorder and disturbance.
- 9.3 Applicants for premises licences and club premises certificates are asked to note that provision may be made within the licence or certificate for 'opening hours' to differ from the hours during which licensable activities are authorised to take place. The Act does not require that opening hours should be identical to the hours during which, for example, alcohol may be sold or supplied and applicants may therefore wish to incorporate a 'closing time' and 'drinking up time' within their proposals.
- 9.4 Fixed trading hours within designated areas will not be set.
- 9.5 When considering applications for premises licences after relevant representation from a responsible authority the Council will take into account applicants' requests for terminal hours in the light of the four fundamental principles, and having particular regard to:
- environmental quality
 - residential amenity

- character or function of a particular area; and
- nature of the proposed activities to be provided at the premises.

9.6 The terminal hours will normally be approved where the applicant can show that the proposal would not have an adverse effect on those issues listed above. Where a relevant representation is made the Council may set an earlier terminal hour where it considers this is appropriate to the nature of the activities and the amenity of the area.

10. Shops, Stores and Supermarkets

10.1 The Council will generally consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises at any time they are open for shopping.

10.2 However, it may be considered that there are valid reasons for restricting those hours, for example, where police representations are made in respect of shops known to be the focus of disorder and disturbance.

10.3 Where alcohol is sold ancillary to the main business the operating schedule will have to indicate the procedures in place to ensure alcohol is not sold to a person not entitled to purchase it.

10.4 Those premises selling petrol will have to satisfy the council that petrol sales are ancillary to the main retail sales of the premises.

11. Integrating Strategies and Avoiding Duplication

11.1 In the adoption of this policy the Council will avoid duplication with other regulatory regimes.

11.2 There are many stakeholders in the leisure industry, covering a wide range of disciplines. Many are involved, directly or indirectly, in the promotion of the licensing objectives, particularly those relating to the prevention of crime and disorder and public nuisance. Many of their strategies deal, in part, with the licensing function and the Council has set up multi-disciplinary working groups to ensure proper integration of local crime prevention, planning, transport, tourism and cultural strategies.

11.3 The Council will arrange for protocols with Surrey Police to enable them to report to the Committee responsible for transport matters on the need for the swift and safe dispersal of people from town centres to avoid concentrations which can produce disorder and disturbance.

11.4 Arrangements will be made for the Licensing Committee to receive reports on the following matters to ensure these are reflected in its decisions:

- the needs of the local tourist economy and cultural strategy for the Borough
- the employment situation in the Borough and the need for investment and employment where appropriate.

11.5 The Council recognises that there should be a clear separation of the planning and licensing regimes and licensing applications should not be a re-run of the planning application.

11.6 The Council will ensure that periodic reports are sent from the Licensing Committee to the Planning Committee advising them of the situation regarding licensed premises in the Borough, including the general impact of alcohol related crime and disorder, to assist in decision-making.

11.7 However, some regulations do not cover the unique circumstances of some entertainment and the Council will give consideration to attaching conditions to premises licences and club premises certificates where necessary for the promotion of the licensing objectives which are not already provided for in any other legislation.

12. Standard Conditions

12.1. Conditions attached to licences or certificates will be tailored to the individual style and characteristics of the particular premises and events concerned.

12.2 However, where considered appropriate and necessary for the promotion of the Licensing Objectives, the Council will give consideration to attaching conditions drawn from the DCMS Model Pools of Conditions.

13. Enforcement

13.1 Once licensed, it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Act and the Council will make arrangements to monitor premises and take appropriate enforcement action to ensure this, including prosecution.

13.2 An Officer of the Council will aim to inspect every premises that it has not previously licensed, and those seeking significant variations of the availability to purchase alcohol, to ensure compliance with the licensing objectives and this policy.

13.3 Applicants will be notified in writing if the Council is not minded to conduct an inspection.

13.4 An Officer of the Council will aim to inspect all premises at regular intervals assessed on the basis of a risk assessment. Where possible there will be joint visits with either the Police or Fire Authority.

13.5 The Council will formulate an intelligence model using information gathered from all the statutory authorities. Those premises where significant problems are identified will be inspected with greater frequency.

13.6 In relation to Licensing and some other areas the Council has adopted an enforcement policy in accordance with the principles of consistency, transparency, proportionality and objectivity set out in the 1998 Cabinet Office document 'Enforcement Concordat- Good Practice Guide for England and Wales'. This Policy is available on the Council's web site www.runnymede.gov.uk and from the offices of the Environmental Protection Division of Technical Services. Where it is considered to be in the public interest prosecutions will be made.

13.7 Any decision made to instigate legal proceedings will take account of the criteria set out in the Code for Crown Prosecutors, the Attorney General's Guidelines and the Council's Enforcement Policy.

13.8 The Council will work closely with Surrey Police, and Surrey Trading Standards to establish protocols to ensure an efficient deployment of Police, Trading Standards Officers and Council Officers engaged in enforcing the law relating to licensing and inspecting licensed premises, in order to ensure that resources are targeted at problem and high risk premises.

14. Live Music, Dancing and Theatre

14.1 In its role of implementing local authority cultural strategies, the Council recognises the need to encourage and promote a broad range of live music, dance and theatre for the wider cultural benefit of the community. It is also noted that the absence of cultural provision in any area can itself lead to a loss of community awareness and can expose young people to anti-social activities that damage local communities. The needs of the community will therefore be balanced with those of promoting the four fundamental principles of the Act.

14.2 Owners of open spaces, including those owned by the Council will be encouraged to obtain a premises licence. This will include, for example, village greens, parks, community halls and similar public spaces. In these instances performers and entertainers, who want to give a performance in these places, would not need to obtain a licence or give a temporary event notice themselves but would require the permission of the premises licence holder. Any charges related to this permission will be reasonable and proportionate.

14.3 When considering applications for such events and the imposition of conditions on licences or certificates, where a relevant representation is made, the Council will carefully balance the cultural needs with the need to promote the licensing objectives.

15. Temporary Events

15.1 While the legal minimum for notification of a temporary event to the Council and the Police is 10 days it would greatly assist all parties in the smooth planning of such events, which often require weeks or months of preparation, if such notification could be given at least one month before hand.

16. Administration, Exercise and Delegation of Functions

- 16.1 The Council will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. A Public Register of all licensed premises will be maintained.
- 16.2 Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, the Council has delegated certain decisions and functions and has established a Licensing Sub-Committee to deal with them.
- 16.3 Furthermore, with many of the decisions and functions being purely administrative in nature, including for example, those licences and certificates where no representations have been made, the decisions in respect of them have been delegated to Officers. All such matters dealt with by Officers will be reported for information to the next meeting of the Licensing Sub-Committee.
- 16.4 Set out below is the agreed Table of Delegations of functions to the Licensing Committee, Sub-Committee(s) and Officers:

Matter to be dealt with	Full Licensing Committee	Licensing Sub-Committee	Officers
Application for personal licence		If a police objection made	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises Certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club registration Certificate		If a relevant representation made	If no relevant representation made
Application to vary designated personal licence holder		If a police objection made	All other cases
Request to be removed as designated personal licence holder			All cases
Application for transfer of premises licence		If a police objection made	All other cases
Application for Interim Authorities		If a police objection made	All other cases
Application to review premises licence/club premises Registration		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc			All cases
Decision to object when local authority is a consultee and not the lead authority		All cases	
Determination of a police representation to temporary event notices		All cases	

- 16.5 This form of delegation is without prejudice to Officers referring an application to a Sub-Committee, or a Sub-Committee to the Full Licensing Committee, if considered appropriate in the circumstances of any particular case.

17. Monitoring and Review

17.1 The police, fire authority and other consultees will be encouraged to report to the Licensing Committee annually on the operation of the licensing function.

17.2 The Licensing Officer will report annually to the Licensing Committee. Reports may include:

- statistics of the several forms of licences
- a breakdown of the number of licences determined by committee and under delegated powers
- a breakdown of the outcome of any appeals
- a breakdown of licences by reference to their terminal hour
- an outline of enforcement activity undertaken
- the outcome of any prosecutions
- details of any premises closed temporarily
- proposals to amend the licensing policy in the light of experience
- proposals to amend licensing practice in the light of experience
- summary and/or attachment of reports from other relevant authorities

18. **List of persons and organisations consulted in respect of the Draft Licensing Policy:**

Runnymede Borough Council

Chief Executive and all Heads of Departments
All elected Members of Runnymede Borough Council

Surrey Police

Chief Superintendent
Area Inspector
Licensing Officer

British Transport Police

Surrey Fire and Rescue Service

Walton Fire Station
Reigate Head Office

Surrey County Council Trading Standards Service

Health Service Representatives

St Peter's Hospital

Child Protection

Surrey Area Child Protection Committee

Residents' Associations

All the Educational Establishments in the Borough

Representatives of Licensed Premises

All 'On' Licence holders
All 'Off' Licence holders
Premises which sell hot food after 11p.m.
Holders of Club Premises Certificates Cinema and Theatre Licences
Existing Public Entertainment Licencees (including occasionals, Community Halls, Day Centres etc)

Transport

Private Hire Operators
Hackney Carriage Drivers
South West Trains

Other Interested Parties

Religious Orders
Jazz Services (Music Trade)
The European Entertainment Corporation
CAMRA
Hammonds (Solicitors)
Surrey Chamber of Commerce

19. Names and addresses of Responsible Authorities

Licensing Authority	Licensing Section Runnymede Borough Council Civic Offices Station Road Addlestone, Surrey KT15 2AH
Enforcing Authority for Pollution of the Environment	Environmental Protection Division Runnymede Borough Council Civic Offices, Station Road Addlestone, Surrey KT15 2AH
Enforcing Authority for Health & Safety OR Enforcing Authority for Runnymede Borough Council owned venues and educational establishments	Health & Safety Officer Environmental Protection Division Runnymede Borough Council Civic Offices, Station Road Addlestone, Surrey KT15 2AH Health and Safety Executive Phoenix House 23 Cantelupe Road East Grinstead West Sussex RH19 3BF
Fire Authority	Surrey Fire Safety & Rescue Service Quadrant Court 35 Guildford Road Woking Surrey GU22 7QQ
Surrey Police	Licensing Officer Surrey Police Addlestone Police Station Garfield Road Addlestone, Surrey KT15 2AD
Local Planning Authority	The Planning Department Runnymede Borough Council Civic Offices, Station Road Addlestone, Surrey KT15 2AH
Trading Standards Service	Surrey County Council Trading Standards Service Bay Tree Avenue Kingston Road Leatherhead, Surrey KT22 7SY
Authority for the protection of Children from Harm	Head of Statutory Child Protection and Child Care Child Protection and Independent Review Unit Mid Surrey Area Office Bay Tree Avenue Kingston Road, Leatherhead Surrey, KT22 7AH