

**The Licensing Act 2003
(Premises licences and club premises certificates) Regulations 2005
Regulation 33, 34 and Schedule 12
Part A**

**Premises Licence
*Oxford City Council***

Premises Licence Number

19/03199/RVPREM

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code:

Isis Farmhouse
Isis Tavern
The Towing Path
Oxford
OX4 4EL

Telephone number: 01865 247006

Where the licence is time limited the dates:

Not applicable

Licensable activities authorised by the licence:

Sale of alcohol
Indoor Sporting Events
Live Music
Late Night Refreshment
Recorded Music

Times the licence authorises the carrying out of licensable activities:

Sale of Alcohol:

Sunday to Thursday: 10:00 hours - 23:00 hours
Friday to Saturday: 10:00 hours - 00:00 hours (midnight)
Notable days: 10:00 hours - 00:00 hours (midnight)

Live music and Recorded music:

Sunday to Thursday: 19:00 hours - 23:00 hours
Friday to Saturday: 12:00 hours - 00:00 hours (midnight)
Notable days: 12:00 hours - 00:00 hours (midnight)
Provided indoors

Late night refreshment:

Friday to Saturday: 23:00 hours - 00:00 hours (midnight)

In the timings above, "notable days" means the following:

Good Friday
Easter Saturday
Easter Monday
New Year's Eve
New Year's Day
Christmas Eve

The opening hours of the premises:

At the discretion of the licence holder

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

On and off sales

Part 2

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

Adrian Burns
The Isis Farmhouse
The Towing Path
Oxford
OX4 4EL
Email address: adeburns@gmail.com

Noreen Cullen
The Isis Farmhouse
The Towing Path
Oxford
OX4 4EL

Registered number of holder, for example 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:

Adrian Francis Burns

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: 17/02118
Licensing Authority: Wycombe District Council

Annex 1 – Mandatory conditions

1. 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.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3.
 - 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).
4. Where this licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority, with the following exceptions:
 - a) premises where the premises licence authorises plays or films
 - b) any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 to the Private Security Industry Act 2001 (premises being used exclusively by a club with a club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - c) any occasion within paragraph 8(3)(d) of Schedule 2 to the Private Security Industry Act 2001.

5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6.
 - 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.
7. 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.
8.
 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 rate 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) valued 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.

Annex 2 – Conditions consistent with the Operating Schedule

Not Applicable

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

9. The Premises Licence holder shall ensure that alcohol is only consumed within the boundary as marked in red on the Premises Licence Plan.
10. The Premises Licence holder shall ensure that no music or regulated entertainment will take place in any area outside of the premises building as marked in blue on the premises licence plan, with the exception of permission granted in condition 11 of this premises licence. Section 177A of the Licensing Act 2003 does not apply to this condition.
11. Live or recorded music, amplified speech or regulated entertainment may take place outside of the premises building, only if:
 - taking place on a Saturday between 11:00 hours – 21:00 hours; and
 - taking place inside the area marked in green on the premises licence plan

This condition requires strict compliance with conditions 21 & 22 of this premises licence. Section 177A of the Licensing Act 2003 does not apply to this condition.

12. The Premises Licence holder shall ensure that all windows and doors in rooms where amplified music, amplified speech or other regulated entertainment is taking place will be closed at the premises except for access and egress. Section 177A of the Licensing Act 2003 does not apply to this condition.
13. The Premises Licence holder shall ensure that the licensable area, as marked in red on the premises licence plan, will be cleared of customers no later than 30 minutes after the terminal hour of licensable activities.
14. The Premises Licence Holder shall ensure that a Premises Daily Register is held at the premises. This Register shall be maintained for a rolling minimum period of 12 months in a bound or electronic format, and shall record:
 - The name of the person responsible for the premises on each given day.
 - The name of the person authorising the sale of alcohol each day.
 - All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call.
 - Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused)
 - Any items seized by security staff employed at the premises.
 - The name, SIA number, start and finish time of anyone employed in a security role for that day
 - Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused)
 - Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out.
 - Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.

The Designated Premises Supervisor, or in their absence duly appointed member of staff, shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer throughout the trading hours of the premises.

15. The Premises Licence Holder shall ensure that written policies are implemented. Such documents shall include, but not be limited to, the following:
- CCTV
 - Conditions of Entry
 - Crowd Dispersal
 - Safeguarding Children & Vulnerable Adults
 - Noise
 - Queue Management
 - Responsible Service of Alcohol
 - Security Measures
 - Underage Sales & False Identification
 - Zero Tolerance Drugs

From these written policies and operating procedures, the premises licence holder will implement written staff training ensuring that all staff employed at the premises receive full training on those policies that are relevant to their specific role. Staff shall sign and date training records to confirm they have had, fully understand the training, and that they will carry out their duties in accordance with them. These training records will be retained and made available to the Licensing Authority and/or responsible authority named under the licensing act upon request.

Where subsequent issues or concerns related to one or more of the policy(s) are brought to the premises licence holder's attention by the licensing authority and/or one of the responsible authorities named under the licensing act, the premises licence holder will make amendments as directed by that authority(s).

Hard copies of the most up to date policy/procedures will be kept on the premises. They will be readily accessible to staff for their own reference whilst working, and will be made available to any of the authorities upon request to check for compliance.

16. The Premises Licence Holder shall ensure that a CCTV system will be installed and maintained. The CCTV system will incorporate the following basic requirements:
- Be switched on and fully operational when the licensable activities are being carried out.
 - Record for a minimum rolling period of 31 days
 - Have a camera covering any entrance which will provide a facial shot of identification quality.
 - Have cameras covering any pertinent public areas (internally and externally).
 - Have a means of copying any footage to another medium as evidence if requested by the Police.
 - Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police.
 - A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed.
17. The Premises Licence Holder shall ensure that as part of the written 'security measures' policy the premises licence holder will carry out a written risk assessment regarding the need (if at all) for SIA licenced door supervisors. This will, amongst other details include the numbers of security to be utilised, their start and finish times and the name of the security provider.
18. The Premises Licence Holder shall ensure that where the premises employs SIA door staff that the minimum staffing level will be no fewer than 2 on duty to avoid issues and risks associated with lone working.
19. The Premises Licence holder shall ensure that all staff employed in a security role at the premises shall wear at all times whilst on duty both inside and outside of the premises high visibility yellow florescent jackets or florescent vests which clearly identify them as members of the security staff.

20. The Premises Licence Holder shall ensure that any door supervisors positioned to manage the entry of persons to the premises will carry out appropriate checks on persons entering (including re-entering) the premises in relation to illegal drugs, weapons and alcohol. Any items found shall be seized, and placed in a secure area of the premises and reported to Thames Valley Police.
21. The Premises Licence Holder shall ensure that sound is controlled from licensable activities taking place at the premises, such that it does not exceed a measured Action Level namely a sound pressure level of 5 dBLAeq,15mins above the background sound pressure level measured as LA90 (15mins) at the first footbridge on Iffley Lock and also on the Towing Path, 60 metres north from the corner of the north eastern boundary of the licensable area on the premises plan.

Where such an exceedance occurs corrective action shall be taken to reduce the sound to below the Action Level as soon as is reasonably practicable. Section 177A of the Licensing Act 2003 does not apply to this condition

22. The Premises Licence Holder shall ensure that a nominated person regularly monitors the level of sound generated by regulated entertainment provided at the premises by means of measurement and auditory assessment at the points referred to above. All monitoring and actions taken as a result shall be recorded in the Daily Premises Register which shall be made available to an authorised officer upon request. Section 177A of the Licensing Act 2003 does not apply to this condition.
23. Where an event is held at the premises and the number of customers attending the event is expected to exceed 200 (or multiple events that together exceed 200), the following policies, documentation and assessments shall be carried out and implemented:
- a) A notification of the proposed event shall be submitted to the Licensing Authority, Thames Valley Police and Environmental Health department one calendar month in advance of such event, including an Event Management Plan ["EMP"]
 - b) EMP shall include an Anti-drugs Policy which shall take account of any advice offered by Thames Valley Police and where required shall include provisions relating to searching of patrons and the provision of a secure drugs storage facility for any drugs seized.
 - c) Crowd Dispersal Policy shall be implemented, taking into account the number of attendees (including both event attendees and pub customers) the location of the Premises and the safety of patrons beyond the licensable area (towpath)
 - d) Advice from the Safety Advisory Group [SAG], where such a group exists, and a Responsible Authority's shall be sought by the Licence Holder in relation to the event
 - e) An assessment of the need for security staff shall be conducted, taking into account the nature of the event, events that have previously been held at the premises, any advice offered by the Licensing Authority or Police and the requirements of the Licence Holder. The assessment shall determine the number of security staff needed, if any, and the locations that they should be deployed. A copy of this assessment shall be made available at the premises during the course of the event. During the event, security staff shall be deployed in accordance with the results of the assessment.
 - a) The following details shall be provided for each door supervisor and those must be contemporaneously entered into a bound register kept for that purpose:
 - i. Full name
 - ii. SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority [including expiry date of that registration or accreditation
 - iii. The time they began their duty
 - iv. The time they completed their duty.

This register is to be kept at the premises at all times during the course of the event and at a notified address after the event. The register shall be maintained so as to enable an authorised

officer of the Licensing Authority, the Security Industry Authority or Thames Valley Police Officers to establish the particulars of all door stewards engaged at the premises during the event.

- f) Evictions Policy shall define behaviours likely to invoke an eviction [including but not limited to causing disturbance, anti-social behaviour, entry without a valid ticket, drug dealing, unauthorised selling). The Evictions Policy shall include details on the process for removing persons from the event site by the event security staff as expediently as possible, duty of care procedures in particular for juveniles and other vulnerable people, onwards travel arrangements where required for evictees and where necessary the handing over of persons to Police where a substantive criminal offence has occurred
- g) Maintain an Incident and Refusals Logbook or log books in bound or electronic format which shall be used to record full details of all incidents. These shall include details of any refused sales and shall give the details of the persons involved, their apparent age and a description of them and their name, a description of the incident, the date and time, actions taken, final outcome of the situation and the date and time of entry, along with the name of the person making the entry. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The record shall be maintained available for inspection throughout the event and at a notified address thereafter.
- h) The Premises Licence Holder will make any amendments to any policies or procedures as directed by any authorised officer.

24. The Premises Licence Holder shall ensure that where an event is held at the premises and the number of customers expected at the event exceeds 200, the identity of the Event Organiser/s and details of the event shall be notified to the Licensing Authority, Thames Valley Police and the Environmental Health Department of the Local Authority at least one calendar month in advance of the commencement of the event.

Any change to the identity of the Event Organiser or details of the event after this period will be notified as soon as reasonably practicable, however no later than one week before the event.

Such written notifications shall include the following details:

- The name of the person in charge/authorising the sale of alcohol for the duration of the event.
- The name of any promoters
- The name of the any act, DJ's or other such performers involved
- The nature of the event
- The date, the commencement and conclusion time of the event
- Security provisions, including name of the Company, numbers and working hours of SIA staff)
- Expected numbers attending the event

25. The Premises Licence Holder shall ensure that, where an event is held at the premises and the number of customers expected at the event exceeds 200, the name/s of the Organiser/s shall be displayed next to the Summary of this Premises Licence for the duration of the event.
26. The Premises Licence Holder shall ensure that where one exists, the premises will be a member of the local Pubwatch scheme.
27. The Premises Licence Holder shall ensure that prominent, clear notices are displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces and management measures regarding dispersal.
28. The Premises Licence Holder shall ensure that the contact telephone number for the premises will be advertised on the premises and the website operated for the premises which shall be monitored and answered by a nominated person whilst licensable activities take place. If a noise or nuisance related complaint is received, a record of the call and appropriate action taken by the Premises Licence Holder shall be recorded in the Daily Premises Register.

29. The Premises Licence Holder shall ensure that a challenge 25 scheme will be adopted in compliance with the age verification condition. Customers who appear to be under 25 years of age will be required to prove their age when purchasing alcohol. Suitable forms of identification will be a passport, 'pass' card or other identification recognised by the Licensing Authority in its statement of licensing policy.
30. The Premises Licence Holder shall ensure that persons under the age of 18 are only admitted to the bar area if accompanied by a responsible adult, who will be notified as being responsible for those who are under 18 and accompanying them whilst on the premises.
31. The Premises Licence Holder shall ensure a dedicated area is provided for vulnerable people (i.e. through alcohol, drugs, isolation, under age, etc.) that have come to the attention of staff employed at the premises. This area will be for the safeguarding and appropriate support and first aid (if required) of such persons.
32. The Premises Licence Holder shall ensure that no person will be allowed to leave the premises whilst in possession of any open drinking vessel or open glass bottle, whether empty or containing any beverage.
33. The Premises Licence Holder shall ensure that all vents and extraction systems are constructed and operated so as to prevent noxious smells from causing a nuisance to nearby properties.

Annex 4 – Plans

See attached plan