

TEIGNBRIDGE DISTRICT COUNCIL

LICENSING AND REGULATORY SUB-COMMITTEE

CHAIR: Cllr Robert Hayes

DATE: 7 August 2025

REPORT OF: Licensing Manager

SUBJECT: Application for a New Premises Licence – Bow Grange, Littlehempston, TQ9 6NQ

PART I

RECOMMENDATION

That the Licensing Act 2003 Sub-Committee is requested to consider this application.

PART I

1. THE APPLICATION

Applicant: Mr Thomas O'Brien

Premises: Bow Grange, Littlehempston

The application is for a Premises Licence to be granted under the Licensing Act 2003 is to allow the late-night refreshment and supply of alcohol. Attached is a copy of the location plan and plan of premises (Appendix A).

The operating schedule shows: -

Hours Premises Open to the Public:

Monday to Sunday	1000hrs to 0030hrs
New Years Eve/Day	1000hrs to 0130 hrs

Relevant licensable activities:

- Provision of late-night refreshment
- Supply of alcohol

Hours of licensable activities:

Late Night Refreshment	Monday to Sunday	2300hrs to Midnight
Supply of Alcohol (on the premises)	Monday to Sunday	1000hrs to Midnight

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Seasonal variation on all licensable activities

New Years Eve/Day 1000rs to 0100hrs

Designated premises supervisor: **Mr Thomas O'Brien**

Supply of alcohol is for consumption on the premises.

Steps to promote licensing objectives:

- General

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- The prevention of crime and disorder
CCTV

The premises shall install operate and maintain a comprehensive digital colour CCTV system to the satisfaction of the Police and local authority.

All public areas of the licensed premises including entry and exit points will be covered, including any outside areas under the control of the premises licence holder.

The system must record clear images permitting the identification of individuals and enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition.

The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises.

All equipment must have a constant and accurate time and date generation.

All recordings will be stored for a minimum period of 31 days with date and time stamping.

Viewable copies of recordings will be provided on request to the Police and local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 1998 (or any replacement legislation) OR a staff member from the premises who is conversant with the operation of the CCTV system, shall be always on the premises when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority, copies of recent CCTV images or data with absolute minimum of delay when requested in accordance with the Data Protection Act 1998 (or any replacement legislation).

The applicable condition will be based on the size/location and business operation of the premises, assessed on an individual basis.

The CCTV system will be capable of downloading images to a recognisable viewable format.

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There will be security measures in place to ensure the integrity of the system to prevent the tampering with, and deletion of, images.

Incident Log

An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:

- o Any incidents of disorder or of a violent or anti-social nature
- o All crimes reported to the venue, or by the venue to the police
- o All ejections of patrons
- o Any complaints received
- o Seizures of drugs or offensive weapons
- o Any faults in the CCTV system
- o Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

Refusals Register

An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- o the date and time of refusal
- o the reason for refusal
- o details of the person refusing the sale
- o description of the customer
- o any other relevant observations.

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.

All entries must be made within 24 hours of the refusal.

- Public safety
All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- o The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.

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- o The hours and activities permitted by the premises issued under the Licensing Act 2003 and conditions attached to the licence.
- o How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
- o Recognising the signs of drunkenness.
- o The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- o Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 6 monthly intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months.

- The prevention of public nuisance
Clear signs will be present and visible at all exits requesting customers to leave quietly and respect any nearby residents.
- The protection of children from harm
There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:
 - A photo driving licence
 - A passport
 - An identification card carrying the PASS hologram.

Unless such identification is produced the sale of alcohol must be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

The premises shall display prominent signage that a Challenge 25 scheme is in operation.

2. RELEVANT REPRESENTATIONS

Responsible authorities:

Police – no objection.

Environmental Health Officer – no objection.

Fire Officer – no objection.

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Planning Officer – no objection.

Food and Safety - no representation received.

Child Protection Agency - no representation received.

Weights & Measures – no representation received.

Health Authority - no representation received.

Interested parties:

Five representations have been received on the grounds of Public Nuisance.

Note: Relevant extracts from D.C.M.S. Guidance and the Council's own Licensing Policy are attached at the end of the report to assist members consider these representations.

Mrs Andrea Furness
Licensing Manager

Wards affected	<i>Ipplepen</i>
Contact for any more information	<i>Mrs Andrea Furness</i>
Background Papers (For Part I reports only)	<i>Licensing Act 2003 Section 182 Guidance for Police and Licensing Authorities and Statement of Licensing Policy</i>
Key Decision	<i>No</i>
In Forward Plan	<i>No</i>
Community Impact Assessment attached:	<i>No</i>
Appendices attached:	<i>Appendix A – Location plan and plan of premises Appendix B – Representations Appendix C – National guidance Appendix D - Policy</i>