

**TITLE** LAND ADJACENT TO UPPER THAMES ROWING CLUB, REMENHAM LANE, HENLEY ON THAMES RG9 3DB  
APPLICATION TO VARY PREMISES LICENCE PR0256

**FOR CONSIDERATION BY** Sub Committee of the Licensing and Appeals Committee on 26 June 2012

**WARD** Remenham, Wargrave & Ruscombe

**LEAD OFFICER** Julia O'Brien, Principal Environmental Health Officer, Licensing Service

**PURPOSE OF REPORT**

To provide relevant information for the Sub Committee to consider and determine the application from Upper Thames Rowing Club for a variation to the premises licence PR0256 for Land adjacent to Upper Thames Rowing Club.

**OUTCOMES**

The Sub Committee to determine the application.

**RECOMMENDATIONS**

The Sub Committee to consider and determine the application.

**SUPPORTING INFORMATION****Background**

The application to vary the premises licence PR0256 for Land Adjacent to Upper Thames Rowing Club was received on 2 May 2012.

The following documentation is attached – copy of the application (Appendix One), location plan (Appendix Two) and a copy of the existing licence (Appendix Three).

The application was checked and confirmed to be correctly made. The 28 day consultation period ran until 30 May 2012. The responsible authorities, ward members and town council were advised of the application by email.

Details of the application are as follows:

Provision Live Music, Provision of Recorded Music, Provision of facilities for making music, Provision of facilities for dancing, (indoors and outdoors):

- 2300 to 0000 hours Wednesday and Thursday
- Current licence – until 2300 hours Wednesday and Thursday
- No change to midnight Friday and Saturday hours or 22.30 hours Sunday

Late Night Refreshment (outdoors):

- 2300 to 0030 hours Wednesday and Thursday
- 2300 to 0030 hours Friday and Saturday
- Current licence – until midnight Friday and Saturday

Sale by retail of alcohol, (on and off the premises):

- 2300 to 0000 hours Wednesday and Thursday
- Current licence – until 2300 hours Wednesday and Thursday
- No change to midnight Friday and Saturday hours or 2230 hours Sunday

Hours premises are open to the public:

- 2300 to 0030 hours Wednesday to Saturday
- Current licence – until 2300 hours Wednesday and Thursday, until 0000 hours Friday and Saturday or 2230 hours Sunday

To remove conditions:

- Annex 3 (8)

To remove wording:

- Annex 3 (6), (10) and (11) 'which is approved by Thames Valley Police'

To amend the existing wording to read:

- Annex 2 (e) 'All children attending the premises must be accompanied by a responsible adult over the age of 18'
- Annex 3 (7) 'Customers shall be prevented from taking any alcoholic drinks, or other drinks, from the premises in open containers (e.g glasses and opened bottles) by having a maintained ingress and egress system.'

The application has been advertised correctly, with a site notice displayed at the premises (checked 16 May 2012) and a notice placed in the Henley Standard on 11 May 2012.

During the statutory consultation period of 28 days, representations were received from the parish council and a local resident, as interested parties.

### **Analysis of Issues**

Promotion of the four licensing objectives:

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

Section Q of the application details how the applicant proposes to address these.

### **Representations from Responsible Authorities**

Thames Valley Police – no objections

Fire Authority – no representation

Environmental Health – no objection  
Health & Safety – no objection  
Trading Standards – no comment  
Planning – no objection  
Children and Young People’s Services – no response  
Primary Care Trust – no objection

**Representations from Interested Parties**

Representations were received from the Remenham Parish Council and one local resident, attached as Appendix Four:

1. Remenham Parish Council

Concerns about criminal behaviour and an extension of licensable activities taking place after midnight (licensing objective: prevention of crime and disorder and public nuisance).

2. David Law of Barnside Cottage, Remenham Lane RG9 3DB. Concerns about drunken behaviour which may be intimidating and lead to criminal damage. (licensing objective: prevention of crime and disorder and public nuisance).

**Corporate Implications (this must include Financial Implications)**

Requirement of Licensing Act 2003 to determine an application and achieve the four licensing objectives – prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

Wokingham Borough Council’s licensing policy – operating hours – the council recognises that one important aspect of the Licensing Act 2003 is the abolition of national opening hours for premises selling alcohol and will only determine the opening hours of any licensable activity if there is the belief that by limiting the operating hours one or more of the licensing objectives will be met.

**Reasons for Decision**

In accordance with S18 of the Licensing Act 2003 and the Wokingham Borough Council Licensing Policy, the application is referred to the Licensing and Appeals Sub Committee for determination as representations have been received.

**Alternative Options considered, if any**

Not applicable .

**Reasons for considering the report in Part 2**

Not applicable

**List of Background Papers**

Application forms, location plans, representations

<b>Contact</b> Julia O'Brien	<b>Service</b> Licensing Service
<b>Telephone No</b> 0118 974 6358	<b>Email</b> Julia.o'brien@wokingham.gov.uk
<b>Date</b> 3 June 2012	<b>Version No.</b> 1

WOKINGHAM DISTRICT COUNCIL  
 Final version  
 with amended  
 notes  
 - 2 MAY 2012  
 emailed  
 2/5/12  
 ADMINISTRATION SERVICES

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

- Before completing this form please read the guidance notes at the end of the form.
- If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
- You may wish to keep a copy of the completed form for your records.

I/We Upper Thames Rowing Club  
 (Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

<b>Premises licence number</b> PR0256
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Part 1 – Premises Details

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> Land Adjacent to: Upper Thames Rowing Club, Remenham lane, Remenham
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<b>Post town</b>	Henley on Thames	<b>Post code</b>	RG9 3DB
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<b>Telephone number at premises (if any)</b>	+44 (0)1491 575 745
<b>Non-domestic rateable value of premises</b>	£6526

Part 2 – Applicant details

<b>Daytime contact telephone number</b>	+44 (0)1491 575 745		
<b>E-mail address (optional)</b>	nealem@me.com		
<b>Current postal address if different from premises address</b>			
<b>Post Town</b>		<b>Postcode</b>	

**Part 3 - Variation**

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day		Month		Year	

**Please describe briefly the nature of the proposed variation** (Please see guidance note 1)  
To apply for the license to sell alcohol (section M) and license to dance and supply music (sections E,F,I and J) to extend to 12am midnight on Wednesday and Thursday of the Henley Royal Regatta.

To allow for late night refreshments (section L) on Wednesday through to Saturday inclusive until 12.30 am.

Remove 8) under Annex 3 as we will provide a full policy on underage drinking and proof of age as required by licence changes in August 2011.

Remove the statement 'which is approved by Thames Valley Police' in 6), 10) and 11) of Annex 3 as these points must be satisfied in our policy on the subjects these points relate to.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

#### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

##### Provision of regulated entertainment

Please tick yes

- |  |                                     |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)   | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)   | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)  | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/>            |

##### Provision of entertainment facilities:

- |  |                                     |
|--|-------------------------------------|
| i) making music (if ticking yes, fill in box I)  | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)   | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input type="checkbox"/>            |

##### Provision of late night refreshment (if ticking yes, fill in box L)

##### Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					



**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2).	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur								
Fri						<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat								
Sun								

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Tue					
			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) Usual live and recorded music for entertainment and dancing		
Mon					
Tue			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Wed	23:00	00:00			
Thur	23:00	00:00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) As in section E		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed	23:00	00:00			
Thur	23:00	00:00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Tue					
			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u></p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue.			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun					

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b> Live music will be played on a stage outside during Friday and Saturday and recorded music will be played on site on Wednesday and Thursday.	
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)	
Mon				
Tue			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)	
Wed	23:00	00:00		
Thur	23:00	00:00	<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Fri				
Sat				
Sun				



**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick</b> (see guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give a description of the facilities for dancing you will be providing</b> Inside the Marquee.	
Mon			<b>Please give further details here</b> (please read guidance note 3)	
Tue				
Wed	23:00	00:00		
Thur	23:00	00:00	<b>State any seasonal variations for providing dancing facilities</b> (please read guidance note 4)	
Fri				
Sat			<b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	
Sun				

K

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

L

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3) Providing refreshments for customers to adjacent bar in aid of dispersing crowd calmly.		
Mon					
Tue			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Wed	23:00	00:30			
Thur	23:00	00:30	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	00:00	00:30			
Sat	00:00	00:30			
Sun					

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)</b>	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<p><b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 4)            Addition of one hour on Wednesday and Thursday is in accordance with other licenses along the river. This will allow customers to leave the premises during a longer period making it easier for security to deal with any potential issues.</p> <p><b><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>		
Mon					
Tue					
Wed	23:00	00:00			
Thur	23:00	00:00			
Fri					
Sat					
Sun					

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8)  
 There will be no adult entertainment on the premises.

O

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed	23:00	00:30	
Thur	23:00	00:30	
Fri	23:00	00:30	
Sat	23:00	00:30	
Sun			
			<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

Please tick yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

**P** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

Please see the attached Annexe 1. This outlines the minor variations to be added to the Health and Safety conditions listed in the operating schedule of the license.

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

The extension of late night refreshment is designed to allow a steadier more manageable exit from the site by customers, while at the same time giving them the opportunity of food and non-alcoholic beverages.

**e) The protection of children from harm**

Please tick yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures** (please read guidance note 10)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	26/04/2012
Capacity	Designated Premises Supervisor

**Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)**

Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			

*Copy to [unclear] [unclear]*



## LICENSING ACT 2003

### Premises – Land Adjacent to Upper Thames RC Premises Licence PR0256

The Health and Safety conditions listed in the operating schedule of the license be revised as follows;

1. At all events to which there is an element of 'employment' a current certificate of electrical safety in a form prescribed in the Institute of Electrical Engineers Wiring Regulations, signed by a competent person, should be obtained for the electrical installation in connection with this licence (fixed and temporary structures);

All electrical fittings on site must be suitable for the environmental conditions.

2. At all events to which there is an element of 'employment' a current certificate of gas safety signed by a person competent under Gas Safe Register (formerly CORGI), should be obtained for the gas installation in connection with this licence (for fixed and temporary supplies).

3. Suitable and sufficient arrangements should be made for the first aid treatment of members of the public who are attending events in connection with this licence; to the standard detailed in the Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and Guidance.

4. A current certificate showing that the marquee has been constructed safely, signed by a competent person, should be submitted for the structures erected in connection with this licence.

5. A current certificate showing that the marquee and all hangings used in the marquee and any soft furnishings used are of durably flame retarded fabric or inherently flame-retarded fabric and a certificate should be provided, signed by a competent person, for all such structures erected in connection with this licence.

6. Suitable and sufficient arrangements should be made and appropriately documented concerning public safety in view of the vicinity of the event to the river and in connection with activities carried out by, and under the control of, this licensee.

APPENDIX TWO



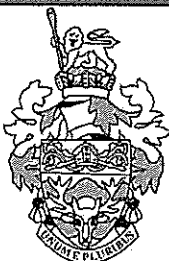
Land at Upper Thames Rowing Club  
REMENHAM PARISH

- Footpaths Map
- — — — — Footpaths
  - - - - - Footpaths only in time of flood
  - ..... Parish Boundary
  - ☼ Viewpoint
  - ⊕ Landscape Painting Spots
  - ⚠ Danger: Fast Cars

20-28

Licensing Act 2003  
**Premises Licence**

**PR0256**

LOCAL AUTHORITY	
 <p><b>WOKINGHAM BOROUGH COUNCIL</b></p>	<p>Licensing Service                      Wokingham Borough Council                      Shute End                      WOKINGHAM                      BERKSHIRE                      RG40 1WW</p>

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION
<p><b>Land adjacent to the Upper Thames Rowing Club</b>                      Remenham Lane, Remenham, Henley on Thames, Oxfordshire, RG9 3DB.</p>

WHERE THE LICENCE IS TIME LIMITED THE DATES
Not applicable

LIGENSABLE ACTIVITIES AUTHORISED BY THE LICENCE
<ul style="list-style-type: none"> <li>- a performance of live music</li> <li>- any playing of recorded music</li> <li>- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance</li> <li>- entertainment facilities for making music</li> <li>- entertainment facilities for dancing</li> <li>- entertainment of a similar description to that falling within entertainment facilities for making music or dancing</li> <li>- provision of late night refreshment</li> <li>- the sale by retail of alcohol</li> </ul>

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES			
Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Live acoustic/amplified music and amplified voice		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
F. Playing of recorded music (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Provision of recorded music by means at the Managements discretion		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		



## THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors) continued ...	Compere for hosting events or any similar performance in an events using amplified voice		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
I. Provision of facilities for making music (Indoors & Outdoors)			
	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Amplified sound system		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
J. Provision of facilities for dancing (Indoors & Outdoors)			
	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	A dance floor for events which include dancing		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors & Outdoors)			
	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Compere for hosting events or similar performances in any events using amplified voice		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
L. Late night refreshment (Indoors & Outdoors)			
	Friday	10:00am	Midnight
	Only for Henley Royal Regatta week each year		
	Provision for substantial hot food and hot drink at all times during the permitted hours		
	Saturday	10:00am	Midnight
M. The sale by retail of alcohol for consumption ON and OFF the premises			
	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm

## THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Wednesday	10:00am	11:00pm
Only for Henley Royal Regatta week each year		
Thursday	10:00am	11:00pm
Friday	10:00am	Midnight
Saturday	10:00am	Midnight
Sunday	10:00am	10:30pm



Licensing Act 2003  
**Premises Licence**

**PR0256**

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON and OFF the premises

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Upper Thames Rowing Club

Remenham Lane, Remenham, Henley on Thames, Oxfordshire, RG9 3DB.  
Telephone 01491 575745

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE  
AUTHORISES THE SUPPLY OF ALCOHOL

Casey Daniel SMALL

82 Edwin Court, Binsey Lane, Oxford, Oxfordshire, OX2 0QJ.

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR  
WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Licence No. LP7000657

Issued by Reading

Date of Issue: 6 June, 2011

J O'Brien  
Principal Environmental Health Officer



## ANNEXES

## Annex 1

## Mandatory Conditions

## Mandatory Condition - supply of alcohol

- 1) that no supply of alcohol may be made under the premises licence
- (a) at any 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; and
- 2) that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence

## Mandatory Condition - door supervisors

door supervisors must be licensed by the Security Industry Authority

## The Licensing Act 2003 (Mandatory Conditions) Order 2010 Article 3

## (In force 1 April 2010)

1.-(1) The responsible person shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime & disorder, prejudice to public safety, public nuisance, or harm to children -

- (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(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;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependant on -

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) 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.

2. The responsible person shall ensure that no alcohol is dispensed 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 shall ensure that free tap water is provided on request to customers where it is reasonably available.

## (In force 1 October 2010)

4. - (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) 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 a holographic mark.

5. The responsible person shall 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: 25ml or 35ml; and
- (iii) still wine in a glass: 125ml; and

(b) customers are made aware of the availability of these measures.

## Annex 2

## Conditions consistent with the Operating Schedule

## a) General

The Applicant has been successfully running the event at Henley for a number of years. During this time they have built up a good relationship with the Local Authority, Police and local residents.

Risk assessment, employee safety, accident report and Health and Safety policies and manuals are



## ANNEXES continued ...

available for inspection on site.

A Management policy will be in place in relation to the Henley Royal Regatta

## b) Prevention of Crime and Disorder

The premises will have 15 members on site at all times and a DPS or Personal Licence Holder will be available at all times. The number of patrons attending the premises will be carefully monitored to prevent overcrowding which could lead to crime and disorder. A strict proof of age policy will be in place with patrons being asked to provide suitable identification if required. Any restrictions on the admission of children will be clearly displayed outside the premises. Crime prevention Notices will be displayed warning patrons of the possibility of crime.

## c) Public Safety

An evacuation policy is in place that is to the satisfaction of the Fire Authority. All staff members have been trained in fire emergency evacuation procedures. Staff routinely check the premises during opening hours to ensure that the premises are clear of any potential hazards. Adequate and appropriate First Aid equipment is available. At least one suitable trained first aider will be on duty when the public are present. In the absence of adequate daylight suitable and sufficient artificial lighting is provided and maintained in all public areas. A continuous and accurate record is maintained of the number of patrons within the premises. A comprehensive risk assessment policy is in place.

## d) Prevention of Public Nuisance

The Applicant is clearly aware of the impact the event, which occurs annually, has on the surrounding area and local residents and over the years they have been running the event, have built up a good relationship with the local community.

The latest event will cease at 12 midnight and will take place on the Friday and Saturday. For the last 30 minutes of the event the volume of music will be substantially reduced.

## e) Protection of Children from Harm

All children attending the premises must be accompanied by a responsible adult.

## Annex 3

## Responsible Authority / Interested Party Conditions - agreed with applicant

## Thames Valley Police -

- 1) During trading hours, a nominated individual with appropriate training and experience can be identified as being responsible for each particular bar area, the person will preferably be a Personal Licence Holder.
- 2) An adequate number of Security Industry Authority (SIA) licensed door supervisors, must be provided at the premises whenever regulated entertainment takes place. These licensed door supervisors shall be employed solely for vetting, regulating, controlling and supervising patrons whilst entering and whilst on the premises and to ensure the maintenance of good order, public safety and internal security.
- 3) A register of door supervisors must be kept. The register will show the following details:
  - a) the name, home address and registration number of all door supervisors working at the premises.
  - b) SIA registration number.
  - c) date and time that the door supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
  - d) Any occurrence or incident of interest must be recorded giving names of the door supervisors involved.
  - e) Date and time that the door supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
- 4) The door supervisor register must be kept at the licensed premises and be available for inspection by Thames Valley Police or an authorised officer from Wokingham District Council and shall be retained for period of six months.
- 5) Notices shall be displayed advising the public that an outer body search is a condition of entry and that the Police will be informed if anyone is found in possession of illegal drugs or offensive weapons.
- 6) The management of the premises shall devise and implement a policy (which is approved by Thames Valley Police) relating to the prevention of illegal weapons. This policy shall include: search, detection, confiscation, storage and disposal.
- 7) Customers shall be prevented from taking any alcoholic drinks, or other drinks, from the premises in open containers (e.g. glasses and opened bottles).
- 8) A valid proof of age card or UK passport shall be required to be produced by any person appearing to those selling or supplying alcohol, to be under 18 (or 16 in the case of the consumption of beer, wine and cider in the company of adults during a table meal) and who is attempting to buy alcohol.



## ANNEXES continued ...

9) The licensee shall display in a prominent position a copy of their policy on checking proof of age.

10) The management shall have in place and implement a policy, approved by Thames Valley Police, relating to the prevention of the use of illegal drugs. The policy shall include: search, detection, confiscation, storage and disposal.

11) An entry, closure and dispersal policy, approved by Thames Valley Police, for controlling the opening and closing of the premises and the departure of customers at the conclusion of licensed activities must be put in place and must be actively operated.

**Health & Safety -**

- All electrics must be installed safely and be suitable for the environment. At all events to which there is an element of 'employment' a current certificate of electrical safety in a form prescribed in the Institute of Electrical Engineers Wiring Regulations, signed by a competent person, should be obtained for the electrical installation in connection with the licence (fixed and temporary structures).
- At all events to which there is an element of 'employment' a current certificate of gas safety signed by a person competent under CORGI, should be obtained for the gas installation in connection with the licence (for fixed and temporary supplies).
- Arrangements should be made for the first aid treatment of members of the public who are attending events in connection with your licence.
- A current certificate showing that all canopy/ marquee materials and all hangings used in connection and any soft furnishings used are of durably flame retarded fabric or inherently flame-retarded fabric and a certificate should be provided, signed by a competent person, for all such structures erected in connection with your licence.

**Interested Party**

Noise levels should not exceed 55dB(A) measured over a fifteen minute period one metre from the façade of any noise sensitive premises (particularly the dwelling of any parishoner) with windows open in a typical manner for ventilation between the hours of 9.00am and the hours above (Monday to Thursday 11.00pm; Sunday 10.30pm; Friday and Saturday 12.00am - 24.00) and noise sensitive premises (particularly the dwelling of any parishoner) with windows open in a typical manner for ventilation. A noise sensitive premise includes premises used for residential purposes, hospitals, and similar institutions, educational establishments (when in use) or places of worship (during recognised times and days of worship) or any premises used for any purposes likely to be affected by the noise.

There will be no fireworks at this event

The area to which the licence relates will be left clean and tidy together with any adjoining area to the premises including the towpath.

**Annex 4**

Conditions attached after a Hearing by the licensing authority

not applicable

**Annex 5**

Plans

plans of premises attached





## LOCAL AUTHORITY



**WOKINGHAM  
BOROUGH COUNCIL**

Licensing Service  
Wokingham Borough Council  
Shute End  
WOKINGHAM  
BERKSHIRE  
RG40 1WW

## Premises Details

## POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

### Land adjacent to the Upper Thames Rowing Club

Remenham Lane, Remenham, Henley on Thames, Oxfordshire, RG9 3DB.

## WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

## LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of live music
- any playing of recorded music
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- entertainment facilities for making music
- entertainment facilities for dancing
- entertainment of a similar description to that falling within entertainment facilities for making music or dancing
- provision of late night refreshment
- the sale by retail of alcohol

## THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Live acoustic/amplified music and amplified voice		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
F. Playing of recorded music (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Provision of recorded music by means at the Managements discretion		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Comperre for hosting events or any similar performance in an events using amplified voice		



## THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued...

Activity (and Area if applicable)	Description	Time From	Time To
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors) continued ...	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
I. Provision of facilities for making music (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year Amplified sound system		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
J. Provision of facilities for dancing (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year A dance floor for events which include dancing		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors & Outdoors)	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year Compere for hosting events or similar performances in any events using amplified voice		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm
L. Late night refreshment (Indoors & Outdoors)	Friday	10:00am	Midnight
	Only for Henley Royal Regatta week each year Provision for substantial hot food and hot drink at all times during the permitted hours		
	Saturday	10:00am	Midnight
M. The sale by retail of alcohol for consumption ON and OFF the premises	Wednesday	10:00am	11:00pm
	Only for Henley Royal Regatta week each year		
	Thursday	10:00am	11:00pm
	Friday	10:00am	Midnight
	Saturday	10:00am	Midnight
	Sunday	10:00am	10:30pm

## THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Wednesday	10:00am	11:00pm
Only for Henley Royal Regatta week each year		
Thursday	10:00am	11:00pm
Friday	10:00am	Midnight
Saturday	10:00am	Midnight
Sunday	10:00am	10:30pm



WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON and OFF the premises

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Upper Thames Rowing Club

Remenham Lane, Remenham, Henley on Thames, Oxfordshire, RG9 3DB.

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Casey Daniel SMALL

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Date of Issue: 6 June, 2011

J O'Brien  
Principal Environmental Health Officer



**Julia O'Brien**

---

**From:** David Law [daviddlaw@msn.com]

**Sent:** 29 May 2012 10:25

**To:** Karen Court

**Subject:** Variation of premises licence on land adjacent to Upper Thames Rowing Club

Dear Ms. Court,

Regarding the proposed variation of licence number PR0256 at Upper Thames.

My wife and I live at Barnside Cottage, 107 Remenham Lane and have to suffer the drunken behaviour of the late night

drinkers at Henley Regatta. This can be quite intimidating and we have had a bottle through our bedroom window in the past.

Last year, the Police made an outstanding effort to control the bad behaviour and restore public order.

We do hope they will carry on with this policy. If this variation is allowed, all their hard work could be undone and We think your department should be looking at reducing the drinking hours rather than sanctioning an increase. All regatta activity is finished by 7pm at the latest.

Please take our objections into consideration when you are deciding on this matter

Yours sincerely,

David D. Law

Tuesday 29th May 2012

Click [here](#) to report this email as spam.

**Julia O'Brien**

---

**From:** Parish Council [remenhampc@btinternet.com]  
**Sent:** 29 May 2012 07:14  
**To:** Karen Court  
**Cc:** Barrie Patman; Bob Pitts; Pauline Jorgensen (Private); Chief Inspector Christian Bunt  
**Subject:** RE: UPPER THAMES ROWING CLUB - NOTIFICATION OF APPLICATION FOR VARIATION OF PREMISES LICENCE

Dear Ms O'Brien

An application for minor variation can only be accepted if "the overall test is whether the proposed variation could impact adversely on any of the four licensing objectives". This appears to have been part of a general review of Henley Royal Regatta licenses instigated by the Licensing Authority. We are surprised that such a review has not involved the local community and ask you for evidence that local concerns have been taken into account. Given the history of concerns and criminal behaviour at Henley Royal Regatta, any removal of conditionality or change of conditions should be subject to intense scrutiny by the Responsible Authorities. Please provide me with the evidence that this scrutiny has occurred.

The involvement and concerns of the local community is the thrust of government legislation and should not be treated lightly. Whilst the legislation places a heavy burden on the Responsible Authorities, they exercise this burden as agents of the local community and the public at large, it would be an abrogation of that responsibility to use the minor variation process to remove voluntary conditions agreed with interested parties, the local community or neighbours.

We assume that this scrutiny will evidence that public safety, prevention of crime and disorder, public nuisance and the protection of children from harm have been properly considered by the Responsible Authorities.

This application seeks to increase the licensing for recorded music, dancing and alcohol to midnight on every night of Henley Royal Regatta and the provision of late night refreshment until 00.30. The application for minor variation upon which we were asked to comment did not include the license. Thank you for sending me a copy

We object to any licensable activities taking place after midnight. Henley Royal Regatta lasts for five days. It is important for the residents that a curfew exists from midnight as activity will start at daybreak, rowing, clearing up, deliveries and setting up which can be as early as five am

Yours Sincerely

John Halsall  
 Chairman Remenham Parish Council  
 Councillor Wokingham Borough – Remenham Wargrave and Ruscombe  
 Cherwell  
 Remenham  
 Berkshire  
 RG9 3DB  
 01491 576190

**From:** Karen Court [mailto:Karen.Court@wokingham.gov.uk]  
**Sent:** 03 May 2012 13:42  
**To:** licensing@thamesvalley.pnn.police.uk; maidenheadfiresafety@rbfrs.co.uk; Environmental Health; Development Control; Trading Standards; Environmental Health; CP Mailbox;

08/06/2012

janet.maxwell@berkshire.nhs.uk

Cc: Deane Steve; John Halsall; Bob Pitts; remenhampc@btinternet.com

Subject: UPPER THAMES ROWING CLUB - NOTIFICATION OF APPLICATION FOR VARIATION OF PREMISES LICENCE

<<P\_424 appn to vary premises licence UTRC.doc>> <<Land Adjacent to UTRC Premises Licence PR0256 - Annexe.docx>> <<amends to condns.pdf>>

**LICENSING ACT 2003**

**NOTIFICATION OF APPLICATION FOR VARIATION OF PREMISES LICENCE**

**PREMISES: LAND ADJACENT TO UPPER THAMES ROWING CLUB,  
REMENHAM LANE, REMENHAM RG9 3DB**

**LICENCE NO: PR0256**

The Licensing Team received this application on 2 May 2012. Amendments were made by the applicant to the original version received by post on 1 May and submitted by email on 2 May, so on this occasion rather than distributing the responsible authority paper copies internally I am emailing you the final version of the application as accepted by Licensing in email format, together with the additional conditions and amendments to existing conditions as requested by the applicant.

It has been checked and is complete subject to being copied to all responsible authorities in full, as required by the legislation.

Please reply to [licensing@wokingham.gov.uk](mailto:licensing@wokingham.gov.uk) to confirm whether you have received your copy of the application.

You have until the following date to make any representations: **30 May 2012**

If you do not have any comments to make, we would appreciate a "no comments" response from you.

If you have any queries, please let me know.

Regards

**Karen Court**  
Senior Licensing Officer  
Licensing Service

West Berkshire and Wokingham Environmental Health and Licensing  
Wokingham Borough Council  
Direct Tel: 0118 974 6358  
Direct Fax: 0118 974-6401  
Email: [karen.court@wokingham.gov.uk](mailto:karen.court@wokingham.gov.uk)  
[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

cc: ward councillors & parish / town council - copy of email for information. Please contact us if you wish to make an appointment to see the application