

To: All Members of the LICENSING SUB-COMMITTEE A  
(Other Members for Information)

When calling please ask for:

Kimberly Soane, Democratic Services  
Officer

**Legal & Democratic Services**

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Calls may be recorded for training or monitoring

Date: 3 May 2024

### **Membership of the Licensing Sub-Committee A**

Cllr Jacquie Keen  
Cllr Maxine Gale

Cllr Michael Goodridge

Dear Councillors

A meeting of the LICENSING SUB-COMMITTEE A will be held as follows:

DATE: TUESDAY, 14 MAY 2024

TIME: 10.00 AM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the meeting is set out below.

Yours sincerely

**Susan Sale,**  
**Executive Head of Legal & Democratic Services & Monitoring Officer**

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## **NOTE FOR MEMBERS**

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

### **AGENDA**

1. **ELECTION OF CHAIRMAN**

2. **DISCLOSURE OF INTERESTS**

To receive from Members declarations of personal and prejudicial interests in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

3. **LICENSING ACT 2003 - APPLICATION FOR A NEW PREMISES LICENCE - LOUNGE, 69 HIGH STREET, GODALMING GU7 1AW** (Pages 3 - 34)

An application has been received for a new premises licence from Loungers UK Limited, in respect of a food led café and bar situated on both the ground and first floor. The premises was previously occupied by a retail clothing business. One relevant representation has been received in objection.

Recommendation

It is recommended that the Sub-Committee determine the application

4. **LEGAL ADVICE**

To consider any legal advice relating to any applications in the agenda.

**For further information or assistance, please telephone  
Kimberly Soane, Democratic Services Officer, on 01483 523258 or by  
email at [kimberly.soane@waverley.gov.uk](mailto:kimberly.soane@waverley.gov.uk)**

## Waverley Borough Council

**Report to:** Licensing Sub-Committee B

**Date:** 14 May 2024

Ward(s) affected: All Godalming Wards

**Report of Director:** Community Wellbeing/Place/Transformation & Governance

**Author:** Paul Hughes

Licensing and Environmental Enforcement Manager

**Tel:** 01483 523189

**Email:** paul.hughes@waverley.gov.uk

**Executive Portfolio Holder/ Lead Councillor responsible:** Cllr Tony Fairclough  
Portfolio Holder for Enforcement and Regulatory Services

**Email:** tony.fairclough@waverley.gov.uk

**Report Status:** Open

### **Licensing Act 2003 – Application for a new Premises Licence – Lounge, 69 High Street, Godalming GU7 1AW**

**Declaration of Interest:-** The building and its external area are owned by Waverley Borough Council who have agreed a 15 year lease with Loungers UK Limited.



## **1. Executive Summary**

- 1.1 An application has been received for a new premises licence from Loungers UK Limited, in respect of a food led café and bar situated on both the ground and first floor. The premises was previously occupied by a retail clothing business. One relevant representation has been received in objection.

## **2. Recommendation to Council**

It is recommended that the Sub-Committee determine the application.

### **3. Reason(s) for Recommendation:**

- 3.1. To address the application for a new Premises Licence following representations as required by the Licensing Act 2003. The general principle is that an application for a new Premises Licence must be considered by a Licensing Sub-Committee if within the statutory 28 day period for determining an application relevant representations are received unless subsequently withdrawn. This is subject to the proviso that the applicant has complied with regulations in advertising and submitting the application.
- 3.2. The Sub-Committee must consider the application on its individual merits and take into account all relevant matters, then determine the application by taking the steps it considers appropriate and necessary / proportionate to promote the licensing objectives. Having considered all relevant representations, and having taken into account the promotion of the licensing objectives, a decision can be taken:
  - To grant the licence, subject to the mandatory conditions and conditions consistent with the operating schedule;
  - To impose additional relevant conditions to such an extent as is considered necessary for the promotion of the licensing objectives;
  - To exclude any of the licensable activities to which the application relates;
  - To amend the times for all or some of the licensable activities;
  - To refuse to specify a person on the licence as the designated premises supervisor;
  - To reject the application.

### **4. Exemption from publication**

- 4.1. No

## **5. Purpose of Report**

- 5.1. The purpose of the report is to enable the Sub-Committee to consider an application for Lounge, 69 High Street, Godalming, Surrey GU7 1AW under section 17 of the Licensing Act 2003, where one relevant representation has been received, in objection.

## **6. Strategic Priorities**

- 6.1. Waverley promotes a strong, resilient local economy, supporting local businesses and employment and the health and wellbeing of our communities. Waverley's strategic priorities are supporting a strong, resilient local economy and improving the health and wellbeing of our residents and communities.

## **7. Background**

- 7.1. An application has been received for a new premises licence from Loungers UK Limited, in respect of a food led café and bar situated on both the ground and first floor.
- 7.3. In accordance with the legislation, the applicant has sent copies of the application to responsible authorities and was advertised in accordance with the requirements of the Licensing Act 2003. The expiry date for making representations was midnight on the 16<sup>th</sup> April 2024.
- 7.4. **Activities sought under this licence application**  
In brief, the applicant seeks to licence the premises for the sale or Supply of Alcohol and Late Night Refreshment as shown below. An extract of the relevant pages from the new application form is attached at Annexe 1.

- **Sale of Alcohol** (Consumption both On and Off the Premises)

Monday to Sunday 1000 to 0000

- **Regulated Entertainment** (Recorded Music indoors only)

Monday to Sunday 2300 to 0030

- **Opening hours**

Monday to Sunday 0800 to 0030

**NOTE:** The Live Music Act 2012 amended the Licensing Act 2003 so that a licence for a live or recorded music performance is not needed if: it takes place between 8am and 11pm; it takes place at a licensed premises or workplace; and the audience is no more than 500 people.

- 7.5. Attached at Annexe 2 is a copy of the plans of the premises.
- 7.6. Attached at Annexe 3 is a plan showing the area of the premises and surrounding properties.
- 7.7. **Representations received**  
Within the consultation period a relevant representation has been received.
- 7.8. **Responsible Authorities**  
No representations have been received from responsible authorities in respect of the application.
- 7.9. **Other Persons**  
There has been one relevant representations from “other persons”, in opposition. A copy of the representation received is attached at Annexe 4.

## Statutory Guidance

- 7.10. Statutory Guidance issued under Section 182 of the 2003 Act, published in December 2023,

The guidance will be available for reference purposes at the meeting.\*

Particular attention is drawn to:

- Conditions – paragraphs 1.16-1.17 and 10.1 to 10.66
- The Licensing Objectives — paragraphs 2.1-2.37
- Hearings — paragraphs 9.31 to 9.44

The guidance can be found at:

[Revised guidance issued under section 182 of Licensing Act 2003 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/revised-guidance-issued-under-section-182-of-licensing-act-2003)

- 7.11. When relevant representations are received then the Sub-Committee must have regard to them.

- 7.12. The Licensing Sub-Committee can attach a “weight” to any relevant representations, such factors that could influence the “weight” to be placed on a representation could include:

- Whether the representation can be clearly related to any one of the four licensing objectives;
- Whether the representation concerns matters over which the applicant is able to exercise control;
- Whether the representation is based on “hearsay” evidence;
- Whether the representation is supported by firm evidence;
- Whether the person making the representation has attended the hearing in person.

- 7.13. The Sub-Committee must consider the application on its individual merits and take into account all relevant matters (and exclude non relevant matters), then determine the application by taking the steps it considers appropriate and necessary / proportionate to promote the licensing objectives. Having considered all relevant representations, and having taken into account the promotion of the licensing objectives, a decision can be taken:



- To grant the licence, subject to the mandatory conditions and conditions consistent with the operating schedule;
- To impose additional relevant conditions to such an extent as is considered necessary for the promotion of the licensing objectives;
- To exclude any of the licensable activities to which the application relates
- To amend the times for all or some of the licensable activities;
- To refuse to specify a person on the licence as the designated premises supervisor
- To reject the application

#### 7.14 **Conditions**

Conditions will not be necessary if they duplicate a current statutory requirement and there is no duty to impose conditions consistent with the operating schedule – rather it is a power.

Conditions must relate to the representation(s) and any conditions imposed must be proportionate, clear, achievable and enforceable. Evidence is required before conditions, restrictions or refusals can be imposed following representations – speculation is not sufficient (Daniel Thwaites PLC v Wirral Borough Magistrates’ Court [2008] EWHC 838 Admin).

7.15 Members are also referred to the Home Office guidance on conditions, specifically section 10 (para 10.10) which states that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises. Conditions should be determined on a case-by-case basis and standardised conditions, which ignore these individual aspects, should be avoided. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions.

7.16 Licensing authorities should therefore ensure that any conditions they impose, are only those which are appropriate for the promotion of the licensing objectives.

- 7.17 If the Sub-Committee determines that it is necessary to modify the conditions, or to refuse the application for a Premises Licence application, it must give reasons for its decision.
- 7.18 **The Role of the Licensing Sub-Committee**  
Members should note that the Licensing Sub-Committee is meeting on this occasion solely to perform the role of licensing authority. The Sub-Committee sits in quasi-judicial capacity and must act impartially. It must offer a fair and unbiased hearing of the application. In this case, Members should disregard the Council's broader policy objectives and role as statutory authority in other contexts. Members must direct themselves to making a determination solely based upon the Licensing Law, Guidance and the Council's Statement of Licensing Policy.
- 7.19 As a quasi-judicial body the Licensing Sub-Committee is required to consider the application on its merits. The Sub-Committee must take into account only relevant factors and ignore irrelevant factors. The decision must be based on material evidence, which tends logically to show the existence or non-existence of relevant facts, the occurrence of which would be relevant.
- 7.20 The Licensing Sub-Committee must give fair consideration to the contentions of all persons entitled to make representations to them.
- 7.21 The Licensing Sub-Committee is entitled to consider events outside of the premises if they are relevant, i.e., are properly attributable to the premises being open. The proprietors do not have to be personally responsible for the incidents for the same to be relevant. However, if such events are not properly attributable to the premises being open, then the evidence is not relevant and should be excluded. Guidance is that the licensing authority 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.
- 7.22 The Sub-Committee can only consider matters within the application that have been raised through representations from Responsible Authorities (none in this case) and other persons. This will be decided on a case-to-case basis.

## **8. Consultation**

- 8.1. The application has been dealt with in accordance with the requirements of the Licensing Act 2003

## **9. Key Risks**

- 9.1. There are no specific implications arising from this report.

## **10. Financial Implications**

- 10.1. There are no immediate resource implications in this report; resources required to fulfil the Council's duties in respect of the licensing process are met from the existing budget.

## **11. Legal Implications**

- 11.1. The Council has a duty to determine the application under the Licensing Act 2003. A decision of this Committee can be subject to appeal in accordance with section 181 and schedule 5 of the Licensing Act 2003.

## **12. Human Resource Implications**

- 12.1. There are no additional human resource implications

## **13. Equality and Diversity Implications**

- 13.1 None

## **14. Climate Change/Sustainability Implications**

- 14.1. There are no implications arising from the recommendations contained within this report in terms of meeting the Council's climate change obligations.

## **15. Summary of Options**

- 15.1 The general principle is that an application for a New Premises Licence must be considered once relevant representations have been received unless subsequently withdrawn. This is subject to the proviso that the applicant has complied with regulations in advertising and submitting the application.

The Sub-Committee must consider the application on its individual merits and take into account all relevant matters, then determine the application by taking the steps it considers appropriate and necessary / proportionate to promote the licensing objectives. Having considered all relevant representations, and having taken into account the promotion of the licensing objectives, a decision can be taken:

- To grant the licence, subject to the mandatory conditions and conditions consistent with the operating schedule;
- To impose additional relevant conditions to such an extent as is considered necessary for the promotion of the licensing objectives;
- To exclude any of the licensable activities to which the application relates;
- To amend the times for all or some of the licensable activities;
- To refuse to specify a person on the licence as the designated premises supervisor;
- To reject the application.

## **16. Conclusion**

- 16.1 The Committee is asked to consider the report and determine the application.

## 17. Background Papers

17.1 The Licensing Act 2003 ([legislation.gov.uk](http://legislation.gov.uk))

Licensing Act 2003 Revised guidance (December 2023) issued under section 182 of Licensing Act 2003 - GOV.UK ([www.gov.uk](http://www.gov.uk))

Waverley's Revised Statement of Licensing Policy 2023 ([waverley.gov.uk](http://waverley.gov.uk))

## 18. Appendices

18.1 Annexe 1 – An extract of the relevant pages from the new application form

18.2 Annexe 2 – A copy of the plans of the premises .

18.3 Annexe 3 – A plan showing the area of the premises and surrounding properties.

18.4 Annexe 4 – A copy of the representation in opposition received from 'Other Person'.

Please ensure the following service areas have signed off your report. Please complete this box, and do not delete.

| <b>Service</b>             | <b>Sign off date</b> |
|----------------------------|----------------------|
| Finance / S.151 Officer    |                      |
| Legal / Governance         | 010524               |
| HR                         |                      |
| Equalities                 |                      |
| Lead Councillor            |                      |
| CMB                        |                      |
| Executive Briefing/Liaison |                      |

|                       |  |
|-----------------------|--|
| Committee<br>Services |  |
|-----------------------|--|

16/4/24

Application for a premises licence to be granted  
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 Loungers UK Limited

*(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

|  |           |          |         |
|--|-----------|----------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description |           |          |         |
| Lounge<br>69 High Street   |           |          |         |
| Post town  | Godalming | Postcode | GU7 1AW |

|   |  |
|---|--|
| Telephone number at premises (if any)   |  |
| Non-domestic rateable value of premises |  |

Part 2 - Applicant details

Please state whether you are applying for a premises licence as      Please tick as appropriate

- a) an individual or individuals \*       please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership       please complete section (B)
  - ii as a partnership (other than limited liability)       please complete section (B)
  - iii as an unincorporated association or       please complete section (B)
  - iv other (for example a statutory corporation)       please complete section (B)
- c) a recognised club       please complete section (B)
- d) a charity       please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
  - statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

|  |                              |  |                             |                                |  |
|--|------------------------------|--|-----------------------------|--------------------------------|--|
| Mr <input type="checkbox"/>                                    | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/>                      | Ms <input type="checkbox"/> | Other Title (for example, Rev) |  |
| Surname  |                              |  | First names                 |                                |  |
| Date of birth  |                              | I am 18 years old or over <input type="checkbox"/> |                             | Please tick yes                |  |
| Nationality  |                              |  |                             |                                |  |
| Current residential address if different from premises address |                              |  |                             |                                |  |
| Post town  |                              |  |                             | Postcode                       |  |
| Daytime contact telephone number                               |                              |  |                             |                                |  |
| E-mail address (optional)                                      |                              |  |                             |                                |  |

**SECOND INDIVIDUAL APPLICANT (if applicable)**

|                             |                              |                               |                             |                                |  |
|-----------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------------|--|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) |  |
| Surname                     |                              |                               | First names                 |                                |  |

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|   |  |  |  |
|---|--|--|--|
| Date of birth   |  | I am 18 years old or over <input type="checkbox"/> Please tick yes |  |
| Nationality   |  |  |  |
| Current postal address if different from premises address |  |  |  |
| Post town   |  | Postcode   |  |
| Daytime contact telephone number                          |  |  |  |
| E-mail address (optional)                                 |  |  |  |

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

|  |
|--|
| Name<br>Loungers UK Limited  |
| Address<br><br>26 Baldwin Street<br>Bristol<br>BS1 1SE   |
| Registered number (where applicable)<br>04595806   |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>Company |
| Telephone number (if any)  |
| E-mail address (optional)  |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

|    |    |          |
|----|----|----------|
| DD | MM | YYYY     |
| 1  | 7  | 04 20 24 |

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If you wish the licence to be valid only for a limited period, when do you want it to end?

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
|    |    |      |

Please give a general description of the premises (please read guidance note 1)

A food led cafe and bar located at 69 High Street, Godalming, GU7 1AW.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

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I

| Late night refreshment<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | Will the provision of late night refreshment<br>(take place indoors or outdoors or both –<br>please tick (please read guidance note 3))  | Indoors  | <input type="checkbox"/>            |
|---|-------|--------|--|----------|-------------------------------------|
| Day   | Start | Finish |  | Outdoors | <input type="checkbox"/>            |
| Mon   | 23:00 | 00:30  | Please give further details here (please read guidance note 4)   | Both     | <input checked="" type="checkbox"/> |
| Tue   | 23:00 | 00:30  |  |          |                                     |
| Wed   | 23:00 | 00:30  | State any seasonal variations for the provision of late night<br>refreshment (please read guidance note 5)   |          |                                     |
| Thur  | 23:00 | 00:30  |  |          |                                     |
| Fri   | 23:00 | 00:30  | Non standard timings. Where you intend to use the premises for<br>the provision of late night refreshment at different times, to those<br>listed in the column on the left, please list (please read guidance<br>note 6) |          |                                     |
| Sat   | 23:00 | 00:30  |  |          |                                     |
| Sun   | 23:00 | 00:30  |  |          |                                     |

J

|  |       |        |  |                     |                                     |
|--|-------|--------|--|---------------------|-------------------------------------|
| Supply of alcohol<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | <u>Will the supply of alcohol be for consumption</u><br>– please tick (please read guidance note 8)  | On the<br>premises  | <input type="checkbox"/>            |
|  |       |        |  | Off the<br>premises | <input type="checkbox"/>            |
|  |       |        |  | Both                | <input checked="" type="checkbox"/> |
|  |       |        |  |                     |                                     |
| Day  | Start | Finish | <u>State any seasonal variations for the supply of alcohol</u> (please read<br>guidance note 5)<br><br>The premises may remain open for the sale of alcohol and the<br>provision of late night refreshment from the terminal hour for those<br>activities on New Year's Eve through to the commencement time for<br>those activities on New Year's Day.<br><br><u>Non standard timings. Where you intend to use the premises for<br/>the supply of alcohol at different times to those listed in the<br/>column on the left, please list</u> (please read guidance note 6) |                     |                                     |
| Mon  | 10:00 | 00:00  |  |                     |                                     |
| Tue  | 10:00 | 00:00  |  |                     |                                     |
| Wed  | 10:00 | 00:00  |  |                     |                                     |
| Thur   | 10:00 | 00:00  |  |                     |                                     |
| Fri  | 10:00 | 00:00  |  |                     |                                     |
| Sat  | 10:00 | 00:00  |  |                     |                                     |
| Sun  | 10:00 | 00:00  |  |                     |                                     |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

|   |  |
|---|--|
| Name<br>Cailleigh Pye                                     |  |
| D   |  |
| Address   |  |
| Postcode  |  |
| Personal licence number (if known)                        |  |
| Issuing licensing authority (if known)<br>Gosport Council |  |

K

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 9).

NA

L

| Hours premises are open to the public<br>Standard days and timings (please read guidance note 7) |       |        | State any seasonal variations (please read guidance note 5)<br><br>The premises may remain open for the sale of alcohol and the provision of late night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day. |
|--|-------|--------|--|
| Day  | Start | Finish |  |
| Mon  | 08:00 | 00:30  | <u>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</u> (please read guidance note 6)  |
|  |       |        |  |
| Tue  | 08:00 | 00:30  |  |
|  |       |        |  |
| Wed  | 08:00 | 00:30  |  |
|  |       |        |  |
| Thur   | 08:00 | 00:30  |  |
|  |       |        |  |
| Fri  | 08:00 | 00:30  |  |
|  |       |        |  |
| Sat  | 08:00 | 00:30  |  |
|  |       |        |  |
| Sun  | 08:00 | 00:30  |  |
|  |       |        |  |

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

The premises may remain open for the sale of alcohol and the provision of late night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day.

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

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.

2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

3. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Licensing Authority or the Police. It must be completed within 24 hours of the incident and will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received concerning crime and disorder
- (d) any incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) any faults in the CCTV system, searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

**c) Public safety**

The premises shall only operate as a café/bar. Waiter/waitress service will be available to patrons at all times.

**d) The prevention of public nuisance**

1. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.

2. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.

3. The sale and supply of alcohol for consumption in the area designated for external trading on the licence plan shall be restricted to alcohol consumed at tables and chairs.

4. All outside tables and chairs shall be rendered unusable after 2300 each day.

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

1. The premises licence holder will ensure that an age verification policy will apply to the premises whereby all staff likely to be involved in the sale or supply of alcohol will be trained to ask any patron attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form or method of identification that complies with any mandatory condition that may apply to this licence.
2. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the identity of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Licensing Authority at all times whilst the premises are open.
3. There must be no 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.

**Checklist:**

Please tick to indicate agreement

- o I have made or enclosed payment of the fee.
- o I have enclosed the plan of the premises.
- o I have sent copies of this application and the plan to responsible authorities and others where applicable.
- o I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- o I understand that I must now advertise my application.
- o I understand that if I do not comply with the above requirements my application will be rejected.
- o [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

|                    |  |
|--------------------|--|
| <b>Declaration</b> | <ul style="list-style-type: none"> <li>◦ [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <br/> <li>◦ The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul> |
| Signature          |  |
| Date               | 19 <sup>th</sup> March 2024  |
| Capacity           | Agent  |

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

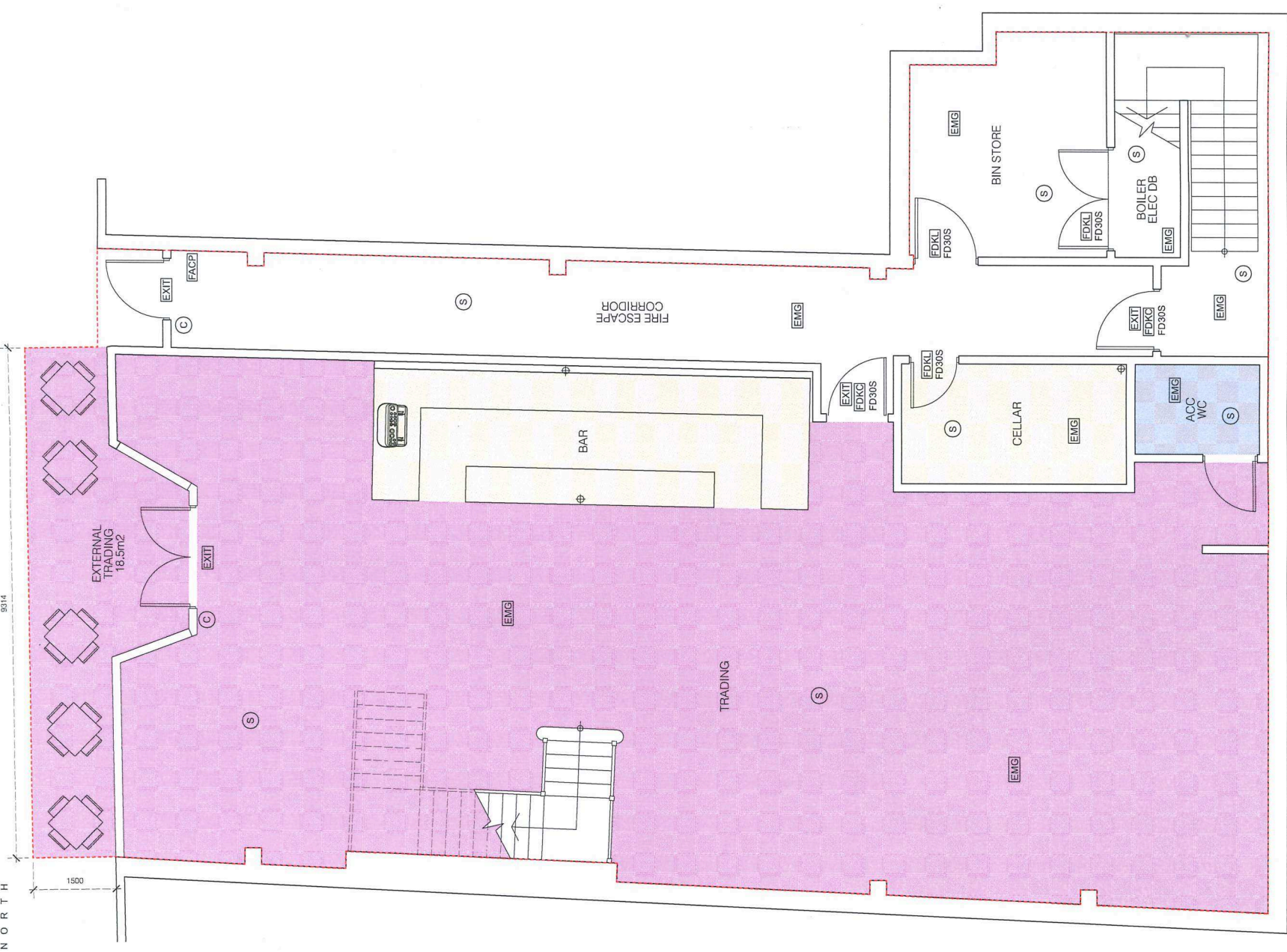
|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

|   |        |          |         |
|---|--------|----------|---------|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) |        |          |         |
| Winckworth Sherwood LLP<br>Arbor<br>255 Blackfriars Road  |        |          |         |
| Post town   | London | Postcode | SE1 9AX |
| Telephone number (if any)   |        |          |         |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)   |        |          |         |



The entire premises is to be licensed for the sale of alcohol and the provision of late night refreshment.

- LICENSING KEY:**
- EXIT
  - ILLUMINATED Fire Exit sign
  - Break glass call point for fire alarm in accordance with BS5839
  - Fire door to provide min. 30 minutes fire protection
  - Fire door to provide min. 30 minutes fire protection and where restricted smoke leakage at ambient temperatures is needed.
  - Area for consumption of intoxicating liquor
  - Area for storage of liquor/bar counter
  - Toilet accommodation
  - Kitchen & staff areas
  - Fire Alarm Control Panel
  - Smoke detector
  - Smoke detector/alarm
  - Heat detector
  - Alarm sounder
  - Emergency lighting in accordance with BS5266
  - Fire blanket 1m x 1m unless otherwise stated
  - 6 litre fire foam extinguisher
  - 10kg dry powder fire extinguisher
  - Total extent of licensed premises
  - Fire door keep locked
  - Fire door keep closed



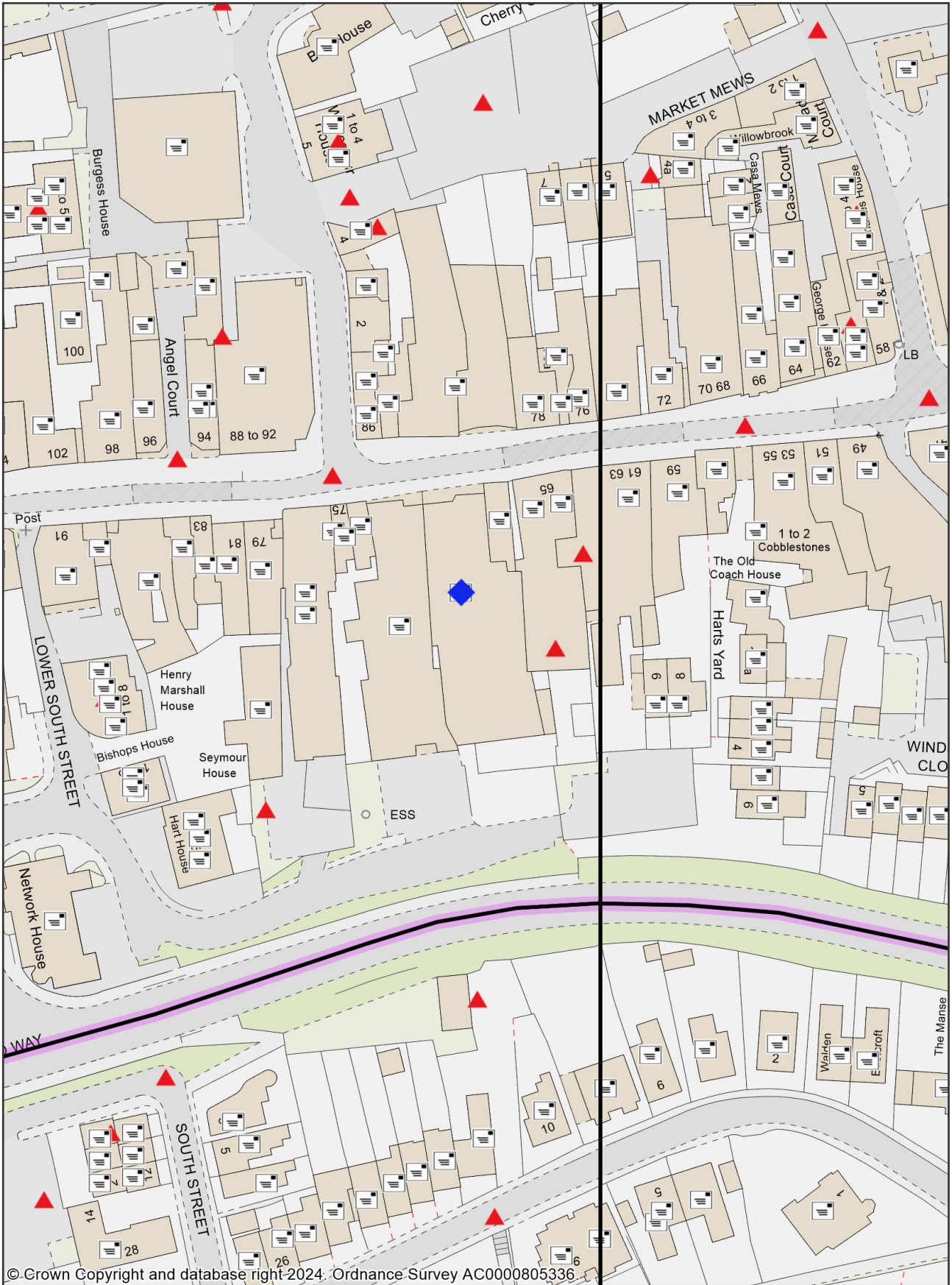
GROUND FLOOR PLAN - 1:50@A1, 1:100@A3



FIRST FLOOR PLAN - 1:50@A1, 1:100@A3

|   |                                       |          |         |
|---|---------------------------------------|----------|---------|
| Rev   | Date                                  | Initials | Details |
| Purpose of Issue<br>APPLICATION FOR PREMISES LICENSING  |                                       |          |         |
| RICHARD PEDLAR ARCHITECTS<br>ARCHITECTURE • CONSERVATION • URBAN DESIGN   |                                       |          |         |
| RPCA St Brigid's House, 29 Great George Street<br>Bristol BS1 5CT • 0117 974 2612<br>www.pedlararchitects.co.uk |                                       |          |         |
| Project   | LOUNGE at 69 High Street<br>Godalming |          |         |
| Client  | Lounge & Limited                      |          |         |
| Title   | Premises Licensing                    |          |         |
| Drawing No.   | LNG4741.05-                           |          |         |
| Scale   | 1:50@A1<br>1:100@A3                   |          |         |
| Date  | MAR 2024                              |          |         |

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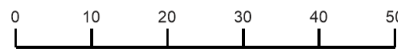
© Crown Copyright and database right 2024. Ordnance Survey AC0000805336



**Licensing Act 2003 –  
Application for a new  
Premises Licence**

Waverley Borough Council  
The Bury, Godalming  
Surrey, GU7 1HR  
Telephone: 01483 523333  
Fax No: 01483 426337

Lounge, 69 High Street, Godalming  
GU7 1AW



Printed: 30 April 2024

Scale at A4: 1:1000

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**From:**  
**Sent:** Tuesday 16 April 2024 22:04  
**To:** Licensing Policy  
**Subject:** 69 High Street

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[\*\* This email originates from an external source \*\*]

Hello,

I would like to object to the application for a late night licence at noon 69 High Street Godalming. Midnight should be the latest time on any night, preferably last orders at 11.30 with 30 minutes drink up time.

Thanks

Sent from my Galaxy

---

**From:**  
**Sent:** 21 April 2024 10:50  
**To:** Licensing Policy  
**Cc:**  
**Subject:** FW: New Licence Application - Loungers UK Limited, Lounge, 69 High Street, Godalming, GU7 1AW  
**Attachments:** Lounge Objection 1\_redacted.pdf  
**Importance:** High

[\*\* This email originates from an external source \*\*]

Dear

Thanks for this. Our client agrees a terminal hour for licensable activities of 2330 with closing at midnight.

Please confirm that on this basis the representation is satisfied and the licence may be granted.

Kind regards



Att

www.watkins.com

(

01 (3219)

www.watkins.com

**From:**

**To:** uk>

**Subject:**

[\*\* This email originates from an external source \*\*]

---

**From:** ...  
**Sent:** 22 April 2024 15:11  
**To:** Licensing Policy  
**Subject:** RE: 69 High Street

[\*\* This email originates from an external source \*\*]

Hi

It does in part however I am still concerned about vertical drinking. Does the applicant include a condition that alcohol will only be served with a substantial table meal and no vertical drinking?

With best wishes,

Sent from my Galaxy

----- Original message -----

**From:** Licensing Policy <Licensing.Policy@waverley.gov.uk>  
**Date:** 22/04/2024 13:36 (GMT+00:00)  
**To:** ...  
**Subject:** RE: 69 High Street

Good afternoon

We are in receipt of the attached from the Solicitor's acting for Loungers UK Ltd. Please could you let us know if the proposed amendments to the timings allay your concerns and that, if so, you withdraw your representation.

Regards

**Licensing Administrator, Regulatory Services**  
(Monday and Wednesday 09:00-17:00, Tuesday and Thursday 09:30-17:00 and Friday 09:00-16:45)  
Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR  
01483 523219 (ext 3219)  
[www.waverley.gov.uk/licensing](http://www.waverley.gov.uk/licensing)

[www.businesswaverley.co.uk](http://www.businesswaverley.co.uk)

**From:** ... com>  
**Sent:** Tuesday, April 16, 2024 10:04 PM  
**To:** Licensing Policy <Licensing.Policy@waverley.gov.uk>  
**Subject:** 69 High Street

[\*\* This email originates from an external source \*\*]

---

**From:**  
**Sent:** 22 April 2024 15:59  
**To:** Licensing Policy  
**Cc:**  
**Subject:** RE: New Licence Application - Loungers UK Limited, Lounge, 69 High Street, Godalming, GU7 1AW

[\*\* This email originates from an external source \*\*]

Hi I

This is a new issue.

Our client has already conditioned that there is waiter/waitress service, and that substantial food is available at all times. There is generally no vertical drinking at Lounge diners but we do not condition this on other licences.

Kind regards

**From:** Licensing Policy <Licensing.Policy@waverley.gov.uk>  
**Sent:** 22 April 2024 15:24  
**To:** F  
**Subject:** RE: New Licence Application - Loungers UK Limited, Lounge, 69 High Street, Godalming, GU7 1AW

Good afternoon

We have had the attached response from the Objector. How would you like to proceed?

Regards

**Licensing Administrator, Regulatory Services**

Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR  
01483 523219 (ext 3219)  
[www.waverley.gov.uk/licensing](http://www.waverley.gov.uk/licensing)

[www.businesswaverley.co.uk](http://www.businesswaverley.co.uk)



---

**From:** [redacted] <10xw0jduany@...>  
**Sent:** Monday 22 April 2024 17:11  
**To:** Licensing Policy  
**Subject:** RE: 69 High Street

[\*\* This email originates from an external source \*\*]

Hi Kate,

I am going to be honest and say I really do not care what other licensing authorities allow or insist from this operator. Godalming has a relatively low excessive drinking/ASB issue in part because of WBCs strict licensing regime.

Without the condition that there will be no vertical drinking I cannot withdraw my objection.

Sorry.

With best wishes,

Sent from my Galaxy

----- Original message -----

**From:** Licensing Policy <Licensing.Policy@waverley.gov.uk>  
**Date:** 22/04/2024 16:57 (GMT+00:00)  
**To:** [redacted]  
**Subject:** RE: 69 High Street

Good afternoon

Thank you for your email. Please see attached response from the Solicitor's acting for Loungers UK Ltd. Does this now allay your concerns?

Regards

**Licensing Administrator, Regulatory Services**

Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR  
01483 523219 (ext 3219)  
[www.waverley.gov.uk/licensing](http://www.waverley.gov.uk/licensing)

[www.businesswaverley.co.uk](http://www.businesswaverley.co.uk)

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