

Licensing Act 2003  
Premises Licence - Summary

|   |   |  |  |
|---|---|--|--|
| <b>Corretto</b><br>10 Queen Street<br>Godalming<br>Surrey<br>GU7 1BD                                | <b>Licence number:</b>  | <b>LN/000005077</b>  |  |
|   | <b>Valid from:</b>  | <b>1st April 2016</b>  |  |
|   | <b>Valid until:</b>   |  |  |
|   | <b>Telephone:</b>   |  |  |
| <b>Licensable Activities Authorised by the Licence and times these activities may be carried on</b> |   |  |  |
| <b>Activity (and area if applicable)</b>  | <b>Description</b>  | <b>Time From:</b>  | <b>Time To:</b>  |
| <b>Provision of regulated entertainment:-</b>   |   |  |  |
| <b>Live Music and Recorded Music</b>  | <b>Monday- Saturday</b><br><b>Sunday</b>  | <b>12:00</b><br><b>12:00</b>                                 | <b>23:00</b><br><b>22:00</b>                                 |
| <b>Sale by Retail of Alcohol</b>  | <b>Monday - Thursday</b><br><b>Friday</b><br><b>Saturday</b><br><b>Sunday</b>   | <b>12:00</b><br><b>12:00</b><br><b>10:00</b><br><b>10:00</b> | <b>23:00</b><br><b>01:00</b><br><b>01:00</b><br><b>22:00</b> |
| <b>Non-standard Timings:</b>  | All Bank Holiday Sundays to allow the sale of alcohol until 01:00 hours.<br>Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day to allow the sale of alcohol until 01:00 hours. |  |  |

**The opening hours of the premises:** 07:30-23:00 Monday to Thursday  
 07:30-01:00 Friday  
 09:00-01:00 Saturday  
 09:00-22:00 Sunday

**Where the licence authorises supplies of alcohol, whether this alcohol is to be consumed on and/ or off the premises:** On and off the premises

**Name & (registered) address of holder of premises licence:** Corretto Esp Ltd  
 Suite A2 Linden House  
 Unit 12 Woodside Park  
 Catteshall Lane  
 Godalming  
 Surrey  
 GU7 1LG

**Registered number of holder, for example company number, charity number (where applicable):** 09343657

**Name of designated premises supervisor where the premises licence authorises the supply of alcohol:** Mr Benjamin Timothy Westhead

**Whether access to the premises by children is restricted or prohibited:** No restrictions



Licensing Act 2003  
Premises Licence - Detail

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| <b>Provision of regulated entertainment:-</b>   |   |  |  |
| <b>Live Music and Recorded Music</b>  | <b>Monday- Saturday<br/>Sunday</b>  | <b>12:00<br/>12:00</b>                     | <b>23:00<br/>22:00</b>                     |
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# Annexe 1 – Mandatory Conditions

## Alcohol

No supply of alcohol may be made under the premises licence:

- At a time when there is no designated premises supervisor in respect of the premises licence.
- At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

- (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
    - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
    - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3.
  - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
    - (a) a holographic mark, or
    - (b) an ultraviolet feature.
4. The responsible person must ensure that—
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

- (iii) still wine in a glass: 125 ml;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”
5. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
6. For the purposes of the condition set out in paragraph 5—
- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(a);
  - (b) “permitted price” is the price found by applying the formula—
 
$$P = D + (D \times V)$$
 where—
    - (i) P is the permitted price,
    - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
  - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence—
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994(b).
7. Where the permitted price given by Paragraph (b) of paragraph 6 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
8. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 6 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## Annexe 2 – Conditions consistent with the operating schedule

|                   |                  |                            |
|-------------------|------------------|----------------------------|
| <b>Live Music</b> | <b>Monday</b>    | 12:00 hours to 23:00 hours |
|                   | <b>Tuesday</b>   | 12:00 hours to 23:00 hours |
|                   | <b>Wednesday</b> | 12:00 hours to 23:00 hours |
|                   | <b>Thursday</b>  | 12:00 hours to 23:00 hours |
|                   | <b>Friday</b>    | 12:00 hours to 23:00 hours |
|                   | <b>Saturday</b>  | 12:00 hours to 23:00 hours |
|                   | <b>Sunday</b>    | 12:00 hours to 22:00 hours |

### Further Detail

N/A

### Non-Standard Timing

All Bank Holiday Sundays to allow live music until 01:00 hours.

Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day to allow live music until 01:00 hours.

Location of activity : Indoors

|                       |                  |                            |
|-----------------------|------------------|----------------------------|
| <b>Recorded Music</b> | <b>Monday</b>    | 12:00 hours to 23:00 hours |
|                       | <b>Tuesday</b>   | 12:00 hours to 23:00 hours |
|                       | <b>Wednesday</b> | 12:00 hours to 23:00 hours |
|                       | <b>Thursday</b>  | 12:00 hours to 23:00 hours |
|                       | <b>Friday</b>    | 12:00 hours to 23:00 hours |
|                       | <b>Saturday</b>  | 12:00 hours to 23:00 hours |
|                       | <b>Sunday</b>    | 12:00 hours to 22:00 hours |

### Further Detail

Occasional DJ for functions.

### Non-Standard Timing

All Bank Holiday Sundays to allow recorded music until 01:00 hours.

Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day to allow recorded music until 01:00 hours.

Location of activity : Indoors

|   |                  |                            |
|---|------------------|----------------------------|
| <b>Alcohol BOTH<br/>ON/OFF premises</b> | <b>Monday</b>    | 12:00 hours to 23:00 hours |
|   | <b>Tuesday</b>   | 12:00 hours to 23:00 hours |
|   | <b>Wednesday</b> | 12:00 hours to 23:00 hours |
|   | <b>Thursday</b>  | 12:00 hours to 23:00 hours |
|   | <b>Friday</b>    | 12:00 hours to 01:00 hours |
|   | <b>Saturday</b>  | 10:00 hours to 01:00 hours |
|   | <b>Sunday</b>    | 10:00 hours to 22:00 hours |

### Further Detail

N/A

### Non-Standard Timing

All Bank Holiday Sundays to allow the sale of alcohol until 01:00 hours.

Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day to allow the sale of alcohol until 01:00 hours.

Sale of alcohol to be for consumption : On and off the premises

### **Designated Premises Supervisor**

**Name:** Mr Benjamin Timothy Westhead

**Address:** 2 Westfields  
Witley  
Godalming  
Surrey  
GU8 5ND

**Personal Licence Number (If known):** LN/000005013

**Issuing Licence authority (If known):** Waverley Borough Council

|                      |                  |                            |
|----------------------|------------------|----------------------------|
| <b>Opening Hours</b> | <b>Monday</b>    | 07:30 hours to 23:00 hours |
|                      | <b>Tuesday</b>   | 07:30 hours to 23:00 hours |
|                      | <b>Wednesday</b> | 07:30 hours to 23:00 hours |
|                      | <b>Thursday</b>  | 07:30 hours to 23:00 hours |
|                      | <b>Friday</b>    | 07:30 hours to 01:00 hours |
|                      | <b>Saturday</b>  | 09:00 hours to 01:00 hours |
|                      | <b>Sunday</b>    | 09:00 hours to 22:00 hours |

Further Detail

N/A

Non-Standard Timing

All Bank Holiday Sundays to allow opening until 01:00 hours.  
Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day to allow opening until 01:00 hours.

**Any adult entertainment or services, activities, other entertainments or matters ancillary to the use of premises that may give rise to concern in respect of children:-**

None.

**ELEMENTS OF OPERATING SCHEDULE TO ADDRESS LICENSING OBJECTIVES:**

**a) General - all four licensing objectives (b,c,d,e)**

The Premises Licence Holder and DPS shall carry out risk assessments with due care and consideration of the four Licensing Objectives.

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

A CCTV system shall be in place covering all licensed areas, including public entry and exit points. The CCTV system shall continuously record whilst the premises are open for licensable activities and during all times when customers remain on the premises.

All CCTV recordings shall be stored for a minimum period of 31 days.

Viewing of the CCTV recordings shall be made available immediately upon request of the Police and any other Responsible Authority.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times the premises is open to the public.

This staff member shall be able to show the Police or authorised officer recent data or footage with the absolute minimum delay when requested.

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.

A record of any incidents or crime or disorder or refusal of sales of alcohol shall be kept detailing the date and time, the nature of the incident and the name of any members of staff involved.

The record shall be made available for inspection at the premises by the Police or other authorised officer at all times when the premises is open.

### **c) Public Safety**

The premises shall be maintained in a safe manner at all times.  
All exits shall be clear of hazards.

### **d) The prevention of public nuisance**

All refuse shall be disposed of in an appropriate manner.  
Staff shall be instructed to maintain all external areas in a clean and presentable manner at all times.  
Notices shall be displayed asking customers to leave the premises in a respectful manner.

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

All staff shall be trained in the law about the sale of alcohol.  
Such training shall include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusals register.  
Such training (including refresher training) shall be logged and provided not less than every 12 months.  
The training log shall be made available for inspection by the Police and "authorised persons".  
A "Challenge 25" proof of age scheme shall be operated at the premises where the only acceptable forms of identification shall be a photographic driving licence card, passport or proof of age scheme with the PASS hologram.  
The premises shall operate a "No ID, no sale" policy at all times.

## **Annexe 3 – Conditions attached after a hearing by the Licensing Authority**

N/A

## **Annexe 4 – Plans**

Attached