

Licensing Act 2003
Club Certificate - Summary

Godalming Naval Club 88 Meadrow Godalming Surrey GU7 3HY	Licence number:	LN/000002266	
	Valid from:	23rd November 2020	
	Valid until		
	Telephone:	01483 415168	
Licensable Activities Authorised by the Licence and times these activities may be carried on			
Activity (and area if applicable)	Description	Time From:	Time To:
Provision of regulated entertainment:-			
Indoor Sports Events, Live Music, Recorded Music and Facilities for dancing	Monday - Thursday	19:00	23:00
	Friday	19:00	00:30
	Saturday	11:00	00:30
	Sunday	11:00	23:00
Supply of Alcohol	Sunday - Thursday Friday and Saturday	11:00 11:00	23:00 00:00
Non-standard Timings:	December dinner and dance held two weeks before Christmas 10:00-01:00 New Year's Eve 10:00-01:00 (New Year's Day). In the event of the transmission of any international sporting event which falls outside the standard hours timing to commence 1 hour before the start of the event and to end 1 hour after the end of the event.		

The opening hours of the premises:

Opening hours as for the sale of alcohol, closing 30 minutes after the sale of alcohol ceases

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
(Off sales in sealed containers only)

Name & (registered) address of holder of premises licence:

Godalming Naval Club
 88 Meadrow
 Godalming
 Surrey
 GU7 3HY

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

N/A

Whether access to the premises by children is restricted or prohibited:

No restrictions

Licensing Act 2003
Club Certificate - Detail

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Annexe 1 – Mandatory Conditions

Alcohol – Club

A club premises certificate may not authorise the supply of alcohol for consumption off the premises unless it also authorises the supply of alcohol to a member of the club for consumption on those premises. A club premises certificate which authorises the supply of alcohol for consumption off the premises must include the following conditions:

- The first condition is that the supply must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
 - The second condition is that any alcohol supplied for consumption off the premises must be in a sealed container.
 - The third condition is that any supply of alcohol for consumption off the premises must be made to a member of the club in person.
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 and 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 dependent 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 a disability).
3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
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: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
 - (b) customers are made aware of the availability of these measures.
6. 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.
7. For the purposes of the condition set out in paragraph 6—
- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (a) “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.

Annexe 2 – Conditions consistent with the operating schedule

Indoor Sports Events	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

Snooker and darts.

Non-Standard Timing

N/A

Location of activity : Indoors

Live Music	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

N/A

Non-Standard Timing

December dinner and dance held two weeks before Christmas 08:00-01:00
New Year's Eve 08:00-01:00 (New Year's Day).

Location of activity : Indoors

Recorded Music	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

N/A

Non-Standard Timing

December dinner and dance held two weeks before Christmas 08:00-01:00
New Year's Eve 08:00-01:00 (New Year's Day).

Location of activity : Indoors

Facilities for dancing	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

N/A

Non-Standard Timing

December dinner and dance held two weeks before Christmas 08:00-01:00
New Year's Eve 08:00-01:00 (New Year's Day).

Location of activity : Indoors

Alcohol BOTH ON/OFF premises	Monday	11:00 hours to 23:00 hours
	Tuesday	11:00 hours to 23:00 hours
	Wednesday	11:00 hours to 23:00 hours
	Thursday	11:00 hours to 23:00 hours
	Friday	11:00 hours to 00:00 hours
	Saturday	11:00 hours to 00:00 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

Off sales in sealed containers only

Non-Standard Timing

December dinner and dance held two weeks before Christmas 10:00-01:00
New Year's Eve 10:00-01:00 (New Year's Day).

In the event of the transmission of any international sporting event which falls outside the standard hours timing to commence 1 hour before the start of the event and to end 1 hour after the end of the event.

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

Opening Hours	Monday	11:00 hours to 23:30 hours
	Tuesday	11:00 hours to 23:30 hours
	Wednesday	11:00 hours to 23:30 hours
	Thursday	11:00 hours to 23:30 hours
	Friday	11:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:30 hours

Further Detail

N/A

Non-Standard Timing

December dinner and dance held two weeks before Christmas 08:00-01:30
New Year's Eve 08:00-01:30 (New Year's Day).

In the event of the transmission of any international sporting event which falls outside the standard hours timing to commence 1 hour before the start of the event and to end 1 hour after the end of the event.

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

There are gaming machines on the premises that children are not permitted to use or loiter around and there are notices to this effect displayed in the vicinity of the machines.

ELEMENTS OF OPERATING SCHEDULE TO ADDRESS LICENSING OBJECTIVES:

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

As a private members club, purchase of alcohol shall be monitored at all times. Only members and bona fide (signed in) guests shall be permitted to purchase alcohol. The premises shall use a "Challenge 21" policy and staff members shall only accept passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification. The Committee/Secretary shall fully understand their role and responsibilities concerning the four licensing objectives contained within the 2003 Licensing Act.

b) The prevention of crime and disorder

The Licensing Authority, Police or other interested authority shall be given access to the premises at any time.

Any person showing signs of intoxication shall be refused entry to the licensed premises.

Appropriate digital CCTV equipment and a sufficient number of cameras shall be installed and maintained at the premises to record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises.

The areas covered by the cameras shall be all areas that the public have access to and this shall include the outside area.

A camera shall be positioned to obtain images of persons entering the building by the main entrances.

No persons other than the Police, the Licensing Authority, the Premises Licence Holder or the Club Secretary shall have access to the CCTV recording equipment or the recordings made from such equipment.

The CCTV system shall be in operation and recording whenever the premises are open to the public. Recordings made on the CCTV system shall be retained for a period of at least 30 days or recording. A minimum of 3 notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access.

The notices shall be at least A4 size.

There shall be a member of staff on duty at all times when the premises is open to the members and guests who is able to operate the CCTV system.

If an incident occurs at the premises then the footage on the CCTV system shall be made available to view by Police Officers on request.

If a copy is requested then it must be available within 48 hours of the request.

An incident book shall be kept on the premises and all incidents no matter how minor shall be recorded.

There shall be no irresponsible drinks promotions (e.g. happy hour).

Staff shall be trained in the basic law relating to the sale/supply of alcohol and written records shall be kept for inspection.

The premises shall continue to be an active member of Pubwatch and shall send a representative to Pubwatch meetings as long as one exists.

c) Public Safety

Members of the Club's Committee shall monitor entry to the club and to monitor maximum attendance at events.

The premises shall have a "Challenge 25" Policy and bar staff shall be instructed not to serve anyone who fails to prove that they have reached 18 years of age.

Members of the Club's Committee shall monitor entry to the Club and to monitor maximum attendance at events.

Main events at the Club shall be kept to a limit of 150 members/guests on site and notices to that effect shall be displayed on the entrance door.

d) The prevention of public nuisance

The Committee/Secretary shall control the escape of noise from the licensed premises by ensuring that the windows and doors are kept shut during any live indoor music events after 22:00 hours. Entry to the licensed premises shall not be permitted to anyone who appears intoxicated. The Committee/Secretary shall fully understand that it is their duty to prevent the premises causing a nuisance to any local residents or businesses and they shall monitor the external premises area in relation to any anti-social behaviour or public nuisance.

e) The protection of children from harm

Only children accompanied by an adult shall be allowed into the licensed premises and those children shall be supervised by an adult at all times.
Children shall not be permitted to purchase alcohol.
Children are not permitted to play the fruit machine.
Children shall be allowed to play games on the "IT" box.
There shall be a notice informing members this.
The Committee/Secretary shall adopt the "Challenge 25" Policy.
Any person who appears to look under 25 years shall be challenged and asked for identification to prove that they are over the age of 18, in accordance with the "Challenge 25" Policy.
The "Challenge 25" Policy shall be brought to the attention of customers at the point of sale by the display of notices.
The premises shall only accept valid forms of identification, such as photo driving licence, passport and Home Office approved ID cards displaying the national Proof of Age Standard Scheme (PASS hologram).
All customers who look under the age of 25 shall be challenged to prove their age and identity when purchasing alcohol.
A refusals book shall be kept on the premises and a record must be kept of all persons who are refused the sale of alcohol and this book shall be made available on request to the Police or authorised person.
All staff who serve alcohol shall receive suitable training, including refresher training, in relation to "Challenge 25" proof of age policy which shall be applied to the premises.
This training shall be carried out every 6 months and a written record of the training shall be kept. Every person who completes the training shall sign and date the written record and this record shall be countersigned by the Designated Premises Supervisor or by a person who holds a personal licence.

Embedded Restrictions : Club

1. Permitted Hours

Alcohol shall not be sold or supplied except during permitted hours.
In this condition, permitted hours means those hours listed above.

Restrictions

The above restrictions do not prohibit:

- a) the supply to, or consumption by, any person of alcohol in any premises where they are residing;
- b) the consumption of the alcohol on the premises during the first twenty minutes after the above hours;
- c) the taking of the alcohol from the premises (unless the alcohol is supplied or taken in an open vessel), during the first twenty minutes after the above hours;
- d) the consumption of the alcohol on the premises by persons taking table meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals;
- e) the consumption of the alcohol on the premises by, or, the taking sale or supply of alcohol to any person residing in the licensed premises;

- f) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
- g) the sale of alcohol to a trader or club for the purposes of the trade or club;
- h) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;
- i) the taking of alcohol from the premises by a person residing there; or
- j) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied; or
- k) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

The licensee may also provide and permit entertainment by way of music and singing but only by the reproduction of recorded sound (this does not permit the use of karaoke, disk jockeys, comperes etc).

Annexe 3 – Conditions attached after a hearing on 9th January 2020 by the Licensing Authority

1. No drinks to be taken or consumed in the outside area after 21:00 hours (as hatched blue and purple on the revised plan).
2. No glass waste should be handled/disposed of outside between the hours of 21:30 and 08:00.
3. A direct telephone number for a responsible person shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.

Annexe 4 – Plans

Attached