

# Climate, Biodiversity & Planning Advisory Committee Meeting of Witney Town Council



**Tuesday, 2nd August, 2022 at 6.00 pm**

To members of the Climate, Biodiversity & Planning Committee - R Smith, A Prosser, T Ashby, J Aitman, L Duncan, V Gwatkin and P Hiles (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

## **Admission to Meetings**

All Council meetings are open to the public and press unless otherwise stated.

This meeting will be held virtually via Zoom. Please see the meeting link below:

<https://us06web.zoom.us/j/82859088215>

Meeting ID: 828 5908 8215

## **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

## **Agenda**

### **1. Apologies for Absence**

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Deputy Town Clerk ([adam.clapton@witney-tc.gov.uk](mailto:adam.clapton@witney-tc.gov.uk)) **prior to the meeting**, stating the reason for absence.

**Standing Order 309a)(v)** permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have informed the Proper Officer **before** the meeting that they are unable to attend.

### **2. Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

### **3. Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

4. **Planning Applications** (Pages 3 - 4)

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

5. **Application for a Premises Licence - Blind Tiger Bars, 8 Market Square** (Pages 5 - 30)

To consider an application for a Premises Licence under the Licensing Act 2003.

6. **Request to install bollards - Woodstock Road, Witney** (Pages 31 - 40)

To receive a request to install bollards at 89 Woodstock Road, Witney

7. **School Streets Experimental Traffic Regulation Order** (Pages 41 - 42)

To receive an update from Oxfordshire County Council on the above ETRO which included Tower Hill Primary School.

8. **20mph Speed Restrictions**

To receive a verbal update from Officers regarding this scheme (if appropriate).



Town Clerk

4

- 
- 4 . 1      **WTC/094/22**      Plot Ref :- 22/01731/HHD      Type :- HOUSEHOL
- Applicant Name :- .      Date Received :- 06/07/2022
- Parish :- EAST      Date Returned :-
- Location :- 29 LARCH LANE      Agent
- LARCH LANE
- Proposals :- Erection of a 3 storey rear extension with tiled gable roof. Loft conversion providing additional living space and 2 bedrooms with gable roof. Addition of 4x Velux windows, 2 on the east elevation and 2 on the west elevation. Addition of 2 new windows on the south elevation.
- Observations :-
- 
- 4 . 2      **WTC/095/22**      Plot Ref :- 22/01527/HHD      Type :- HOUSEHOL
- Applicant Name :- .      Date Received :- 13/07/2022
- Parish :- WEST      Date Returned :-
- Location :- 43 VALENCE      Agent
- CRESCENT
- VALENCE CRESCENT
- Proposals :- Replacement of existing garden shed with new office/garden room. (Part retrospective).
- Observations :-
- 
- 4 . 3      **WTC/096/22**      Plot Ref :- 22/01920/PN42      Type :- PRIOR NOTI
- Applicant Name :- .      Date Received :- 18/07/2022
- Parish :- NORTH      Date Returned :-
- Location :- 34 VANNER ROAD      Agent
- VANNER ROAD
- Proposals :- Flat roof rear extension and lantern rooflight to kitchen to provide family dining room.
- Observations :-
- 
- 4 . 4      **WTC/097/22**      Plot Ref :- 22/01150/HHD      Type :- HOUSEHOL
- Applicant Name :- .      Date Received :- 20/07/2022
- Parish :- SOUTH      Date Returned :-
- Location :- 129A CORN STREET      Agent
- CORN STREET
- Proposals :- Demolition of rear (attached) outbuilding and replacement in same materials to same dimensions to allow for conversion into dining/garden room.
- Observations :-
-

4 . 5	<b>WTC/098/22</b>	Plot Ref :- 22/01876/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 20/07/2022
	Parish :- SOUTH		Date Returned :-
	Location :- 92 CORN STREET	Agent	
	CORN STREET		
	Proposals :-	Internal and external alterations to install a lantern light to flat roof over kitchen, reduce size of ground floor bathroom to form cloakroom and creation of first floor bathroom. (Retrospective).	
	Observations :-		
4 . 6	<b>WTC/099/22</b>	Plot Ref :- 22/01844/ADV	Type :- ADVERTISIN
	Applicant Name :- .		Date Received :- 20/07/2022
	Parish :- WEST		Date Returned :-
	Location :- 1 EDINGTON SQUARE	Agent	
	EDINGTON SQUARE		
	Proposals :-	Installation of various advertisement signs, internally illuminated and non-illuminated, comprising 4 fascia signs, 1 projecting sign, 5 vinyl signs and 4 dibond panels.	
	Observations :-		
4 . 7	<b>WTC/100/22</b>	Plot Ref :- 22/01928/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 26/07/2022
	Parish :- SOUTH		Date Returned :-
	Location :- 84 BURWELL MEADOW	Agent	
	BURWELL MEADOW		
	Proposals :-	Two storey side extension.	
	Observations :-		





**West Oxfordshire**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)  
 Telephone: 01993 861000

\* required information

## Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name  If your business is registered, use its registered name.

VAT number   Put "none" if you are not registered for VAT.

Legal status

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

### Confirm The Following

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

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

Samuel Chaloner

#### Details

Registered number (where applicable)

14181101

Description of applicant (for example partnership, company, unincorporated association etc)

**Continued from previous page...**

Public limited company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth

dd mm yyyy

\* Nationality

British

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?

01 / 09 / 2022  
dd mm yyyy

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

/ /  
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

The Blind Tiger will be a new upmarket cocktail and live music venue based on the main highstreet within witney in close proximity to other licensed venues, we hope to join the local pubwatch at the soonest convenience. Directly both properties adjacent are commercial units and the residential flat above the proposed premises is being included within the lease to be used by individuals associated with the premises. There is a residential block of flats behind the proposed premises. The aim is to offer a lively but friendly atmosphere offering a range of alcoholic drinks including draught beer,

**Continued from previous page...**

cocktails, wines, spirits and softs, with robust staff training in responsible bar tendering as well as SIA approved door staff for busier periods. We hope to offer a small food offering of grazing boards and operate strictly within all 4 licensing objectives. We wish to include off-sales to be used for potential food delivery apps, we also hope to apply for a pavement license in the future for consumption of the off-sales directly in front of the premises. Planning permission is currently in the space will include a main seating area, a standing area in front of a bar with an adjacent prep room and 4 unisex toilet cubicals.

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

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

### Standard Days And Timings

MONDAY

Start

Start

End

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

**Continued from previous page...**

**TUESDAY**

Start	<input type="text" value="12:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**WEDNESDAY**

Start	<input type="text" value="12:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**THURSDAY**

Start	<input type="text" value="12:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**FRIDAY**

Start	<input type="text" value="12:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**SATURDAY**

Start	<input type="text" value="12:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**SUNDAY**

Start	<input type="text" value="12:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors      ☐ Outdoors      ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We wish to offer a range of live music, including live piano and saxophonists, singers, guitarists and DJ's, there will be both amplified and unamplified music. We hope to rotate these types of acts mainly on Thursday, Fridays and Saturdays but not limited to these days.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

**Continued from previous page...**

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

##### SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.



**Continued from previous page...**

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We wish to play recorded music which will be amplified through speakers fitted in the ceiling of the building. 9am has been listed purely for the purpose of staff who may be in the building cleaning or doing other essential work before we open to the public. We will obtain a PRS License.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

## Section 13 of 21

### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

## Section 14 of 21

### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

## Section 15 of 21

### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

### Standard Days And Timings



Continued from previous page...

MONDAY

Start 12:00

End 00:00

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start 12:00

End 00:00

Start

End

WEDNESDAY

Start 12:00

End 00:00

Start

End

THURSDAY

Start 12:00

End 02:00

Start

End

FRIDAY

Start 12:00

End 02:00

Start

End

SATURDAY

Start 12:00

End 02:00

Start

End

SUNDAY

Start 12:00

End 00:00

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on  
the premises select on, if the sale of alcohol  
is for consumption away from the premises  
select off. If the sale of alcohol is for  
consumption on the premises and away  
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

**Continued from previous page...**

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

**Continued from previous page...**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

## Section 17 of 21

### HOURS PREMISES ARE OPEN TO THE PUBLIC

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

##### SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

*Continued from previous page...*

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 18 of 21

### LICENSING OBJECTIVES

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

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

List here steps you will take to promote all four licensing objectives together.

The Blind Tiger has extensive CCTV already installed within the premises, these will be positioned as to capture entrance/ exit, main bar areas and outside of the toilets. There will be a zero tolerance approach to drugs and we hope to join the local pub watch, the toilets will be designed in such a way as to reduce flat surfaces, with a regular cleaning schedule and recorded toilet checks. Staff training will be given to all staff members in conflict resolution and the common signs of drug use and dealing, so as to report this to management. Any suspected users will be removed by management or SIA approved door staff as quickly and calmly as possible. All incidents of this nature will be recorded within an incident log kept on the premises and reported to police as well as any other incidents including but not limited to: fighting or aggressive behavior, racism, accident or injury. A written dispersal policy will be in effect for the end of an evening, customers will be reminded to respect neighbors and keep noise down as they leave the premises both verbally by staff and signs at the entrance/ exit. There is one main entrance to the front of the premises with a further fire escape at the rear, both of these doors will be modified as to open outwards for fire safety, there is already smoke detectors throughout the building and alarm system. We wish to have a large volume of artificial plants these will all be coated in fire retardant if they are not already fire safe. Fire extinguishers will also be placed at the advice of a fire officer. Fire and Health and safety risk assessments will be carried out and hard copies kept in the building alongside any relevant CCTV registration documentation. We will offer all management first aid training and a personal license course within the first 6 months of their employment if they do not already possess these. During the provision of live music or recorded music after 11pm all windows and doors will be kept closed, a decibel reader will be on site where regular readings will be taken and kept in a log, stored on the premises and made available for review by the environmental health team within 24 hours of a request. Cigarette bins will be made available for smokers outside the premises, staff will diligently sweep and collect any rubbish at the end of an evening as to not pollute the high street with litter. The position of the premises is on the busy main high street within the market square, there is another licensed premises across the road, adjacent there is another commercial unit to be an estate agent as well as a restaurant chain, further along on both sides there are two licensed public houses as well as another licensed public house across the road, many other licensed premises are also situated in the immediate vicinity. There is a residential flat above the proposed premises however this will be taken on within the lease and occupied by individuals associated with the Blind Tiger as to reduce any public nuisance. There are residential flats to the rear of the building, we will insulate the back wall of the premises and as previously stated keep all windows and doors closed past 11pm and monitor noise levels diligently.

b) The prevention of crime and disorder

-CCTV with view of entrances and exits, outside of toilets and main public areas. CCTV data to be kept in line with ICO policy and stored in line with GDPR and made available upon request to police within 24 hours. There is always to be a minimum of one staff member who is competent in the operation of the CCTV.

**Continued from previous page...**

- Zero tolerance drug policy, with regular recorded toilet checks and cleaning schedule. Toilets are to be designed with minimal flat surfaces and intentionally small cubicals will prevent multiple parties using the same cubical at the same time.
- Staff training will be given in the signs of drug use as well as conflict management and resolution as well correct procedure in how and when to phone the police and to record incidents
- 1x member of SIA approved door staff on Thursday, Fridays and Saturday past 22:00 if we are to remain open past 00:00. They are to keep a detailed security log on the premises. As responsible operators we will always endeavor to increase security if necessary and commercially viable for example on bank holiday Sunday/mondays or special events.
- A written dispersal policy
- Incident log to be kept on the premises

**c) Public safety**

- All entrances/exit doors will be modified to opening outwards.
- CCTV
- Risk assessments are to be completed and updated regularly with hard copies kept on site.
- A written dispersal policy so as to get people away from the premises as safely as possible.
- Staff training in responsible bartending to be given
- The provision of free tap water
- First aid trained management team (to be completed within the first 6 months of their employment)
- Fire extinguishers
- Smoke detectors and alarm system
- Any materials or surfaces not currently fire retardant will be treated as to make them so

**d) The prevention of public nuisance**

- Windows and doors will be kept closed during the provision of live music
- Written dispersal policy and signage asking people to respect neighbors and leave quietly
- A decibel reader on the premises with a written log taken to be made available to environmental health within 24 hours of request.
- Cigarette bins and staff sweeping and clearing any litter on the main street.
- Residential flat above premises is being included in lease agreement.
- Back wall closest to residential flats will be sound insulated as to reduce noise pollution.

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

- A challenge 25 policy will be in operation accepting only government approved forms of identification.
- Challenge 25 staff training and records of this will be kept within the premises.
- No Children past 8pm and never any unsupervised children at any time.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Continued from previous page...**

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

#### **Section 20 of 21**

#### **NOTES ON REGULATED ENTERTAINMENT**



***Continued from previous page...***

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

*Continued from previous page...*

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

[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). 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)

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

[Add another signatory](#)

Once you're finished you need to do the following:

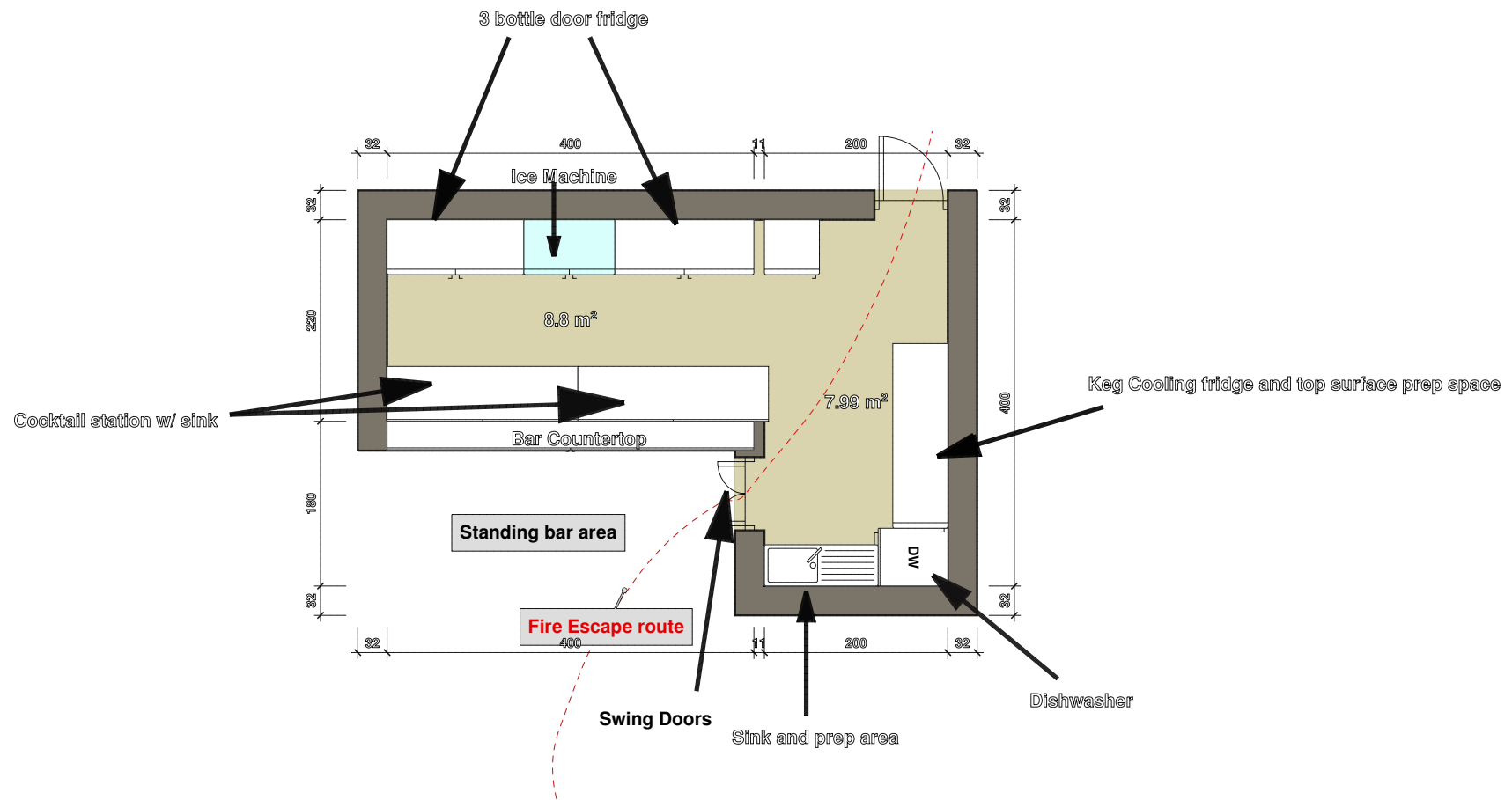
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**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**

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## Dispersal Policy

THE BLIND TIGER  
8 MARKET SQUARE, WITNEY, OX28 6BB

### DISPERSAL POLICY

The Blind Tiger is a late night bar operator and is aware of the importance of ensuring as far as possible that customers leave as quietly as possible.

The Blind Tiger will ensure that at peak trading times which are likely to be after 7pm a member of the management team is on duty together with sufficient staff (and door staff as required by the premise license) to adequately manage and control customers when arriving, during their stay and when leaving.

During quieter trading periods the risk of dispersal issues are minimal, however during busier trading periods namely (Thurs-Sat) then towards closing time gradual dispersal will be encouraged in the following ways.

1. Calling last orders such that there is adequate "drinking-up time".
2. Staff encouraging customers to finish their drinks and prepare to leave in plenty of time.
3. Adequate signage.

Customers will be directed by staff towards the exit of the premises.

Sufficient staff (and door staff where appropriate) will be present within the building to assist with the dispersal of customers.

At that point staff (and door staff where appropriate) will encourage customers to disperse.

Staff and Door Supervisors roles will include the following: -

1. To encourage customers to leave the premises in a quiet and orderly manner.
2. Not to allow any drinks to be taken outside the building.
3. If a group of customers are found to be loitering near the building, then they will be politely asked to move on as quickly as possible.

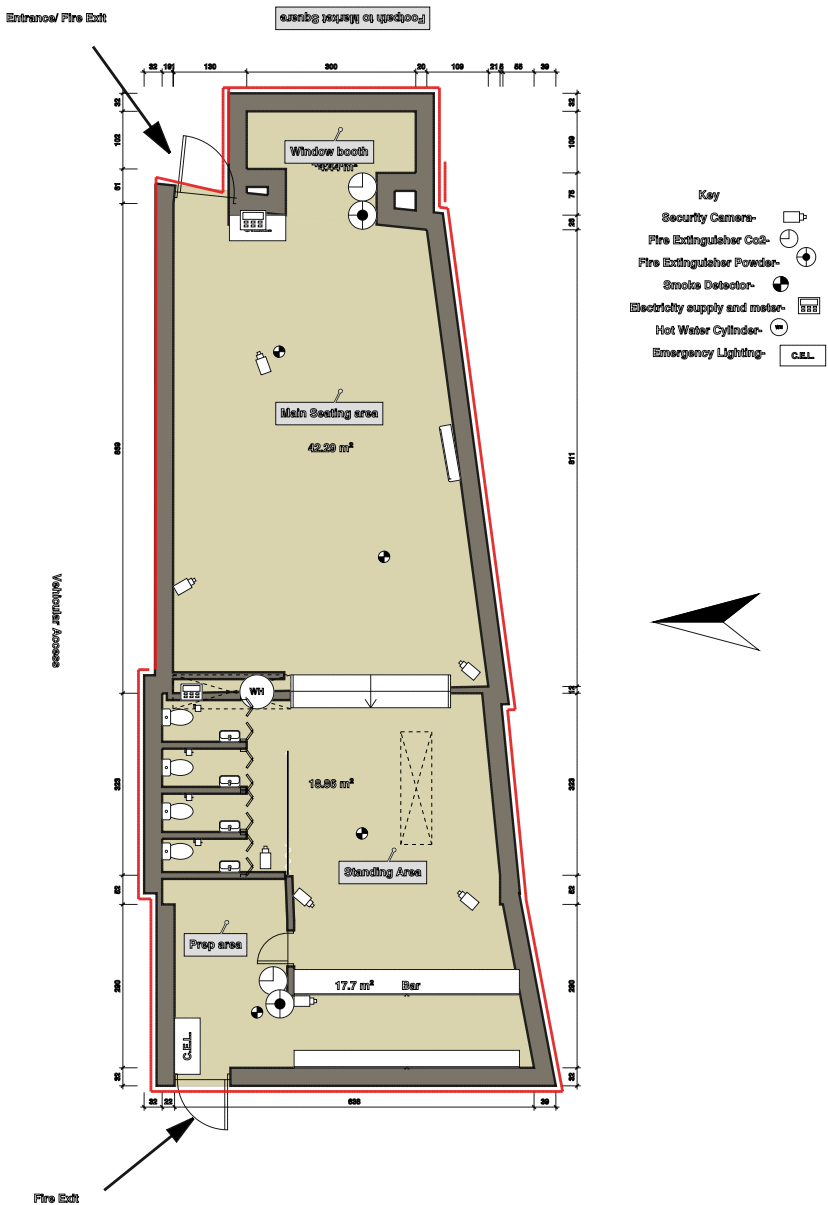
#### General Manager's role

It is ultimately the responsibility of the General Manager on duty to ensure that:-

1. Door supervisors and other managers and staff act effectively and responsibly to comply with this policy and are aware of the importance of customers leaving as safely and quietly as possible.
2. Customers do not cause any disturbance or nuisance to any local residents within the vicinity of the premises.
3. To prioritise and assist wherever possible in ensuring that customers leave as safely, quietly and in an orderly manner as possible.

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## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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**Date:** Tuesday, 2 August 2022

**Title:** Request to Install Bollards – Woodstock Road, Witney

**Contact Officer:** Deputy Town Clerk – Adam Clapton

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### **Background**

Oxfordshire County Council has asked for the Town Council's agreement to install wooden bollards on the highway verge adjacent to 89 Woodstock Road, Witney.

A resident has made the request to the County Council due to parking issues in this location.

### **Current Situation**

The Town Council has not been asked for permission of this type before and has been advised the agreement is based on aesthetics as some town and parish Council's do not like them and not cost, as this will be covered by the requestor.

Bollards of this type have previously been installed on other verge sections in this location.

A location plan and pictures of the proposed bollards are attached to this report, along with a supporting letter from the requestor. The land is not owned or maintained by the Town Council.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

The inclusion of bollards would safeguard a grass area for its intended verge purpose.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Once agreement has been given, a precedent has been set on any future requests to the Town Council. A precedent has already been set by the County Council.

**Financial implications**

- The cost is to be borne by the resident requesting the bollards.

**Recommendations**

Members are invited to note the report and consider the following:

- The request to install bollards on the highway verge adjacent to 89 Woodstock Road, Witney.

89 Woodstock Road, Witney

Area of grassed verge approved for wooden bollard verge protection outlined in black



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Bollards would be similar to the appearance of these – from Oxfordshire County Council

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## From Oxfordshire County Council

### Re: School Streets Experimental Traffic Regulation Order update

Dear All,

Thank you for your feedback via either the preliminary or statutory consultations to our Experimental Traffic Regulation Orders (ETROs) that introduced timed road closures at nine primary schools within Oxfordshire:

Oxford	1. East Oxford Primary School, 2. Larkrise Primary School, 3. St Christopher's Church of England Primary School, 4. St Ebbe's Church of England Primary School, 5. Windmill Primary School
Abingdon	6. St Nicolas Church of England Primary School
Bicester	7. Bure Park Primary School 8. St Edburg's CE (VA) Primary School
Witney	9. Tower Hill Community Primary School

These ETROs are concluding and we are therefore now holding a public consultation from 13th July until 26th August 2022:

[https://letstalk.oxfordshire.gov.uk/abingdonoxford\\_schoolstreets2022](https://letstalk.oxfordshire.gov.uk/abingdonoxford_schoolstreets2022)

A consultation to propose introducing restrictions to make schemes permanent at four of these schools from September 2022:

- St Ebbe's Church of England Primary School – Whitehouse Road, Oxford,
- Larkrise Primary School – Boundary Brook Road, Oxford,
- Windmill Primary School – Margaret Road, Oxford,
- St Nicolas Church of England Primary School – Boxhill Walk, Abingdon.

These schools have continued the School Streets trial through the last school year, with positive results in respect of: fewer vehicles around the school gates at school start and finish times; more members of the school communities reporting they are walking / cycling / scooting to school; and feedback from students and their parents / carers reporting they feel safer entering and leaving the schools.

Although the experimental School Streets were enforced by volunteers, this is not a long-term sustainable option, and from September, should the scheme be approved to be made permanent, we intend to enforce the temporary closures with signs at the entry points to the School Streets zones and either an ANPR equipped car, or fixed ANPR camera which will be positioned at access points to the School Streets. Drivers entering the School Streets zone during closure times that are not exempt would then be issued a Penalty Charge Notice (PCN).

The proposals aim to continue the work introduced via the School Streets ETROs to encourage a safe, welcoming and attractive environment where children, parents

and teachers can walk, cycle, scoot, or park and walk to school with lower air pollution and traffic congestion, by creating a car-free environment outside the school gates. School Streets aim to create places where children can thrive, be healthier and happier because they are: being more active, enjoying improved air quality, getting a boost to confidence from active travel, and getting more chances to be sociable.

The Travel to School policy, including our work on School Streets, was approved at a Cabinet meeting on the 21 June as part of our countywide Local Transport & Connectivity Plan. This policy contributes to our vision to make “*walking, cycling, public and shared transport the natural first choice.*”

Further details of the School Streets proposals including more information on operational times, exemptions, and the ongoing School Streets programme across Oxfordshire, is being added to our website:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/active-travel/school-streets>

Many thanks & kind regards,

*christian*

Christian Mauz  
Technical Officer (Traffic & Road Safety)  
Highways and Operations | Environment & Place  
Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND