



Licensing Act 2003. Section 24
Premises Licence Summary

Premises Licence No.

LIQ/682

Premises details

Postal address of premises, or if none, ordnance survey map reference or description

**The Hertsmere
Elstree Golf Club
Watling Street
Elstree
WD6 3AA**

Date of Commencement of licence

8 June 2023

Where the licence is time limited the dates

Start date : **N/A**

Expiry date :

Licensable activities authorised by the licence

**G: Performance of Dance
B: Films
E: Live Music
I: Late Night Refreshment
F: Recorded Music
J: Supply of Alcohol**

The times the licence authorises the carrying out of licensable activities

| | | | | |
|--------------------------------|----------------|----------------------------|--------------|--------------|
| B: Films | Indoors | Monday to Sunday | 07:00 | 00:00 |
| E: Live Music | Indoors | Sunday to Thursday | 07:00 | 00:00 |
| E: Live Music | Indoors | Friday and Saturday | 07:00 | 01:00 |
| E: Live Music | Indoors | Christmas Day | 00:00 | 02:00 |
| E: Live Music | Indoors | New Year's Day | 00:00 | 02:00 |
| F: Recorded Music | Both | Sunday to Thursday | 07:00 | 00:00 |
| F: Recorded Music | Both | Friday and Saturday | 07:00 | 01:00 |
| F: Recorded Music | Both | Christmas Day | 07:00 | 02:00 |
| F: Recorded Music | Both | New Year's Day | 07:00 | 02:00 |
| G: Performance of Dance | Indoors | Sunday to Thursday | 07:00 | 00:00 |
| G: Performance of Dance | Indoors | Friday and Saturday | 07:00 | 01:00 |
| G: Performance of Dance | Indoors | Christmas Day | 07:00 | 02:00 |
| G: Performance of Dance | Indoors | New Year's Day | 07:00 | 02:00 |

| | | | | |
|----------------------------------|----------------|----------------------------|--------------|--------------|
| I: Late Night Refreshment | Indoors | Sunday to Thursday | 23:00 | 00:00 |
| I: Late Night Refreshment | Indoors | Friday and Saturday | 23:00 | 01:00 |
| I: Late Night Refreshment | Indoors | Christmas Day | 23:00 | 02:00 |
| I: Late Night Refreshment | Indoors | New Year's Day | 23:00 | 02:00 |
| J: Supply of Alcohol | | Sunday to Thursday | 07:00 | 00:00 |
| J: Supply of Alcohol | | Friday and Saturday | 07:00 | 01:00 |
| J: Supply of Alcohol | | Christmas Day | 07:00 | 02:00 |
| J: Supply of Alcohol | | New Year's Day | 07:00 | 02:00 |

The opening hours of the premises

| | | | |
|-----------------------|--------------|-----------|--------------|
| Monday | 07:00 | to | 00:30 |
| Tuesday | 07:00 | to | 00:30 |
| Wednesday | 07:00 | to | 00:30 |
| Thursday | 07:00 | to | 00:30 |
| Friday | 07:00 | to | 01:30 |
| Saturday | 07:00 | to | 01:30 |
| Sunday | 07:00 | to | 00:30 |
| Christmas Day | 00:00 | to | 02:30 |
| New Year's Eve | 00:00 | to | 02:30 |

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

ON/OFF

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Hertsmere Golf Limited
Ground Floor
South Suite
Afon House
Worthing Road
Horsham
West Sussex
RH12 1TL

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

12953227

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Name: **Jonathan Michael Gray**

Licence No: **LN/201700013**

Issuing Authority: **St Albans City And District Council**

State whether access to the premises by children is restricted or prohibited

Annex 1 – Mandatory Conditions

All supplies of alcohol

1. No supply of alcohol may be made under the premises licence-
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Exhibition of films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
3. Where
 - (a) The film classification body is not specified in the licence, or
 - (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,admission of children must be restricted in accordance with any recommendation made by that licensing authority.
4. In this section “children” means any person aged under 18; and “film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c39) (authority to determine suitability of video works for classification)

Door supervision

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:
 - (a) Be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) Be entitled to carry out that activity by virtue of section 4 of the Act.
2. But nothing in subsection 1. Requires such a condition to be imposed:
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
 - (b) in respect of premises in relation to:
 - (i) Any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising films or under a gaming licence, or
 - (ii) Any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act.
3. For the purposes of this section:
 - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act,
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Age verification policy

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.

Permitted price

1. 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.

2. For the purposes of the condition set out in paragraph 1

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(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.

3. Where the permitted price given by Paragraph (b) of paragraph 2 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.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.

The following conditions apply where the licence or certificate authorises “on” or “on and off” sales

Irresponsible drinks promotions

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).
3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Alcoholic drink measures

1. 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.

Annex 2 - Conditions consistent with the operating schedule.

1 CCTV:

- a) A Closed-Circuit Television (CCTV) camera system will be installed and maintained in working order as per the minimum requirements of a Hertfordshire Constabulary Crime Prevention Officer. All entry and exit points and alcohol storage and sales areas will be covered;
- b) The locations of CCTV cameras are identified on the site plan of the premises. No changes to the locations of the cameras will be made without prior consultation with the Hertfordshire Constabulary and the Licensing Authority;
- c) The CCTV will be in operation when the premises are open to the public. CCTV recordings shall be of a satisfactory quality enabling the identification of persons and activities, and other fine details such as vehicle registration number plates. CCTV recordings shall be retained for a minimum period of 31 days with date and time stamping;
- d) CCTV cameras will provide sound and movement detection with remote alerts. An off-site night manager will respond on-site within 15 minutes of any disturbance, and will contact the Hertfordshire Constabulary if their assistance is required;

e) The CCTV system will be capable of securing relevant pictures for review at a later date, and/or export via removable media. Records will be made immediately available on request by the Police or an authorised council officer. Exported files shall be replay able immediately without requirement for re-indexing of files or verification checks;

f) The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when;

g) A designated member/members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority;

h) The CCTV system will be adequately maintained. If the CCTV becomes inoperative, the Police and Local Authority will be informed as soon as practically possible and immediate steps will be taken to put the equipment back into action;

2 Drinking-up time - Supply of alcohol will gradually be scaled down over the course of each evening:

a) The holes of the golf course will only be open during daylight hours. Staff members on site will carry out a sweep of the course prior to closing the course for the day to ensure that all players have left. There will hence be no alcohol consumption on the course after dark;

b) Supply of alcohol will cease at the refreshment hut at 19:00 hours and at the driving range at 23:00 hours;

c) Consumption of alcohol will be restricted to the clubhouse function room, terrace and balcony after 23:30 hours;

d) Supply of alcohol at the clubhouse and all forms of regulated entertainment will cease 30 minutes before the closure of the premises. Last orders will be announced by staff 30 minutes before cessation of alcohol sales, the volume of any live or recorded music will be reduced, and lighting levels raised;

3 Alcohol may be supplied for consumption on the premises to members of Hertsmere Golf Club, their guests and visitors in accordance with the club rules;

4 Alcohol may only be supplied for consumption off the premises to members of the club;

5 Glassware:

a) Empty glasses shall not be allowed to accumulate in and shall be removed from the lounge and bar area regularly.

b) All drinks supplied for consumption outside of the driving range, clubhouse function room, terrace and balcony will be served in hardened plastic containers.

6 Anti-social behaviour on the premises:

a) Club members will be requested to sign a code of conduct which includes expectations as to their behaviour, and rules regulating littering, noise disturbance and consumption of alcohol at the premises by themselves and their guests. Three breaches of this code of conduct will result in cancellation of club membership. The licence holder reserves the right, however, to cancel membership following a single, serious breach;

b) Marshals will regularly patrol the course to ensure behaviour is in line with the code of conduct. A site-sweep will occur during closure of the course at dusk to ensure that all players have left;

c) Staff will be trained in dealing with drug use, drunken or disruptive behaviour and the procedures for dealing with any such behaviour by patrons;

d) Antisocial behaviour of any kind, including strong, loud and offensive language, shall not be tolerated. Any customers suspected of, or engaging in, the same shall be asked to leave, will be escorted to the exit of the site and observed leaving the vicinity of the premises. A taxi will be called for the customer if necessary;

e) Anyone visibly under the influence of alcohol or drugs will be refused entry;

f) Staff shall implement a dispersal policy outside the premises within the Applicant's direct control to reduce risks of public nuisance;

7 The Premises Licence Holder/Designated Premises Supervisor will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, under-age sales refusals and ejections from the premises. The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident;

8 Staff Training:

a) New staff shall receive induction training at the commencement of employment. Staff shall receive regular re-training a minimum of twice a year. Staff training records shall be maintained for inspection by the Hertfordshire Constabulary and Local Authority Enforcement Officers;

b) Staff training will include underage alcohol sales training, procedures for dealing with disruptive behaviour and mandatory drug awareness training;

9 Drinking and Driving:

a) Staff will monitor club members and their guests leaving the premises and, if necessary, will advise on the dangers of drinking and driving.

b) Signage reminding club members and their guests of the dangers of drinking and driving will be prominently displayed at the clubhouse and driving range

10 Fire safety:

a) A Fire and Emergency Planning Risk Assessment will be carried out;

b) Smoke detectors and fire extinguishers shall be installed and inspected at appropriate intervals to ensure that they are in good working order;

c) Access routes to fire escapes will be kept unobstructed;

d) Exits will be easily identifiable and will be kept unobstructed and free of trip hazards with non-slippery, even surfaces;

e) Any/all emergency doors shall be maintained effectively, self-closing and not held open other than by an approved device;

11 Electrical installations:

a) Electrical installations, including any temporary electrical wiring and distributions, will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person;

b) Inspection records/certificates will be kept and made available at the request of an authorised officer;

12 The following systems (where relevant) will be maintained and inspected by a suitably qualified professional persons in accordance with any British Standard and at intervals recommended in National Guidance and the records of such inspection available for inspection by authorised Officers on request:

- a) Portable Fire Fighting Equipment;
- b) Portable Electrical Installation;
- c) Fire Warning/Fire Detection System;
- d) Gas Boiler/Calorific or Appliance;
- e) Building Electrical Installation;

13 First aid:

a) Adequate and appropriate supply of first aid equipment and materials will be available on the premises;

b) There shall be at least an adequate number of trained first aiders on duty when the public are present. The first aiders will be trained to deal with drug and alcohol related problems;

14 The licensee shall conduct regular risk assessments on noise levels to ensure that noise from music and speech arising from the premises shall not be audible inside habitable rooms of noise sensitive, residential properties in the vicinity;

15 The exhibition of films, the playing of live music, the playing of amplified recorded music, the performance of dance and provision of late-night refreshment will be restricted to the clubhouse during the stated hours. The playing of non-amplified, recorded music will take place on the clubhouse terrace and balcony, and at the driving range. This music will be at levels allowing normal conversation between club members and their guests; will not be audible at the nearest noise-sensitive premises (the North and South Medburn Farms); and will cease at 23:00 hours on all days;

16 Ingress and egress notwithstanding, all external doors and windows to the clubhouse are to be kept closed during any regulated entertainment;

17 Speakers for the playing of amplified music shall not be located in proximity to the entrances or exits of the clubhouse;

18 With the exception of sliding doors, all external clubhouse doors are to be self-closing or fitted with automatic door closers. Where an external door is served by a lobby, the door closer may be fitted to the internal lobby door;

19 All external doors to the clubhouse are to be fitted with acoustic seals and threshold strips;

20 Amplified music and/or speech external to the clubhouse is not permitted;

21 Prominent, clear and legible notices are to be displayed at all exits requesting club members and their guests to respect the needs of local residents and to leave the premises and the area quietly;

22 The external area under control of the premises licence holder shall be supervised by staff to ensure that no noise disturbance occurs;

23 Goods deliveries shall only take place between the hours of 09:00 and 17:00;

24 The disposal of waste into external receptacles shall not take place between the hours of 23:00 and 08:00;

25 The protection of children from harm:

- a) Children shall be permitted on the premises only when supervised by a responsible adult;
- b) All customers attempting to purchase alcohol who appear to be under the age of 25 shall be required to produce a valid form of identification in line with the guidelines set out in the "Challenge 25" policy developed by the Retail of Alcohol Standards Group. Acceptable forms of identification will be those bearing the customers photograph, date of birth and either a holographic mark, or an ultraviolet feature. Examples of accepted forms of identification include a passport, photo card driving licence, Proof of Age Standards Scheme card bearing the PASS hologram or a military identification card;
- c) Suitable signage shall be displayed around the premises advising customers and staff of the "Challenge 25" policy;
- d) All staff shall receive training and regular refresher training regarding the Licensing Act 2003 and the "Challenge 25" identification policy;
- e) The date, time and circumstances under which any attempted purchase by a young customer has been refused will be recorded in the Incident Register. This will be made available for inspection by any police officer, community support officer or authorised person upon demand;

Annex 3 - Conditions attached after hearing by the licensing authority.