



Portsmouth
CITY COUNCIL

PREMISES LICENCE

Licensing Act 2003

Part 1 – Premises Details

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

Address:	Zanzi 4-8 Guildhall Walk Portsmouth PO1 2DD	Map Ref (E) :	464029
		Map Ref (N):	100096
		UPRN:	001775033963

Telephone

Where the licence is time limited the dates

This licence is **NOT** time limited

Licensable activities authorised by the licence

- ▶ Sale by retail of alcohol
- ▶ Late night refreshment
- ▶ Performance of dance
- ▶ Performance of live music
- ▶ Playing of recorded music
- ▶ Other similar music or dance Entertainment

The times the licence authorises the carrying out of licensable activities

- | | |
|-----------------------------|-------------------|
| ▶ Sale by retail of alcohol | |
| Sunday | 12:00 until 00:30 |
| Monday to Thursday | 10:00 until 01:00 |
| Friday and Saturday | 10:00 until 02:00 |
| ▶ Performance of dance | |
| Sunday | 19:00 until 00:30 |
| Monday to Thursday | 19:00 until 01:00 |
| Friday and Saturday | 19:00 until 02:00 |
| ▶ Performance of live music | |
| Sunday | 19:00 until 00:30 |
| Monday to Thursday | 19:00 until 01:00 |
| Friday and Saturday | 19:00 until 02:00 |

▶ Playing of recorded music	
Sunday	19:00 until 00:30
Monday to Thursday	19:00 until 01:00
Friday and Saturday	19:00 until 02:00
▶ Other similar music or dance Entertainment	
Sunday	19:00 until 00:30
Monday to Thursday	19:00 until 01:00
Friday and Saturday	19:00 until 02:00
▶ Late night refreshment	
Sunday	23:00 until 01:00
Monday to Thursday	23:00 until 01:30
Friday and Saturday	23:00 until 02:30

The opening hours of the premises

▶ Sunday	12:00 until 01:00
▶ Friday and Saturday	10:00 until 02:30
▶ Monday to Thursday	10:00 until 01:30

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

Alcohol is supplied for consumption **on** the premises

Part 2

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

Name: Ms Hoi Man Yan

Address: [REDACTED]

Telephone:

Email:

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

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

Name: Mr Stuart Ian Weston

Address: [REDACTED]

Telephone: [REDACTED]

Email:

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

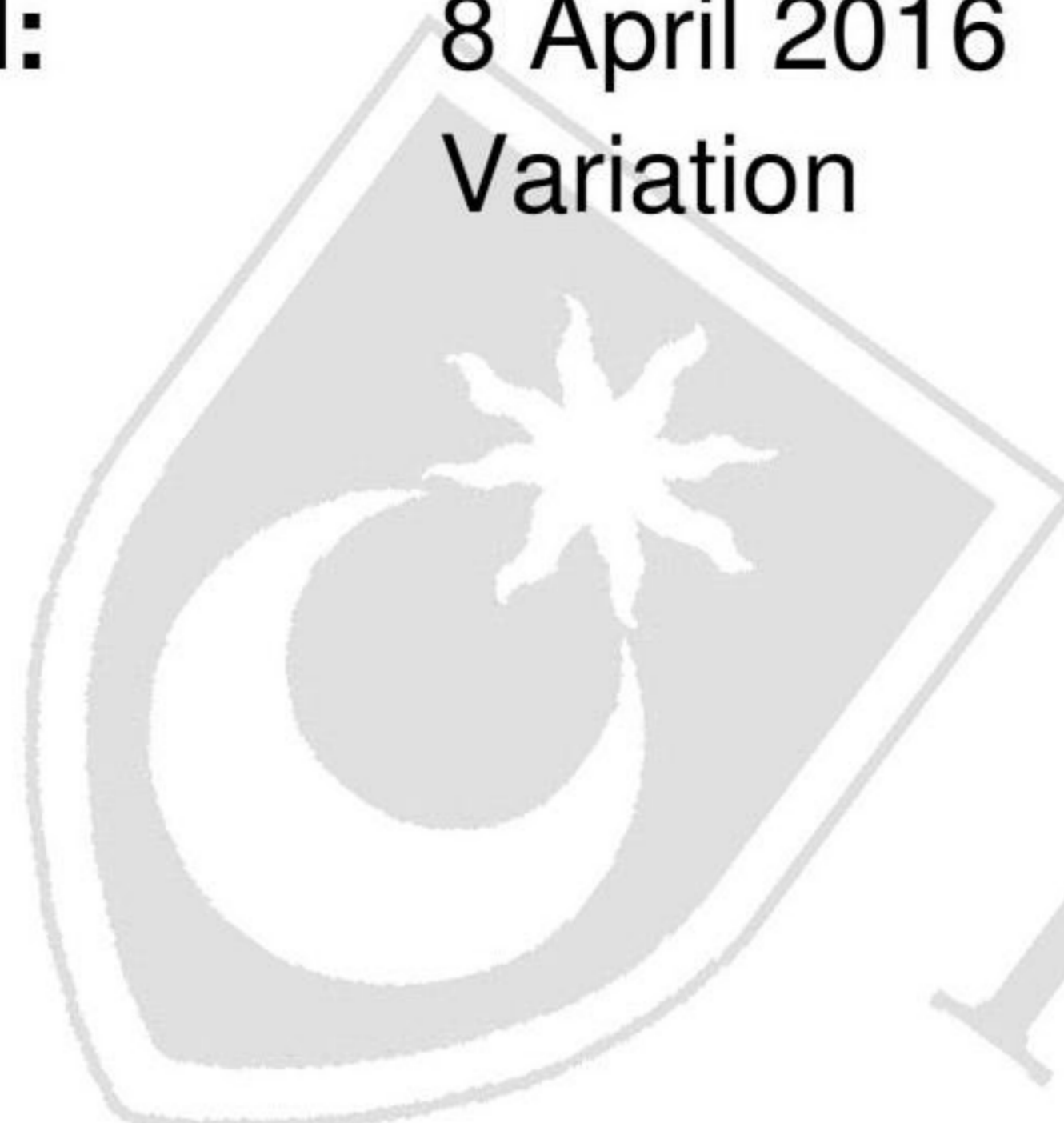
Personal Licence No: [REDACTED]
Issuing Authority: Portsmouth City Council

Granted by Portsmouth City Council, as licensing authority pursuant to the Licensing Act 2003 as amended and regulations made thereunder

Date Licence granted: 24 October 2005

Date last amended: 8 April 2016

Type: Variation



Signed on behalf of the Head of Service
(Authorised Officer)

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This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information go to www.portsmouth.gov.uk and search for 'National Fraud Initiative'.

Annex 1 – Mandatory Conditions

01 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/her personal licence is suspended.

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

03 (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).

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

05 (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.

06 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: 1/2 pint;
- (ii) gin, rum, vodka or whisky: 25ml 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.

07 (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 rate 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) "valued 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.

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Annex 2 – Conditions consistent with the operating schedule

01 A log book shall be kept on the premises in which shall be entered particulars of any unusual occurrences (such as fires, the breakdown of any of the lighting services or water supply), fire drills and of every test of vital equipment. The log book shall be kept available and be produced for inspection when required by a Fire Officer, Police Officer or by any authorised Officer of the Licensing Authority.

02 All lavatories, WC's and urinals in the premises shall at all times be kept in good order and repair and be properly cleaned, ventilated, disinfected and supplied with water (not and cold) and the doors leading into these facilities shall be suitable marked. No fee shall be payable for the use of these facilities.

03 In relation to only the morning on which British Summer Time begins, the permitted hours for the provision of music, singing and dancing at licensed premises normally open between 01:30 and 02:00 hours shall extend to one hour after the normally specified terminal hour.

04 The CCTV system as installed shall be maintained in a satisfactory working condition and the recordings of which are to be kept for a minimum of thirty one days. No changes shall be made to the system without the prior approval of the Council in consultation with the Chief Officer of Police.

05 A Noise Limiting Device approved by the City Solicitor shall be installed, set and maintained to the satisfaction of the City Solicitor to ensure that any music played within the premises is inaudible within any noise sensitive premises.

06 The maximum permitted occupancy for the premises shall not exceed 200 persons.

07 There shall be no entry or re-entry to the premises by customers an hour before the premises is closed to the public.

08 On Sundays immediately before Bank Holidays, other than Easter Sunday, the permitted hours shall extend until 02:00 hours the following morning.

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Annex 3 – Conditions attached after a hearing by the licensing authority

01 Club Scan

All customers entering the premises after 2100 hours until the closing time of the venue will be asked to produce photographic identification and agree to the said identification being used for scanning. Customers who do not agree to this will be refused entry. All identification provided by customers shall be scanned electronically.

The premises licence holder will provide and maintain in good working order an electronic scanning device, such as Clubscan. If the equipment fails the Police Licensing Department will be notified immediately in writing or by email and the equipment must be repaired or replaced within 72 hours. Police will continue to be notified every 72 hours until such time as the system is fully operational, when the police shall be informed of such.

02 CCTV

A recording CCTV system shall be installed and fully operational whilst the venue is open to the public.

The recording equipment will be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and to maintain the integrity of the system.

A record will be kept of any access made to information held on the system.

The system will be maintained and serviced every 12 months.

The system clock will be checked regularly for accuracy taking account of GMT and BST.

The CCTV system will have sufficient storage capacity for 31 days of good evidential quality images.

Access

Police and authorised Officers of Portsmouth City Council shall have access to data from the systems quickly and easily and therefore provision will be made for someone to have access to the secure area at all times and also be able to operate the equipment and to supply footage in a format which can be easily viewed by police.

All operators will receive training from the installer when equipment is installed and this training will be cascaded down to new members of staff.

An operator's manual will be available to assist in replaying and exporting data (particularly important with digital systems).

The CCTV must remain satisfactory to police and subject to police approval in order to remain operating under this premises licence.

03 Polycarbonate drinking Vessels

From 2100 hours onwards until the closing time of the venue, polycarbonate drinking vessels to be used and where commercially available polycarbonate bottles to be used and no glass bottles shall be dispensed to customers and therefore either plastic bottles must be used or the beverage decanted from the glass bottle.

04 Training

All staff engaged in the sale of alcohol must undertake and pass a recognised approved training course relating to the sale/supply of alcohol prior to engaging in the sale of alcohol. This training must be assessed as acceptable to Trading Standards of Portsmouth City Council.

05 Floor walker

On Fridays and Saturdays and on promoter-led events, one floor walker will be on duty in the venue.

Whilst on duty they will be employed on that role and no other role. They will be identifiable by wearing a red shirt with floor supervisor written on it in white stencilling.

On a daily basis the identity of the floor walkers will be logged in a register and the register signed by the floor walkers at the commencement of their duty. The register will be signed by the floor walkers at 30 minute intervals. This register will be available on request to Police and Licensing Authority officers.

A written floor walker policy will be produced which shall include the role profile and tasks of the floor walkers. This policy must be agreed in writing with the police.

06 Pubwatch membership

The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular Pubwatch meetings or meetings of any similar scheme, so long as such a scheme is in existence and welcomes participation by the premises licence holder.

The DPS will ensure that descriptions of disorderly/banned individuals are circulated to other licensed venues via the Pubwatch or similar scheme. The DPS will work in cooperation with Hampshire Constabulary and other licensed venues by refusing entry to any person who has been included on the 'banned list'.

07 First Aid Training

A designated first aider shall be on duty at all times that the venue is open to the public. The first aider shall be a member of staff who is qualified to a nationally recognised Health and Safety at Work standard by a nationally recognised training provider.

08 Body worn video

When the venue is open to the public and operating under its premises licence and when SIA door staff are required under the same licence at least one door supervisor who is on duty on the main entrance of the venue will wear and operate body worn video recording equipment.

The camera will be able to download good evidential quality images to a hard drive and the images shall be retained until the evening on the same working day. The images and audio recordings shall be made available to police on request and be supplied in an easily readable format

The equipment will be maintained and the images will be made immediately available to the police at all times on request. Where the equipment fails the Licensing Department of the police, will be notified immediately in writing or by e-mail and the equipment must be repaired or replaced within 72 hours.

09 Door supervisors

This condition will be part of the written Door supervision policy which shall be agreed with the police in writing. It will be readily available to door supervisors, who when designated as using the equipment, must sign and agree compliance with before commencing duty at the main entrance. This policy must be available on request to Police and Licensing Authority officers. The licence holder shall maintain a duty register giving details of each and every person employed in the role of a security/door person and shall provide upon request by any Police Officer or Council Officer, the following details:

- a) The licence number, name, date of birth and residential address of that person;
- b) The time at which he/she commenced that period of duty, with a signed acknowledgement by that person;
- c) The time at which he/she finished the period of duty, with a signed acknowledgement by that person;
- d) Any times during the period of duty when he/she was not on duty;
- e) If that person is not an employee of the licence holder, the name of the person by whom that person is employed or through whom the services of that person were engaged;
- f) The register shall be so kept that it can be readily inspected by an authorised officer of the Council or Police Officer;
- g) The duty register shall comprise of a bound, consecutively page-numbered book and the licence holder shall ensure that this register is kept in a secure environment in order to prevent unauthorised access or alterations to same.

-- END --

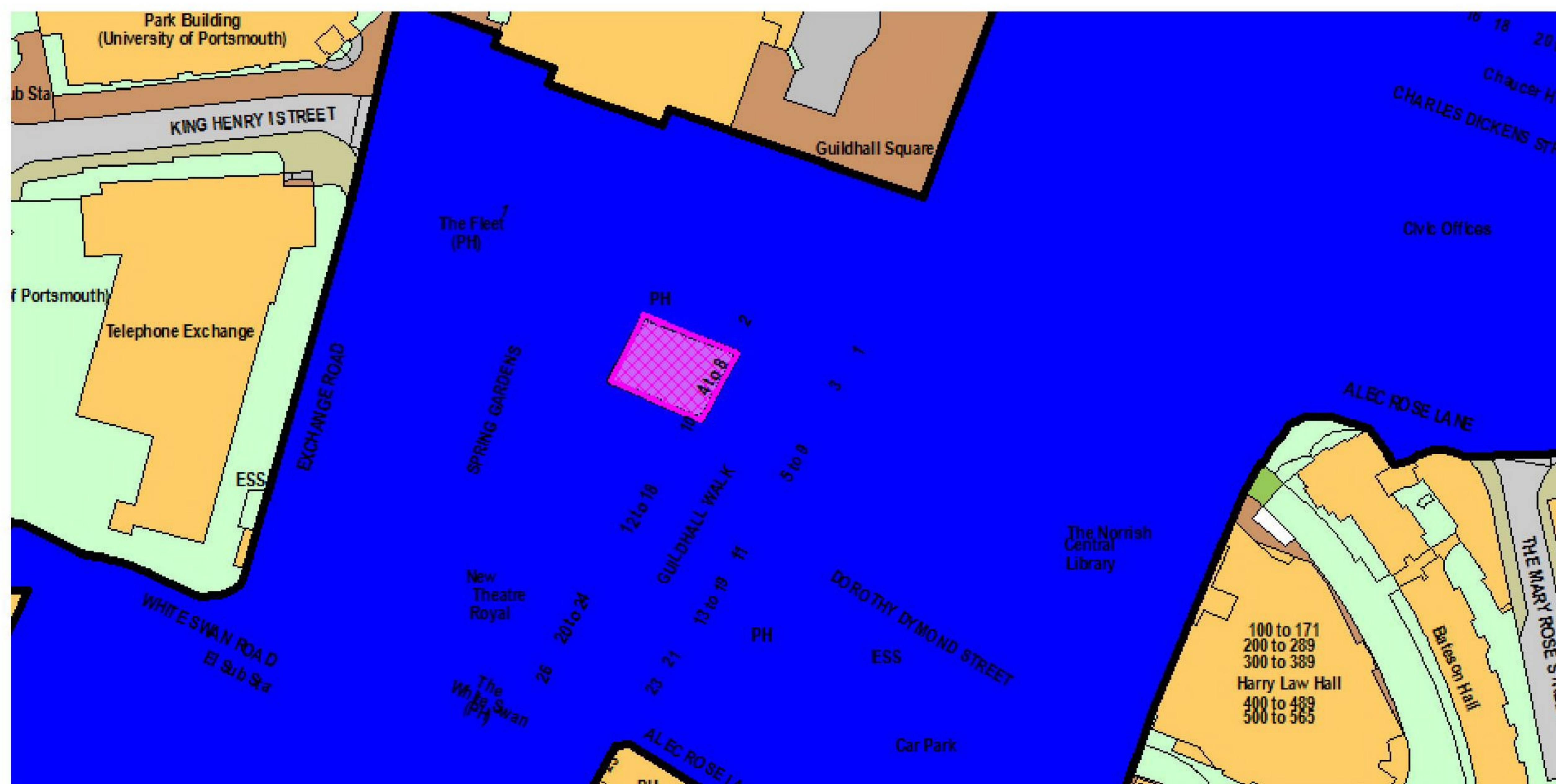
Annex 4 – Premises and location plan

Premises Plan(s)

These will either be shown below or attached as a separate part of the premises licence authorisation.



Location Plan: 4-8 Guildhall Walk Portsmouth



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