



Street Scene & Regulatory Services
Licensing Department

Coventry City Council
PO Box 15
Council House
Coventry
CV1 5RR

licensing@coventry.gov.uk
www.coventry.gov.uk

Phone: 024 7697 5496

Our reference WK/223000956

Date: 18 January 2023

Dear Mr Silver

Licensing Act 2003 – Premises Licence
HMV Empire, 19-25 Hertford Street, Coventry, CV1 1LF

Please find enclosed the Premises Licence number LN/221000588 issued under the Licensing Act 2003 for HMV Empire, 19-25 Hertford Street, Coventry, CV1 1LF.

Your licence may be subject to conditions which will appear on your licence; you should ensure these conditions are met along with embedded conditions or conditions carried across from existing licences. If you are unsure about the conditions, please contact a Licensing Officer.

Mandatory Conditions are also attached to your licence as provided by the Act and subsequent 2010 and 2014 Orders, these can be found at Annex 1.

In addition, you must have regard to the following:

Duty to keep the licence

The premises licence or a certified copy of it must be kept at the premises. The summary of the licence must be clearly displayed at the premises.

Duty to produce the licence

Any Police Officer or authorised officer of the licensing **authority may require the holder of a premises licence to produce it for examination.**

Company Dissolution/Insolvency

If your company becomes insolvent or is dissolved, any licence held under the Licensing Act 2003 will immediately lapse. If there has been less than 28 days since the company was dissolved you could apply to transfer the licence with immediate effect. Please contact the Licensing Team immediately to discuss your options.

Surrender of the licence

If you wish to surrender the licence you must notify this department and return the premises licence in full.

Andrew Walster
Director Streetscene & Regulatory Services

Change of name or address

You must tell this department if you change your name or address and return the premises licence.

Change of Designated Premises Supervisor

If you wish to change the premises supervisor named on the licence you must apply to this department and give notice to the Police.

Changes to licence

If you want to change your operation, add new activities, change the hours or remove conditions then you may need to apply for a variation of your licence or a temporary event notice. Please contact us for further advice.

Failure to comply with any of the above requirements is an offence.

Your new licence is subject to an annual fee - We will send you an invoice in advance of the renewal date. Please contact the Licensing Team on 024 7697 5496 if you require further assistance.

Additional Information - Live Music Act 2012

From Monday 1st October 2012 the licensing requirements for public entertainment in licensed premises changed:

- the provision of facilities for making music/dancing is no longer needed to be licensed;
- the provision of live music between 08:00 and 23:00 hrs in on-licensed premises whilst alcohol is available no longer needs to be licensed if the music is unamplified, or
- if the music is amplified, takes place in the presence of an audience of no more than 200 persons;
- any conditions on a premises licence that govern the performance of live music are suspended whilst the above exemption applies, unless licensing controls have been re-applied by a licence review hearing.

Further information can be obtained from www.culture.gov.uk

Yours sincerely

Jody Glover
Licensing Officer

Licensees are reminded not to use fly posting to advertise events at their premises. The Council have a zero tolerance toward fly posting which is a criminal offence under the Town & County Planning Act 1990 and the Highways Act 1980. Legal action can be taken against any person deemed to have benefited from the advert.

LICENSING ACT 2003

Full Premises Licence

HMV Empire

Premises licence number	LN/221000588
--------------------------------	---------------------

Part One – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description HMV Empire 19-25 Hertford Street	
Post town Coventry	Post code CV1 1LF
Telephone number	

Where the licence is time limited the dates N/A

The times the licence authorises the carrying out of Licensable Activities		
Indoors & Outdoors		
Performance of a Play	From	To
Sunday	09:00	06:00
Monday	09:00	06:00
Tuesday	09:00	06:00
Wednesday	09:00	06:00
Thursday	09:00	06:00
Friday	09:00	06:00
Saturday	09:00	06:00

Indoors		
Exhibiting Film	From	To
Indoor Sporting Event		
Boxing/wrestling entertainment		
Live Music		
Recorded Music		
Performances of Dance		
Other entertainment		
Sunday	09:00	06:00
Monday	09:00	06:00
Tuesday	09:00	06:00
Wednesday	09:00	06:00
Thursday	09:00	06:00
Friday	09:00	06:00
Saturday	09:00	06:00

LICENSING ACT 2003

Full Premises Licence

Indoors		
Late Night Refreshment		
Sunday	23:00	05:00
Monday	23:00	05:00
Tuesday	23:00	05:00
Wednesday	23:00	05:00
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00

On The Premises		
Supply of Alcohol	From	To
Sunday	09:00	06:00
Monday	09:00	06:00
Tuesday	09:00	06:00
Wednesday	09:00	06:00
Thursday	09:00	06:00
Friday	09:00	06:00
Saturday	09:00	06:00

Hours		
Open to the Public	From	To
Sunday	09:00	06:00
Monday	09:00	06:00
Tuesday	09:00	06:00
Wednesday	09:00	06:00
Thursday	09:00	06:00
Friday	09:00	06:00
Saturday	09:00	06:00

Where the licence authorises supplies of alcohol whether these are on and/or off supplies
ON & OFF SALES

Part Two

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

DCB Empire Ltd
Coventry
CV3 6LX

██████████

████████████████████

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

██████████

LICENSING ACT 2003

Full Premises Licence

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

Ian James Silver

[REDACTED]
[REDACTED]
[REDACTED]

Personal Licence Number and Issuing Authority of Personal Licence held by Designated Premises Supervisor where the premises authorises the supply of alcohol

Licence number - **CV219000551 - Coventry City Council**

Dated this 18th January 2023

[REDACTED]

Regulatory Services Manager
Regulatory Services
Licensing Team
Streetscene & Regulatory Services
PO Box 15
Coventry City Council
Earl Street
Coventry
CV1 5RR

Annex 1

Mandatory Conditions

Section 19 Licensing Act 2003

Where this licence authorises the supply of alcohol,

1. No supply of alcohol may be made under the licence:
 - a. at a time when there is no designated premises supervisor (DPS) in respect of the licence, or
 - b. at a time when the DPS does not hold a personal licence or that licence is suspended

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

Section 20 Licensing Act 2003

Where this licence authorises the exhibition of films,

- (1) the admission of children to the exhibition of any film will be restricted.
- (2) Where the film classification body is specified in the licence, unless otherwise stated, admission of children must be restricted in accordance with any recommendation made by that body.
- (3) Where :
 - i. the film classification body is not specified in the licence,
or
 - ii. the 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.

Section 21 Licensing Act 2003

Where this licence includes a condition that at specified times one or more individuals must be on the premises to carry out a security activity, each such individual must be licensed by the Security Industry Authority.

The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014

Where a licence authorises alcohol to be consumed on the premises the following conditions apply:

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

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

3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request,

before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

4. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014

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.

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—

$$P = D + (D \times V)$$

Annex 2

Conditions consistent with the Operating Schedule

Licensees Statement of Operating Schedule as attached including:

Part 1

- A) General all four licensing objectives**
- B) The Prevention of Crime and Disorder**
- C) Public Safety**
- D) Prevention of Public Nuisance**
- E) Protection of Children from Harm**

Voluntary conditions agreed with Responsible Authorities

Conditions Agreed with Police:

1. The Premises Licence Holder will give at least 28 days' notice of high-risk events taking place at the venue to the Police & Licensing Authority.
2. A CCTV system shall be maintained and operated at the premises with cameras positioned both internally and externally. Recorded CCTV images will be maintained and stored for a minimum period of twenty-eight days and shall be produced to the Police or Responsible Authority upon request. CCTV will always be in operation when a licensable activity is taking place within the premises. Where CCTV is recorded onto a hard drive system, any DVD/USB subsequently produced will be in a format so it can be played back on a standard PC or DVD player. Any person left in charge of the premises must be trained in the use of any such CCTV equipment and be able to produce CCTV images to an officer from a responsible authority upon request. Plans indicating the position of CCTV cameras to be submitted to the Police prior to the premises opening.
3. A personal licence holder must be present on site at all times the premises are open for a licensable activity.
4. The DPS / Venue management will provide West Midlands Police with a copy of the venues operational risk assessment prior to the venue opening, this risk assessment will be subject of review should crime/ disorder have occurred.
5. SIA registered door staff shall be employed at the premises.
6. When employed, a register of SIA door staff shall be maintained at the premises and shall include: the identity of each member of door staff, their SIA registration number & the times the door staff are on duty.
7. When employed SIA door staff will wear high visibility tabards & their accreditation.
8. The number of SIA registered door staff required will be assessed by the nature of the event/ performance, private booking scheduled to take place and the venues security DOT risk assessment grading.
9. The venues dispersal policy, drugs policy, searching policy & evacuation policy will be provided to West Midlands Police as part of the venues operations plan before opening and be subject to review should crime or disorder subsequently occur.

10. The venue management will be responsible for deploying staff to manage any queues formed outside the premises, so as not to cause public nuisance or public safety issues.

11. All Staff employed at the premises will receive induction and regular refresher training every 6 months in theirs and the company's legal obligations under the Licensing Act 2003. A record of staff training will be maintained. A refusals book will be maintained at the premises and made available to an officer of a responsible authority upon request.

Part 2

Conditions reproducing the effect of all conditions currently attached to the existing licence (both standard and special conditions).

Licensing Act 1964 – None

Theatres Act 1968- None

Cinemas Act 1985 - None

Local Government (Miscellaneous Provisions) Act, 1982 – None

Annex 3

Conditions Attached after a Hearing by the Licensing Authority

Annex 4

Plans

The Plan attached to this licence as attached.

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

Coventry Empire – LN/221000588

a) General – All four Licensing Objectives

The venue and the program will be planned and managed by experienced professionals with a track record of successful

venue management and outdoor events to ensure the promotion of the licensing objectives.

- PL license holder or representative, will attend SAG meetings as required and work with local and enforcing authorities to

promote the licensing objectives.

- Production of comprehensive suite of safety and operational documents including but not limited to an Operations Manual, Fire Risk Assessment and Emergency Evacuation Plan.

- Access to ticketed events shall be controlled with tickets purchased in advance or at the door.

- Safe capacities will be maintained in line with the venues FRA and to promote the safe use of the premises.

- Challenge 25 shall be in place and managed.

- A refusal log will be kept and staff required to use and manage the log.

- Persons appearing or deemed to be drunk or aggressive, shall not be permitted entry to the venue and or may be removed from the premises. Such actions will be logged.

- Guests found to be in a vulnerable situation will be supported in making safe onwards travel / arrangements.

- The venue shall make all reasonable efforts to engage with, local pub watch, relevant city centres schemes and support

cultural activities and programmes across the city.

- 2 way comms system will be used within the venue to communicate normal operational and emergency plans to key staff.

- Notices will be prominently positioned reminding patrons to respect the venue neighbours upon egress and when making

their onward journey.

- Venue PA systems will be used to communicate emergency messages and announcements to patrons and any other staff

- Facilities exist and have been established for less-abled patrons wishing to use the venue, this includes access arrangements and welfare facilities.

b) The prevention of crime and disorder

- SIA accredited staff in accordance with the mandatory condition section 19 of the act.

- Removal of any items of contraband from patrons in line with the venues drug policy.

- Support and engage with any relevant crime initiatives with the police.

- CCTV system within the venue and throughout public areas. Recordings shall be made available to the police upon request.

- Engagement with police to raise awareness around potentially problematic acts

- The venue has available specific Alcohol and Drugs policies that will form part of the staff training

c) Public safety

All necessary risk assessments have been carried out in accordance with relevant legislation.

- Escape routes will be maintained, well lit and facilitate safe passage away from the venue. They will be suitable in type and capacity.
- The premises will employ the services of a competent safety advisor where necessary.
- Any temporary structures and other major infrastructure elements will be subject to a formal sign off by a competent person prior to use of opening.
- Premises will ensure sufficient available of staff trained in first aid for the capacity of the premises.
- Provision of first aid trained staff within the venue and designated medical kit(s) within the venue.
- The medical kits to be accompanied by an agreed method for alerted the blue light services, the venue will adopt the JESSIP model in this instance.
- Welfare facilities are available and managed within the venue for patrons require medical and or welfare attention.
- No alcohol shall be served in glass vessels and patrons shall not be permitted to bring glass into the venue.
- Glass will be used in the bar areas but not in main venue, this will be decanted into a plastic container.
- Persons leaving the bar areas and wishing to enter the venue area, shall be required decant their drinks into plastic vessels.

d) The prevention of public nuisance

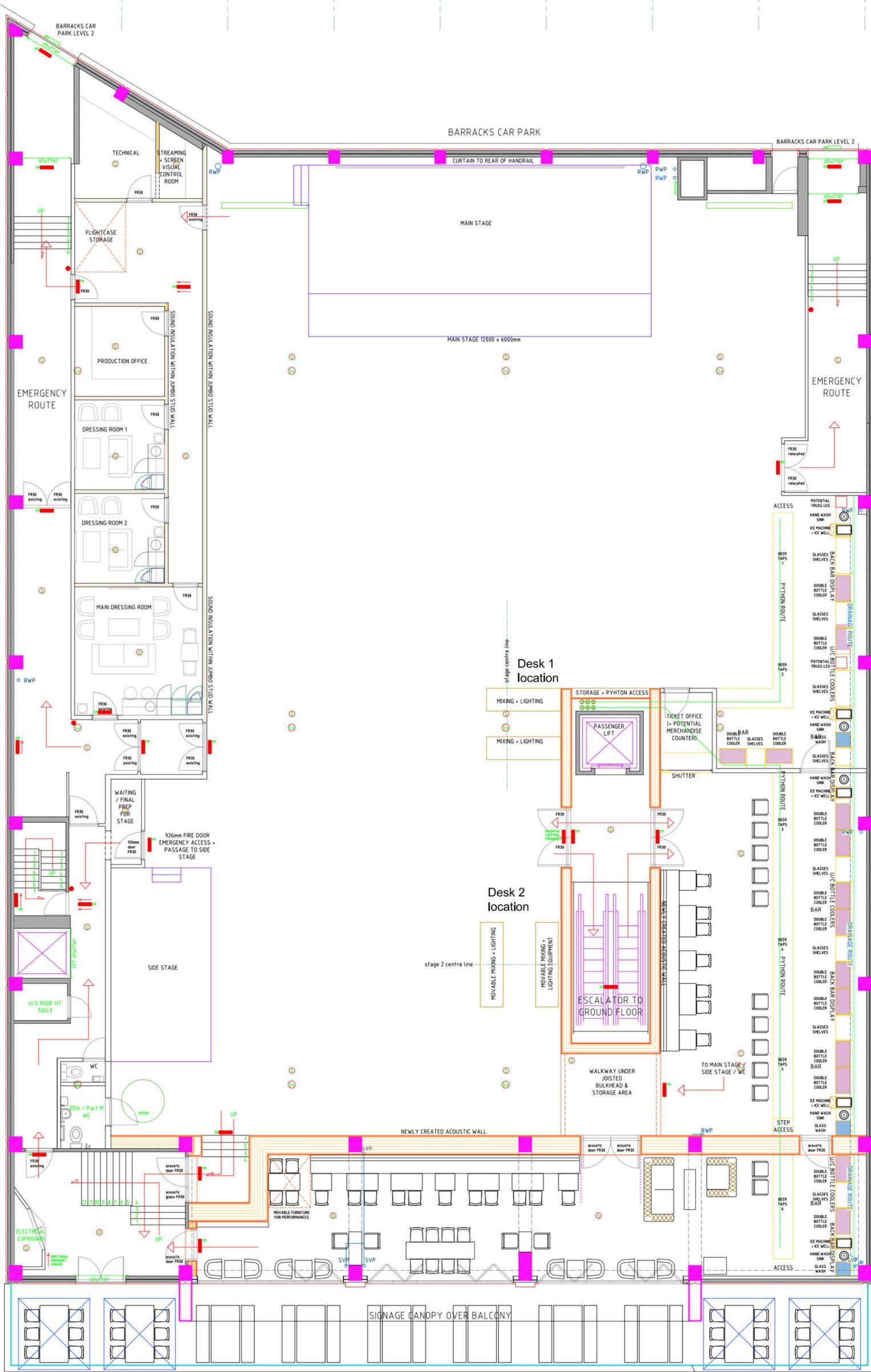
A noise management plan and propagation tests will be produced for the venue.

- The position of direct lighting (e.g. floods) fixed to exterior of venue shall not be in such a way which affects local residents but must be balanced to provide adequate / suitable lighting levels for navigation to and from the venue.
- No build-up of litter or waste will be permitted within the immediate vicinity of the premises and within the premises license holders control.
- Notices will be prominently positioned reminding patrons to respect the venue neighbours upon egress and when making their onward journey.

e) The protection of children from harm

- Challenge 25 will be implemented and managed.
- Any under 18 events will require patrons up to the age of 16 to be accompanied by a responsible adult.
- Such events will also be staffed by DBS accredited marshal(s) / guardian(s).
- Patrons 18 and over attending under 18 events shall be eligible for an over 18's wristband. Challenge 25 shall be managed, and successful applicants given an over 18s wristband for the event.
- To inform Police & Licensing of under 18 events 2 weeks in advance.
- Venue staff will be required to remain vigilant to underage drinking.
- No under 18's shall work at the licensed venue unless a suitable and sufficient Risk Assessment has been carried out and all control measures effectively implemented.
- Lost / vulnerable persons policy will form party of staff training.

S R N L J F D B A



- 9
 - 8
 - 7
 - 6
 - 5
 - 4
 - 3
 - 2
- Fire Alarm Panel
 - + LED Emergency Diode
 - LED Emergency Exit Light Bulkhead
 - LED Emergency Exit Light Blade
 - Smoke Detection
 - Smoke Detection within void
 - Heat Detection
 - Call Point / Break Glass
 - Sounder Beacon
 - Route of travel

1st Floor Main Hall Layout
Proposed Emergency Fire System

S P K G C A

REPLACE METAL RAILING WITH FULL LENGTH EXTRUDED ALUMINUM RAIL SYSTEM FITTED TO STALL RISER AND TOUGHENED GLASS PANELS TO MINIMUM 1100mm HT

LICENSING ACT 2003

Summary Licence

To Be Displayed

HMV Empire

Premises licence number	LN/221000588
--------------------------------	---------------------

Postal address of premises, or if none, ordnance survey map reference or description HMV Empire 19-25 Hertford Street	
Post town Coventry	Post code CV1 1LF
Telephone number	

Where the licence is time limited the dates N/A

The times the licence authorises the carrying out of licensable activities		
	Indoors & Outdoors	
Performance of a Play	From	To
Sunday	09:00	06:00
Monday	09:00	06:00
Tuesday	09:00	06:00
Wednesday	09:00	06:00
Thursday	09:00	06:00
Friday	09:00	06:00
Saturday	09:00	06:00

	Indoors	
	From	To
Exhibiting Film		
Indoor Sporting Event		
Boxing/wrestling entertainment		
Live Music		
Recorded Music		
Performances of Dance		
Other entertainment		
Sunday	09:00	06:00
Monday	09:00	06:00
Tuesday	09:00	06:00
Wednesday	09:00	06:00
Thursday	09:00	06:00
Friday	09:00	06:00
Saturday	09:00	06:00

	Indoors	
Late Night Refreshment		
Sunday	23:00	05:00
Monday	23:00	05:00
Tuesday	23:00	05:00
Wednesday	23:00	05:00
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00

LICENSING ACT 2003

Summary Licence To Be Displayed

On The Premises			
Supply of Alcohol		From	To
	Sunday	09:00	06:00
	Monday	09:00	06:00
	Tuesday	09:00	06:00
	Wednesday	09:00	06:00
	Thursday	09:00	06:00
	Friday	09:00	06:00
	Saturday	09:00	06:00

Hours			
Open to the Public		From	To
	Sunday	09:00	06:00
	Monday	09:00	06:00
	Tuesday	09:00	06:00
	Wednesday	09:00	06:00
	Thursday	09:00	06:00
	Friday	09:00	06:00
	Saturday	09:00	06:00

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies
ON & OFF SALES**

Name, (registered) address, telephone number and email of holder of premises licence
DCB Empire Ltd
Coventry
CV3 6LX

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

Name of Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol
Ian James Silver

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

Dated this 18th January 2023


Regulatory Services Manager
Regulatory Services
Licensing Team
Streetscene & Regulatory Services
PO Box 15
Coventry City Council
Earl Street
Coventry
CV1 5RR