

Appendix A

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.

1. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:
 - a. all crimes reported to the venue.
 - b. all ejections of patrons.
 - c. any complaints received concerning crime and disorder.
 - d. any incidents of disorder.
 - e. any faults in the CCTV system.
 - f. any visit by a relevant authority or emergency service.

2. The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to authorised officers of the Council or the Police upon request. Right to work documents must be retained at the premises for a minimum of 12 months after employment has ceased.

3. A recognised member of the premises management must attend all police/council licensing forums/meetings when invited.

Crime and Disorder

4. CCTV shall be installed, operated and maintained at all times that the premises is open for licensable activities, so as to comply with the following criteria;

- The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct. A record of these checks, showing the date and time of the person checking, shall be kept and made available to police or authorised council officers on request.
- The police and local authority must be informed if the system will not be operating for longer than one day of business for any reason.
- One camera will show a close-up of the entrance to the premises, to capture a clear, full length image of anyone entering.
- The system will provide coverage of any exterior part of the premises accessible to the public.
- The system shall record in real time and recordings will be date and time stamped.
- Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to police or authorised council officers on request, (subject to the Data Protection Act 1998) within 24 hours of any request, and
- At all times the premises are open for licensable activity, there will be a person on the premises who can operate the system sufficiently to allow police or authorised council officers to view footage on request.
- Repair records / invoices shall be kept on site for at least 12 months and be readily available to be viewed by all authorised persons upon request.
- All CCTV electrical and data storage equipment shall be connected via a surge protected extension lead/cable.

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5. Signage stating that CCTV is in operation at the premises will be clearly displayed at the premises.
6. The use of CCTV at the premises will be registered with the Information Commissioners officer (ICO)
7. Alcohol will only be sold to attendees of pre-booked events.
8. The number of persons permitted within the premises during licensable events will not exceed 40 persons (excluding staff)
9. No "miniature" bottles of spirits of 50ml or less shall be sold or supplied at the premises.
10. No alcoholic goods will ever be purchased or taken from persons calling to the premises. All alcohol products shall be purchased from outlets registered with HMRC's Alcohol Wholesale Registration Scheme. Invoices for all purchases of alcohol products shall be retained on the premises for 12 months and produced to authorised officers of the council and the Police upon request. The licensee will immediately report to Trading Standards any instance of a caller to the shop attempting to sell alcohol products.
11. Ultra-violet light will be available at the premises and will be used for the purpose of checking the UK Duty Stamps on spirits as soon as practicable after purchase. The premises licence holder shall notify the Council's Trading Standards team and HMRC as of any spirits that do not fluoresce under ultra-violet light and the bottles shall be removed from display and stored separately for collection by Council officers.
12. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale, a description of the person who was refused service and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by authorised officers of the Council and the Police upon request.
13. Food will be available during all pre-booked events

Public Safety

14. A first aid box will be available at the premises at all times.
15. A fire safety risk assessment will be completed as per government guidelines on an annual basis (Regulatory Reform (Fire Safety) Order 2005) And produced to authorised officers of the Council, the Police and the Fire Service upon request.
16. All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.
17. The edges of treads and steps to be conspicuous.

Prevention of Public Nuisance

18. The premises shall prominently display signage informing customers to leave the premises quietly and to respect the neighbours.
19. A dispersal policy will be in existence which shall, so far as is possible, ensure that minimum disturbance or nuisance is caused to neighbours and to ensure that the operation of the premises makes the minimum impact upon the neighbourhood in relation to potential nuisance and anti-social behaviour.
20. The removal of rubbish to outside the premises will not take place between the hours of 9pm and 7am
21. The Licensee shall ensure that all staff are fully trained and made aware of the legal requirement of businesses to comply

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with their responsibility as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.

22. The Licensee shall ensure that any contract for general and recyclable waste disposal shall be appropriate in size to the amount of waste produced by the business. The Licensee shall maintain an adequate supply of waste receptacles provided by his registered waste carrier (refuse sacks or commercial waste bins) in order to ensure all refuse emanating from the business is always presented for collection by his waste carrier and shall not use any plain black or unidentifiable refuse sacks or any other unidentifiable or unmarked waste receptacles.

23. In order to minimise the amount of time any waste remains on the public highway in readiness for collection, the Licensee will ensure the timeframe within which it may expect its waste carrier to collect is adhered to.

24. The Licensee shall instruct members of staff to make regular checks of the area immediately outside the premises and remove any litter, bottles and glasses emanating from the premises. A final check should be made at close of business.

25. The Licensee shall provide a safe receptacle for cigarette ends to be placed outside for the use of customers, such receptacle being carefully placed so as not to cause an obstruction or trip.

Protection of Children from Harm

26. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years without having first provided identification. Only a valid British driver's licence showing a photograph of the person, a valid passport or proof of age card showing the 'Pass' hologram are to be accepted as identification. Military ID Cards can also be accepted. Notices and/or posters advertising the Challenge 25 policy shall be placed in prominent positions at the premises.

27. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.

b) The prevention of crime and disorder

See above

c) Public safety

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See above

d) The prevention of public nuisance

See above

e) The protection of children from harm

See above