## **Gateshead Council**

# Application to vary a premises licence under the Licensing Act 2003

# PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

being the p	We Amber Taverns Ltd being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below							
Premises li 00CH 01091	cence number							
Part 1 - Pre	mises Details							
Postal addr	ess of premises or, if none	, ordnance survey	map reference	ce or description				
The Metropo 262 High Str								
Post town	Gateshead Post code		NE8 1DJ					
Telephone r	number at premises (if any)							
Non-domest premises	ic rateable value of	£27,500.00						

## Part 2 – Applicant details

Daytime contact telephone number				
E-mail addr	ess (optional)		an .	
Current residential address if different from premises address		Victory Offices 112 Victory Road		
Post Blackpool Town			Postcode	FY1 3NW

Part 3 - Variation Pleas	se tick yes
Do you want the proposed variation to have effect as soon as possible?	
If not, from what date do you want the variation to take effect?  Day Month	Year
Do you want the proposed variation to have effect in relation to the introduction of night levy? (Please see guidance note 1) ☐Yes ☒No	the late
Please describe briefly the nature of the proposed variation (Please read guid 2)	lance note
The variation is to extend the opening hours for the sale of alcohol from 10:00hrs to 08:00hrs on every day of the week. The terminal hour for sale of alcohol, all other conditions and plans are to remain as exiting.	o activities,
If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please  N/A state the number expected to attend	
Part 4 Operating Schedule	
Please complete those parts of the Operating Schedule below which would be sul change if this application to vary is successful.	
Provision of regulated entertainment (Please read guidance note 3)	Please tick all th apply
a) plays (if ticking yes, fill in box A) b) films (if ticking yes, fill in box B) c) indoor sporting events (if ticking yes, fill in box C) d) boxing or wrestling entertainment (if ticking yes, fill in box D) e) live music (if ticking yes, fill in box E) f) recorded music (if ticking yes, fill in box F) g) performances of dance (if ticking yes, fill in box G) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	
Provision of late night refreshment (if ticking yes, fill in box I)	
Sale by retail of alcohol (if ticking yes, fill in box J)	
In all cases complete boxes K, L and M	

Α					
Plays			Will the performance of a play take place	Indoors	
Standard days and timings (please read guidance note 8)		read	indoors or outdoors or both – please tick (please read guidance note 4)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read	guidance note	5)
Tue	******				
Wed			State any seasonal variations for performing read guidance note 6)	plays (please	)
Thur					
Fri			Non standard timings. Where you intend to for the performance of plays at different time	es to those lis	
Sat			in the column on the left, please list (please r note 7)	ead guidance	
Sun					
B-N	o char	nge			
Films			Will the exhibition of films take place	Indoors	
	rd days a		indoors or outdoors or both – please tick (please read guidance note 4)	0.41/	
i ummus	INICASE	ıcau	I IDICASC ICAU QUIUATICE TIQLE 47	Outdoors	

guidance note 8) Day Start Finish Both Please give further details here (please read guidance note 5) Mon Tue State any seasonal variations for the exhibition of films Wed (please read guidance note 6) Thur Fri Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note Sat 7) Sun

C Please give further details (please read guidance note 5) Indoor sporting events Standard days and timings (please read guidance note 8) Finish Start Day Mon State any seasonal variations for indoor sporting events Tue (please read guidance note 6) Wed Non standard timings. Where you intend to use the premises Thur for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note Fri Sat Sun

D					
Boxing or wrestling entertainments		6	Will the boxing or wrestling entertainment take place indoors or outdoors or both	Indoors	Ø
timings	Standard days and timings (please read guidance note 8)		please tick (please read guidance note 4)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read	guidance note	5)
Tue					
Wed			State any seasonal variations for boxing or ventertainment (please read guidance note 6)	wrestling	
Thur					
Fri			Non standard timings. Where you intend to for boxing or wrestling entertainment at different to the standard timings.	erent times to	2
Sat			those listed in the column on the left, please guidance note 7)	riist (please i	eau
Sun					

E - No change

Live n		t	Will the performance of live music take	Indoors
timing	ard days s (please nce note 8	read		
Day	Start	Finish		Both
Mon			Please give further details here (please read	guidance note 5)
Tue				
Wed			State any seasonal variations for the perform music (please read guidance note 6)	nance of live
Thur		4		
Fri	173.0		Non standard timings. Where you intend to for the performance of live music at different	t times to those
Sat	/		listed in the column on the left, please list (p guidance note 7)	lease read
Sun				

F - No change

Recorded music Standard days and			Will the playing of recorded music take	Indoors	0
timing	ard days s (please nce note t	read	place indoors or outdoors or both – please tick (please read guidance note 4)  Outdoors		
Day	Start	Finish		Both	
Mon			Please give further details here (please read	guidance note	5)
Tue					
Wed			State any seasonal variations for the playing music (please read guidance note 6)	of recorded	
Thur					
Fri			Non standard timings. Where you intend to for the playing of recorded music at different	t times to tho	
Sat	-/		listed in the column on the left, please list (p guidance note 7)	lease read	
Sun					

G - No change Performances of Will the performance of dance take place Indoors indoors or outdoors or both - please tick dance (please read guidance note 4) Standard days and timings (please read Outdoors guidance note 8) Both Finish Start Dav Please give further details here (please read guidance note 5) Mon Tue State any seasonal variations for the performance of dance Wed (please read guidance note 6) Thur Non standard timings. Where you intend to use the premises Fri for the performance of dance at different times to those listed in the column on the left, please list (please read guidance Sat note 7) Sun

H – No change Please give a description of the type of entertainment you will be Anything of a similar description to that providing falling within (e), (f) or (g) Standard days and timings (please read guidance note 8) Will this entertainment take place indoors or Indoors Finish Start Day outdoors or both - please tick (please lead Outdoors Mon quidance note 4) Both Please give further details here (please read guidance note 5) Tue Wed State any seasonal variations for entertainment of a similar Thur description to that falling within (e), (f) or (g) (please read guidance pote 6) Fri Non standard timings. Where you intend to use the premises for Sat the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, Sun please list (please read guidance note 7)

I - No change

Late night refreshment Standard days and			Will the provision of late night refreshment take	Indoors	
timings	ard days al s (please re ce note 8)	ead	place indoors or outdoors or both - please tick (please read guidance note 4)  Outdoors		
Day	Start	Finish		Both	
Mon			Please give further details here (please read guida	ince note 5)	
Tue					
Wed			State any seasonal variations for the provision of refreshment (please read guidance note 6)	f late night	
Thur					
Fri			Non standard timings. Where you intend to use the provision of late night refreshment at different	t times, to tho	se
Sat			listed in the column on the left, please list (please 7)	e read guidance	note
Sun					

J

Supply of alcohol Standard days and		nd	Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 9)	On the premises	
	timings (please read guidance note 8)		Off the premises		
Day	Start	Finish		Both	
Mon	08:00	Midnight	State any seasonal variations for the supply of a guidance note 6)	Icohol (please	read
Tue	08:00	Midnight			
Wed	08:00	Midnight			
Thur	08:00	Mldnight	Non-standard timings. Where you intend to use the supply of alcohol at different times to those	listed in the co	
Fri	08:00	Midnlght	on the left, please list (please read guidance note	<i>(</i> )	
	-1		From the end of permitted hours on New Year's Eve	to the start of	
Sat	08:00	Midnight	permitted hours on New Year's Day.		
Sun	08:00	Midnight			

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None

L			
open to Standa timings	premises the pub rd days a (please r ce note 8)	olic nd read	State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon	No	change	
Tue	No	change	
Wed	No	change	
			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on
Thur	No	change	the left, please list (please read guidance note 7)
Fri	No	change	
Sat	No	change	
Sun	No	change	
<ul><li>If you or part</li></ul>	have en have en have not t of it, be	closed the closed the t ticked on low	Please tick yes e premises licence  e relevant part of the premises licence  ne of these boxes please fill in reasons for not including the licence,
Reaso licence	-	l have faile	ed to enclose the premises licence or relevant part of premises
as a re	esult of t	he propos	nal steps you intend to take to promote the four licensing objectives sed variation:  censing objectives (b,c,d,e) (please read guidance note 11)
Bearin	g in min	d the natu	ure of this variation and those conditions already attached to this s required.
b) The	prever	ition of cu	rime and disorder ng drinks will be available from 08:00hrs seven days a the week
			· • · · · · · · · · · · · · · · · · · ·
	olic safe		
AS ab	OVE ID DO	ox (a & (b	

	tion of public nulsance	
As above in bo	x (a & (b	
e) The protect	ion of children from harm	
As above in bo	x (a & (b	
	Please tie	ck yes
I have ma	de or enclosed payment of the fee or	
	made or enclosed payment of the fee because this application has e in relation to the introduction of the late night levy	
	nt copies of this application and the plan to responsible authorities and ere applicable	$\overline{\checkmark}$
<ul><li>I understa</li></ul>	nd that I must now advertise my application	<b>V</b>
<ul><li>I have end</li></ul>	closed the premises licence or relevant part of it or explanation	V
<ul><li>I understa will be reje</li></ul>	nd that if I do not comply with the above requirements my application ected	
FALSE STATE MAKE A FALS FINE OF ANY Part 5 – Signat Signature of a other duly auti	NCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE MENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A AMOUNT.  Itures (please read guidance note 12)  pplicant (the current premises licence holder) or applicant's solicitor horised agent (please read guidance note 13). If signing on behalf of the se state in what capacity.	or
Signature		
Date	13 May 2019	
Capacity	Poppleston Allen – Solicitors for & on behalf of the applicant	
premises licer	mises licence is jointly held signature of 2nd applicant (the current uce holder) or 2nd applicant's solicitor or other authorised agent (pleanote 14). If signing on behalf of the applicant please state in what	ase
Signature		
Date		
Capacity		

associated Craig Barwe	with this applicat II Allen Solicitors treet	eviously given) and add ion (please read guidand	Iress for correspoe note 15)	oondence
Post town			Post code	NG1 1LS
Telephone number (if any)		0115 9349170		
If you would c.barwell@p	d prefer us to cor	respond with you by e-	mail your e-mail	address (optional)

#### **Notes for Guidance**

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003.

- You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
- 2. Describe 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.
- 3. 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:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - 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.
    - 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.
    - 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.
  - 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.
- 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;
  - 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
  - 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.
- 4. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
- 5. For example 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.
- 6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 8. Please 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.
- 9. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
- 10. Please 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 or the presence of gaming machines.
- 11. Please list here steps you will take to promote all four licensing objectives together.
- 12. The application form must be signed.
- 13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

- 14. Where there is more than one applicant, both applicants or their respective agents
- must sign the application form.

  15. This is the address which we shall use to correspond with you about this application.



# Licensing Act 2003 Premises Licence

## Premises Licence Number 00CH 01091

## Part 1 - Premises Details

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

The Metropole 262 High Street

Post town

Gateshead

Postcode

NE8 1AQ

Telephone number

Where the licence is time limited, the dates

Not applicable

# Licensable activities authorised by the licence

- 1. The sale by retail of alcohol
- 2. The provision of regulated entertainment

Exhibition of films; live and recorded music; performances of dance; anything of a similar description

3. The provision of late night refreshment

# The times the licence authorises the carrying out of licensable activities

#### For the supply of alcohol:

Monday to Sunday New Years Eve 10:00 – 00:00 hours (midnight)

10:00 hours to the start of permitted hours on New Years Day

#### For the provision of regulated entertainment:

Monday to Sunday

10:00 - 00:00 hours (midnight)

New Years Eve

10:00 hours to the start of permitted hours on New Years Day

#### For the provision of late night refreshment:

Sunday to Thursday

23:00 - 00:00 hours (midnight)

Friday and Saturday Bank Holiday Sunday and Monday 23:00 - 00:30 hours 23:00 - 00:30 hours

Christmas Eve and Boxing Day

23:00 – 00:30 hours

New Years Eve

23:00 - 05:00 hours on New Years Day

The opening hours of the premises

Not specified

Where the licence authorises supplies of alcohol, whether these are On and/or Off supplies

On & off supplies

#### Part 2

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

Amber Taverns Ltd Victory Offices 112 Victory Road Blackpool FY1 3NW

Telephone number: 07986 793 141 Email: di@dianafreeman.co.uk

Registered number of holder, for example company number, charity number (where applicable) 5335601

Name, address and telephone number of Designated Premises Supervisor where the premises licence authorises the sale of alcohol

Tracy Mooney Metropole 262 High Street Gateshead NE8 1DJ

Personal Licence number and issuing authority of personal licence held by Designated Premises Supervisor where the premises licence authorises the supply of alcohol

00CH00760 Gateshead Council

Signature on behalf of the issuing licensing authority

Date Of Issue: 19 April 2019

Elaure Rudryan

Trading Standards, Licensing and Enforcement Manager Communities and Environment

# Annex 1 - Mandatory Conditions

### Supply 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 or her 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.
- 3. (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 of 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).
- 4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 5. (1) The premises licence 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.
- 6. 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: 25ml or 35ml; and
- iii. Still wine in a glass: 125ml.
- (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.

## Prohibition on sale of alcohol below cost of duty plus VAT

- 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 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.
- a. Sub-paragraph b below 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.
  - b. 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.

#### **Exhibition of films**

- 1. Admission of children to the exhibition of any film is to be restricted in accordance with the recommendations made by the specified film classification body.
- 2. 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.

#### 3. In this section -

- a. 'Children' means persons aged under 18, and
- b. 'Film classification body' means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability for video works for classification).

## **Door Supervision**

1. Any person(s) required to be on the premises to carry out a security activity must be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001 or be entitled to carry out that activity by virtue of Section 4 of that Act.

# Annex 2 - Conditions consistent with the operating schedule.

- 1. The premises licence holder and designated premises supervisor shall ensure that at all times when premises are open for any licensable activity, there are sufficient, competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.
- 2. The designated premises supervisor will be responsible to ensure that staff effectively monitor the activity of customers immediately outside the premises.
- 3. All members of staff at the premises shall seek 'credible photographic proof of age evidence' from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Identification which shall be accepted as proof of age must bare the holder's photograph, date of birth and either a holographic mark or ultraviolet feature. Examples of acceptable ID include:
  - (a) Photocard driving licence.
  - (b) Passport.
  - (c) Military identification.
  - (d) Proof of age card bearing the 'PASS' hologram.
- 4. All staff shall be trained in accordance with the Licensing Act 2003 prior to making sales of alcohol. The training will include:
  - (a) The prevention of underage sales.
  - (b) Proxy purchasing.
  - (c) Sales to drunks.
  - (d) Zero tolerance to drugs.
  - (e) Conflict resolution.
  - (f) The 'Challenge 25' policy and correct forms of ID.

The training will be followed up by tests, and ongoing refresher training. The training manual and all staff documented training records will be made available to officers of the Local Authority or Northumbria Police upon request.

- 5. No patrons shall be allowed to leave the premises whilst in the possession of any open drinking vessel, open bottle or can, whether empty or containing any alcoholic beverage.
- 6. No customers carrying open or sealed containers containing an alcoholic beverage intended for the consumption on the premises, shall be admitted to the premises at any time.
- 7. No irresponsible sales or promotions of alcoholic beverages shall be offered to customers.
- 8. A sign will be located on the premises indicating the standard hours during which the sale of alcohol is permitted.
- 9. Appropriate notices to be displayed prominently on the premises stating that transactions in goods (e.g. illegal tobacco) will not be tolerated and will result in the culprit being barred from the premises and the relevant authorities notified.
- 10. Staff to be advised/trained to be aware of such transactions and how to deal with and prevent them.
- 11. The premises licence holder and designated premises supervisor shall co-operate with any crime prevention initiatives which are promoted by the Licensing Authority or Northumbria Police.
- 12. A CCTV system shall be designed, installed and maintained in proper working order, to the satisfaction of, and in consultation with, Northumbria Police. Such a system shall:
  - (a) Be operated by properly trained staff;
  - (b) Be in operation at all times that the premises are open;
  - (c) Ensure coverage of all public entrances and exits, till areas and other areas as required by Northumbria Police;
  - (d) Be kept in a secure environment under the control of the Designated Premises Supervisor or other responsibly named individual.
  - (e) Have a member of staff present and trained in the retrieval of CCTV footage, with the ability to download the relevant footage onto a disc at the request from Northumbria Police;
  - (f) Cover the inside and outside of the premises.
  - (g) Be to an identification standard of all persons entering the premises.
  - (h) Provide continuous recording facilities for each camera to a good standard of clarity. Such recordings shall be retained on tape/disc/hard drive or otherwise for a minimal period of 28 days and shall be supplied to a Police Officer and an Authorised Officer of the Local Authority on request. Images recorded are to be retained in an unedited format and the CCTV system must continually record whilst the premises is open to the public.
- 13. Notices informing customers of the operation of CCTV shall be prominently displayed.
- All fire doors will be maintained effectively and shall be self closing and shall not be held open other than by approved devices.
- 15. Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade shall be summoned, are to be prominently displayed.
- 16. A sign will be located at the exit(s) requesting that customers leaving the premises do so quietly and with consideration to neighbours; during the performance of regulated entertainment all windows and doors shall remain closed except for entrance and exit from the premises.
- 17. A zero tolerance drugs policy will be implemented.
- 18. All accidents/incidents will be reported in the incident log and will be available for inspection.
- 19. Weekly Health and Safety checks will be implemented, including fire safety and the results recorded and will be available for inspection.
- 20. Bi annual audits will be implemented including risk assessments and the fire risk assessment and recorded.
- 21. Emergency lights and fire alarm will be tested weekly and the results recorded.

22. During the performance of regulated entertainment all windows and doors shall remain closed except for entrance or exit from the premises.

# Annex 3 - Conditions attached after a hearing with the Licensing Authority

- 1. The designated premises supervisor or other responsible person appointed by the designated premises supervisor shall take part in local Pubwatch meetings as and when they are operating. Full engagement including explanation of what the scheme requires as well as the frequency of such meetings shall be done by the local Neighbourhood Policing Team with the designated premises supervisor or other responsible person prior to any such scheme taking place.
- 2. During the absence of the designated premises supervisor a designated duty manager will be on site during key trading hours.
- 3. Regular toilet checks will be implemented and the results recorded.
- 4. An incident book shall be kept at the premises which is utilised and maintained at all times. The book will be available to the Police or Local Authority on request.

Annex 4 - Copy of plan