

## Proposed Operating Schedule

Porkys, 168 Kells Lane, Low Fell, Gateshead, NE9 5HY

1. The premises shall operate as a high-end bar and restaurant with substantial food offering and there shall be no change to the brand or operating style without prior written notice to the Licensing Authority and Northumbria Police, which shall include details of the brand or operating style of the premises. The Licensing Authority shall advise within 21 days whether a formal application for variation or a new application is required and the licence holder shall comply with that direction.
2. The premises will always be predominantly food led.
3. Alcohol shall not be sold or supplied unless suitable other beverages other than alcohol (including drinking water) are equally available for consumption.
4. A substantial food offering will be available at all times the premises are trading. There will be no reduction in the menu and the menu will remain the same throughout trading.
5. A challenge 25 policy shall be adopted, implemented and maintained ensuring that all members of staff are trained to refuse supply to anyone who appears to be under the age of 25 and who is seeking to obtain any age-restricted product unless that person provides credible photographic proof of age evidence. Such credible evidence shall include a photograph of the customer and acceptable form of ID. Examples of acceptable ID are limited to photo card driving licence, passports, military identification or proof of age cards bearing the 'PASS' hologram. No other evidence of age and identity may be accepted.
6. There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of display and sale advising customers that underage supplies of alcohol are illegal and that they may be asked produce evidence of age.
7. Staff shall refuse to supply alcohol to any adult who they reasonably suspect to be passing alcohol to those underage. Details of such refusals shall be documented and made available to Police or Local Authority on lawful request.
8. An incident book and refusals log will be kept at the premises, which is utilised and maintained at all times. This book will be available to the Police or Local Authority on lawful request.
9. The premises licence holder shall ensure that all relevant member of staff receive training in their responsibilities under the Licensing Act 2003. Such training will be documented and records shall be made available upon lawful request from the Police or an authorised officer of the Licensing Authority.

10. The premises shall remain furnished at all times
11. The designated premises supervisor shall ensure that there are effective management arrangements in place to enable him/her to know how many people there are in the premises at times prescribed within the management risk assessment.
12. A CCTV system shall be designed, installed and maintained in proper working order, to the satisfaction of, and in consultation with, Northumbria Police and the Licensing Authority. Such a system shall:
  - i. Be operated by properly trained staff;
  - ii. Be in operation at all times that the premises are open;
  - iii. Ensure coverage of all public entrances and exits, till areas and other areas accessible by members of the public
  - iv. Ensure coverage other areas as required by Northumbria Police and other responsible authorities
  - v. A competent, trained person in the use of and operation of the CCTV will be in attendance at the premises at all times that premises are open and be able to fully operate the CCTV system to enable a download of any information requested by the Police or authorised responsible authority officer
  - vi. Cover the inside and outside of the premises.
  - vii. Be capable of recognition of all persons entering the premises.
  - viii. The CCTV system clock should be set correctly and maintained (taking account of GMT and BST);
  - ix. Provide continuous recording facilities for each camera to a high standard of clarity. Such recordings shall be retained on disc/hard drive or otherwise for a minimal period of 28 days and shall be supplied to an authorised officer or Police Officer on request. Images recorded are to be retained in an unedited format and the CCTV system must continually record whilst the premises is in use.
13. A record shall be kept detailing, the name of the person left in charge of the premises and at times and dates when the authority to cover the function of the designated premises supervisor exists. The record must be produced and made available at the time of the visit for inspection upon request by any responsible authority.
14. The operator shall ensure that at all times when the 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.
15. The maximum number of persons permitted on the premises at any one time shall not exceed a figure prescribed in writing by the Fire Authority in accordance with the regular fire risk assessments and which is reasonable and reflects the maximum safety capacity as prescribed by the Fire Authority guidance from time to time.

16. No refuse shall be deposited in any skip, bin or other container of a like nature, located in the open air outside of the premises between the hours of 22.30 and 08.00 Monday to Sunday , and any such skip, bin or other container shall not be removed from the premises between those hours.
17. No deliveries shall be taken or dispatched from the premises between the hours of 22.00 and 08.00 hours on any day.
18. Noise from the licensed premises including noise from patrons or amplified regulated entertainment shall not be audible beyond the boundary of the premises so as not to cause nuisance to nearby residents.
19. A conspicuous sign will be placed at the exit from the premises to remind customers to be considerate of our neighbours when leaving the premises.
20. At the close of business each day there will be a clear up of any litter and waste in the outside vicinity of the premises.
21. The level of amplified sound shall be background in style and enable customers to talk in comfort.
22. When regulated entertainment including recorded music is taking place all doors and windows will be closed except for access and egress.
23. Off sales of alcohol shall be restricted to orders to takeaway meals collected from the premises by customers only. No alcohol shall be sold "off" the premises unless ancillary to a takeaway meal. The premises licence holder similarly restricts the time for the sale of alcohol for consumption off the premises until 23:00 hours daily
24. In respect of the outdoor area used by customers, all patrons shall remain seated at all times. Prominent notices shall be displayed in the external area reminding customers to remain seated.
25. 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.
26. All children must be accompanied by a responsible adult on the premises.
27. The premises will report any instances of youths congregating around the premises to the Police as soon as possible.
28. A capacity level for drinkers only would be capped at a maximum of 50 patrons.
29. Waiter and waitress service will be provided throughout the premises for all orders of food and drinks in the restaurant areas of the premises only affording control and supervision.

30. All patrons within the restaurant areas shall be shown to their tables.
31. The operator and premises licence holder shall conduct a regular risk assessment for the general operation of the premises. Such risk assessments shall take into account the level of staffing, including the number of SIA registered door supervisors to be employed at the premises during peak times, such as high-risk dates, evenings, and during weekends. The risk assessed decision on SIA deployment shall be to the satisfaction of Northumbria Police

The licence holder shall ensure that a register is kept at the premises in a form approved by the Licensing Authority and Police, showing the following details for each period of duty of any door supervisors deployed at the premises, namely:

1. Name, date of birth, registration details (the full SIA licence number) and residential address.
  2. The date and time when the person commenced duty
  3. A signed acknowledgement by that person
  4. The date and time when the person finished duty with a signed acknowledgment by that person
  5. Details of any times during the above period when that person was not on duty, with signed acknowledgment by that person
  6. Details of any incidents during the above period associated with the premises with signed acknowledgement of person(s) on duty that witnessed/dealt with the incident.
32. The premises licence holder will implement a dispersal policy. This shall include the provision of a nominated taxi service and wind down period during the last 30 minutes of trade, within this period music will be played at a lower volume.
  33. All patrons at the premises will be seated within the restaurant areas of the premises. The bar area will be capped for maximum level of patrons drinking only although adequate seating will be provided within the bar area also. All patrons consuming food will be seated.
  34. 45% of the premises will be utilised for drinks only
  35. Staff shall be provided with a clear and unobstructed view of all customer areas at all times save for toilet facilities.
  36. The premises licence holder shall ensure that all relevant members of staff receive training in their responsibilities under the Licensing Act 2003. Such training will be conducted at six monthly intervals and all training will be documented and records shall be made available upon lawful request from the Police or an authorised officer of the Licensing Authority.