

To: Licensing and Gambling Acts Sub-Committee
Date: 13 September 2017
Report of: Head of Community Services
Title of Report: Notification of a Temporary Event: The Bridge, 6/9
Hythe Bridge Street, Oxford, OX1 2EW
Application Ref: 17/03623/TEN

Summary and recommendations	
Purpose of report:	To inform the consideration of Mr Guillaume Berdeaux's notification of Temporary Event for The Bridge following an objection to it.
Corporate Priority:	A vibrant and sustainable economy
Recommendation(s):	That the Licensing and Gambling Acts Sub-Committee resolves to:
1.	Consider the objection notice and determine what action to take in relation to Mr Berdeaux's notification taking into account the details in this report and any representations made at this Sub-Committee meeting.

Appendices	
Appendix 1	Temporary Event Notice
Appendix 2	Objection from Environmental Health
Appendix 3	Location Map
Appendix 4	Premises Licence

Introduction and background

1. This report is made to the Licensing & Gambling Acts Casework Sub- Committee so it may determine in accordance with its powers and the Licensing Act 2003 whether to permit, refuse or amend a Temporary Event Notice given by Guillaume Berdeaux.

Notification Summary

2. An On 31st August 2017 Guillaume Berdeaux (the applicant) gave Oxford City Council (Licensing Authority) valid notice under section 100 of the Licensing Act 2003 of a Temporary Event that is proposed to take place on 26th September 2017 at The Bridge, 6/9 Hythe Bridge Street, Oxford, OX1 2EW.
3. The valid Temporary Event Notice was simultaneously served on Thames Valley Police and the Environmental Health Department of Oxford City Council to allow them to consider whether allowing the premises to be used in accordance with the notice would undermine the licensing objectives.
4. A summary of the licensable activities “being notified” and the times proposed for these activities can be found detailed below.

Regulated Entertainment, Late Night Refreshment & Sale of Alcohol (on sales only):

Tuesday 26 th September 2017	02:00	Until	04:00
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5. A copy of the Temporary Event Notice can be found at **Appendix One**.

Objection Notice

6. An Objection Notice has been received from the Responsible Authority as detailed in the table below. A Copy of this Objection Notice is attached at **Appendix Two**.

Responsible Authority	Objection Notice	Licensing Objective(s)
Thames Valley Police:	No	N/A
Environmental Health:	Yes	Public Nuisance

Location Map

7. A map is attached at **Appendix Three** showing the general location of the venue where the Temporary Event will be held.

Premises Licence

8. A Premises Licence is held for the venue at which the event is to be held. A copy of the Premises Licence is attached at **Appendix Four**.
9. A number of mandatory conditions, conditions consistent with the operating schedule and conditions attached by the Licensing Authority at a hearing are attached to the Premises Licence and these are shown in Annex 1, Annex 2 and Annex 3 of the Premises Licence.

Statement of Licensing Policy

10. The Sub-Committee is referred to the Council’s Statement of Licensing Policy*. In particular, the following paragraphs have a bearing upon the application:

Relevant Policy Matters	Section	Policy
Temporary Event Notices	7.7.1 to 7.7.11	Policy TEN 1: Temporary Events

11. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at:
https://www.oxford.gov.uk/downloads/file/1303/statement_of_licensing_policy

Home Office Statutory Guidance

12. Members are also referred to the statutory guidance issued by the Home Office. Of particular relevance to this application are the following matters:

Relevant Sections	Relevant Paragraph
Public Nuisance:	2.15 to 2.21
Temporary Event Notices	7.1 to 7.40

13. A copy of the Home Office Statutory Guidance may be found online at:
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Other Relevant Considerations

14. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in Oxford) and the Human Rights Act (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the applicant and the rights of local residents. Any decision taken by the Sub-Committee must be necessary and proportionate to the objectives being pursued.
15. Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.

16. When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.
17. In making its decision, Members must also have regard to the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's own Statement of Licensing Policy.
18. The Sub-Committee must consider any objection notice given and take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
 - a) **give a Counter Notice prohibiting the event; or**
 - b) **not give a counter notice, but impose conditions on the Temporary Event Notice that are attached to the Premises Licence if one has effect in respect of the premises; or**
 - c) **not give a Counter Notice and not impose any conditions.**
19. Should the Sub-Committee determine not to issue the premises user a Counter Notice, it may decide to impose one or more conditions on the Temporary Event Notice from those that are imposed on the Premises Licence issued in respect of the premises if they consider it appropriate for the promotion of the licensing objectives to do so. However, no condition can be imposed if it would be inconsistent with the carrying on of the licensable activities under the Temporary Event Notice.
20. Members should note that if the Sub-Committee issue a Counter Notice prohibiting the event, the premises user has the right to appeal to the Magistrates Court within 21 days. However, an appeal may not be brought later than five working days before the day of the planned event. Similarly, if a Counter Notice is not issued the Objector may appeal.

Report author	Richard Masters
Job title	Licensing Compliance Officer
Service area or department	Community Services
Telephone	01865 252565
e-mail	licensing@oxford.gov.uk

Please note in the table below the version number of your report that was finally cleared at each stage

Report Stage	Version Number
First Draft: <i>Cleared by Manager</i>	
Second Draft: <i>Cleared by Legal</i>	





17/03623/TEN
 The Bridge,
 Hythe Bridge St.
 (Brookes
 Event
 26-09)

OXFORD CITY COUNCIL: LICENSING AUTHORITY

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)	
1. Your name	
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	Berdeaux
Forenames	Guillaume
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
3. Your date of birth	
4. Your place of birth	
5. National Insurance Number	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
	
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	

The Licensing Authority
 Oxford City Council

The Bridge 6-9 Hythe Bridge Street	
Post town : Oxford	Postcode : OX1 2EW
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	01865242526
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	████████████████████

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
The Bridge 6-9 Hythe Bridge Street OX12EW Oxford	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	10/01196/RVPREM
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Please describe the nature of the premises below. (Please read note 4)	
Nightclub	
Please describe the nature of the event below. (Please read note 5)	
Brookes university student event	

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3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input checked="" type="checkbox"/>
The provision of regulated entertainment	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input checked="" type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)	
26/09/17	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)	
2am to 4am	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)	499
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)	On the premises only <input checked="" type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input type="checkbox"/>

4. Personal licence holders (Please read note 12)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority	Oxford city council	


Licence number	10/00577/PER
Date of issue	23/05/2010
Date of expiry	24/05/2020
Any further relevant details	

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 16)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence:	
(i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding level 5 on the standard scale; and	
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	31/08/2017
Name of Person signing	Guillaume Berdeaux

For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

**Planning, Sustainable Development
& Regulatory Services**

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Mr G Berdeaux

4th September 2017

Dear Sir/Madam,

Licensing Act 2003**Objection to Temporary Event Notices****17/03630/TEN Brookes Freshers Event 19.09.17****17/03623/TEN Brookes Event 26.09.17****17/03628/TEN University of Oxford Halloween Event 01.11.17****The Bridge, 6-9 Hythe Bridge Street, Oxford OX1 2EW**

As the Responsible Authority exercising environmental health functions under the above Act, this department has been consulted on the above Notice.

I am writing to inform you of our objection to these proposed events on the grounds that noise from amplified music, customers queuing, using outdoor customer areas and leaving the premises is audible within nearby residences and that these TENs would extend the length of time nearby residents experience noise impacts by an unreasonable amount, thereby undermining the Licensing Objective for the prevention of public nuisance.

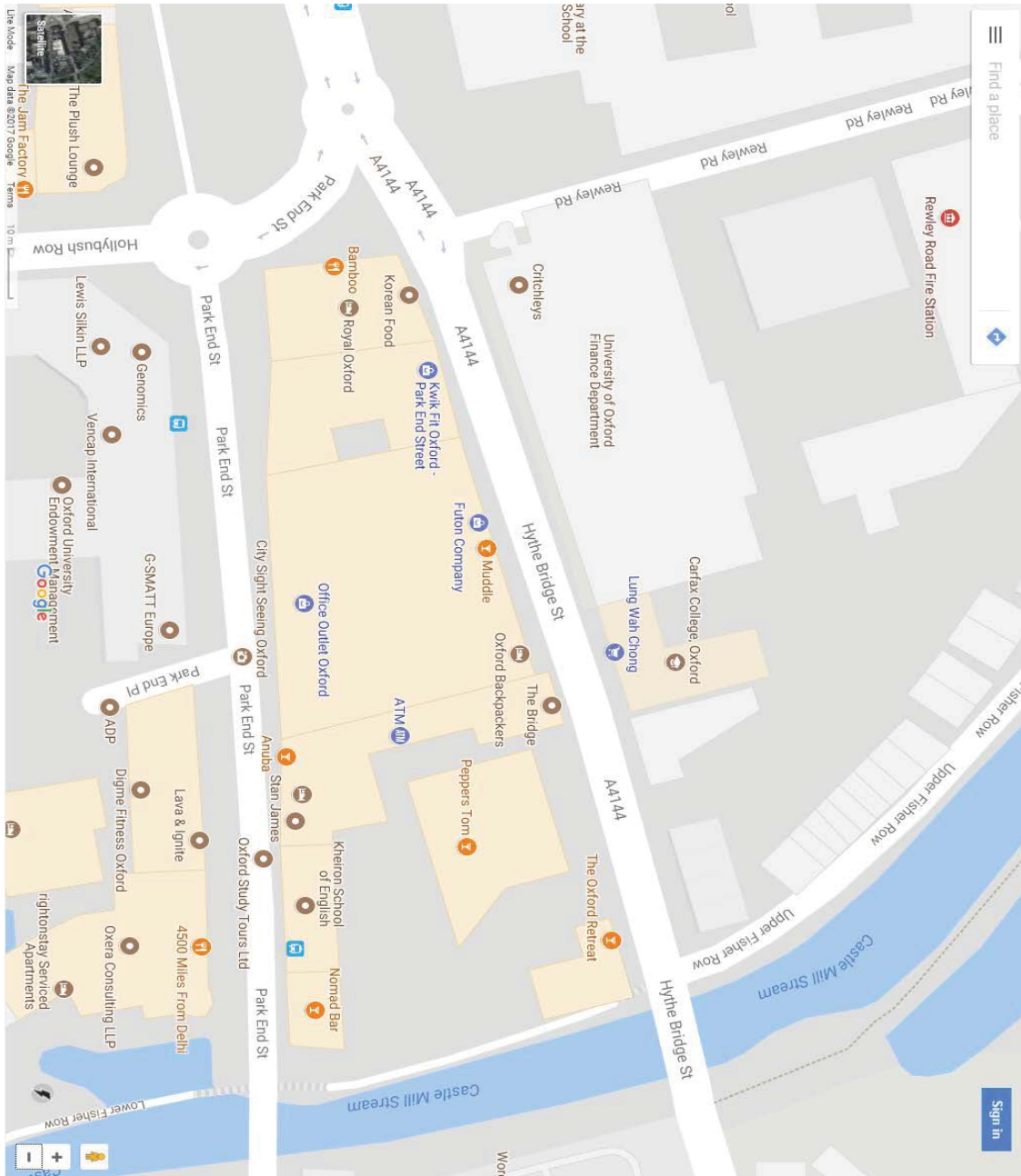
A copy of this letter is also being sent to the Licensing Authority. If you have any enquiries about this objection please contact the case officer as above

Yours sincerely,



Principal Lead Officer, Business Regulation Team

Cc Licensing Authority
Oxford City Council



**The Licensing Act 2003
(Premises licences and club premises certificates) Regulations 2005
Regulation 33, 34 and Schedule 12
Part A**

**Premises Licence
Oxford City Council**

Premises Licence Number

10/01196/RVPREM

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

The Bridge
6 - 9 Hythe Bridge Street
Oxford
Oxfordshire
OX1 2EW

Telephone number 01865 242526

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Supply of Alcohol
Live Music
Late Night Refreshment
Provision of facilities for dancing
Provision of facilities for making music
Recorded Music

Times the licence authorises the carrying out of licensable activities

Supply of Alcohol
Sunday to Wednesday 19:00 hours to 02:00 hours the following day
Thursday to Saturday 19:00 hours to 03:00 hours the following day

Cont...

Live Music

Sunday to Wednesday 19:00 hours to 02:00 hours the following day
Thursday to Saturday 19:00 hours to 03:00 hours the following day

Late Night Refreshment

Monday to Wednesday 23:00 hours to 02:00 hours the following day
Sunday 23:00 hours to 00:30 hours the following day
Thursday to Saturday 23:00 hours to 03:00 hours the following day

Provision of facilities for dancing

Sunday to Wednesday 19:00 hours to 02:00 hours the following day
Thursday to Saturday 19:00 hours to 03:00 hours the following day

Provision of facilities for making music

Sunday to Wednesday 19:00 hours to 02:00 hours the following day
Thursday to Saturday 19:00 hours to 03:00 hours the following day

Recorded Music

Sunday to Wednesday 19:00 hours to 02:00 hours the following day
Thursday to Saturday 19:00 hours to 03:00 hours the following day

On no more than 20 occasions per year on Friday and Saturday nights the permitted hours for all licensable activities will be 19:00 hours until 04:30 hours the following day. On such occasions when the extended hours are used, 14 days' notice will be given to Thames Valley Police.

The opening hours of the premises

At the discretion of the licence holder

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

On and off supplies

Part 2

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

Oxford Leisure Limited
The Bridge
Bunting House
6-9 Hythe Bridge Street
Oxford
OX1 2EW

Daytime Phone Number 01865 242526

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

4158415

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

Guillaume Berdeaux

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

Personal Licence Number: 10/00577/PER
Licensing Authority: Oxford City Council

Annex 1 – Mandatory conditions

1. Where this licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority, with the following exceptions: a) premises where the premises licence authorises plays or films b) any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 to the Private Security Industry Act 2001 (premises being used exclusively by a club with a club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or c) any occasion within paragraph 8(3)(d) of Schedule 2 to the Private Security Industry Act 2001.
2. 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 Personal Licence is suspended.
3. The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed 560.
4. Noise emanating from the premises as a result of regulated entertainment shall not exceed 40dB(A) as measured 1 metre from the facade of any occupied building
5. Noise emanating from the premises as a result of regulated entertainment shall be inaudible in adjacent or adjoining properties.
6.
 - a) At least one door supervisor shall be in position at the rear exit of the premises at all times when the exit is used.
 - b) At least two door supervisors shall be in position at the main exit of the premises from Midnight in order to minimise the noise made by departing patrons.
7. All bottles should be disposed of in bins quietly so as not to disturb neighbours or local residents. There should be no disposal of glass bottles at night.
8. Dispersal of patrons from the premises shall be in accordance with the dispersal strategy submitted by Oxford Leisure Ltd. The queuing and exiting system must ensure the rear car park is usable and safe for all users, including marking areas for car parking and pedestrians.
9. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
10.
 - (1) The responsible person shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -
 - (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(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;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) 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.

11. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
12. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
13. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) 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 a holographic mark.
14. The responsible person shall 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; and
 - (b) customers are made aware of the availability of these measures.

Annex 2 – Conditions consistent with the Operating Schedule

15. The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.
16. A CCTV system shall be installed or the existing system maintained. The system will incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard.'
17. All exit doors shall be available and easily openable without the use of a key, card, code or similar means.

Note: Doors that are not in regular use should be opened in order to ensure they function satisfactorily before the admission of the public on every occasion.
18. Prominent, clear notices shall be displayed at all exits requesting that customers respect the needs of local residents and leave the premises and the area quietly.
19. 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 18 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.
20. When running licensable activities aimed at persons under the age of 18 there will be no sale of alcohol at the event.
21. There will be no admission to the premises to any person under the age of 18 when the sale of alcohol is permitted.
22. The music in the entrance lobby on the ground floor should only have music at a background level only and is set at a maximum level of 75 dB(A).
23. All [external doors / windows] must be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place.

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

24. No person shall be admitted to the premises later than the following times:
 - (a) on Monday to Thursday nights inclusive less than 30 minutes before the cessation of the last licensable activity the following morning;
 - (b) on Friday, Saturday and Sunday nights less than 1 hour before the cessation of the last licensable activity the following morning
25. All staff shall be suitably trained for their job function for the premises including dispersal policy. The training shall be written into a programme, ongoing and under constant review, and must be available to a relevant Responsible Authority when called upon.
26. 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 21, and who is seeking access to the premises, or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a PASS logo.
27. All staff shall be aware of the law regarding the refusal of service to any person who is drunk or is underage, and shall be aware of how to seek identification from anyone who appears to be underage.
28. A Premises Daily Register shall be kept at the premise. This register will be maintained and kept for a minimum of 12 months. This register should record the name of the person responsible for the premise on each given day. The Premises Daily Register shall record all calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. The Premises Daily Register will be readily available for inspection by an Authorised Person throughout the trading hours of the premise. The Premises Daily Register will also record all incidents in relation to the use of any force by staff or Door Supervisors in the removal of persons from the premises. It shall record the time and date of the occurrence, name or brief description of the person removed, and details of the staff involved.
29. All Door Supervisors shall enter their full details in the Premises Daily Register at the commencement of work. This shall record their full name, home address and contact telephone number, the Door Supervisor’s SIA registration number and the time they commenced and concluded working. If the Door Supervisor was supplied by an agency, details of that agency will also be recorded including the name of the agency, the registered business address and a contact telephone number.
30. Throughout the premises other than the VIP area drinks shall be served in non-glassware drinking vessels (e.g. plastic, polycarbonate).
31. In all areas of the premises champagne and sparkling wine may be served in glass bottles and glass flutes.
32. The premises will sign up to the ‘Radiolink’ communication scheme and comply with the conditions of use of radio.
33. To obtain a clear head and shoulders image of every person entering the premises on the CCTV system, persons entering the premises should be asked to remove headwear, unless worn as part of religious observance

34. The Premises CCTV system shall incorporate a recording facility and any recordings shall be retained and stored in a suitable and secure manner for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed. The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. For premises using a video recording system, the cassette tape shall be used on no more than 12 occasions to maintain the quality of the recorded image.
35. There shall be at least one internal person engaged in watching for the safety of patrons per 80 customers.
36. All door supervisors and security staff engaged in the dispersal of patrons outside the premises shall wear 'high visibility' jackets at all times the premises are open. All staff engaged in the internal security of the premises shall at all times wear 'high visibility' clothing which readily identifies the wearer as a member of the security staff. Glass collection and other internal staff shall wear shirts that identify them as 'staff'.
37. In the VIP area only it shall be permissible to serve drinks of all description in glass bottles and drinking vessels with the exception of beer bottles. No glasses or bottles shall be taken out of the VIP area.
38. The Premises Licence Holder shall endeavour to employ at least one female member of security staff.
39. A member of the security staff shall at regular intervals carry out a high visibility 'Anti Theft' patrol involving:
 - Challenging customers who are seen to leave possessions unattended.
 - Collecting un-attended property and storing it in the cloak room.

Annex 4 – Plans

See attached (2 x A1 plans)

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