

## APPENDIX A

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

**a) General – all four licensing objectives (b,c,d,e)** (please read guidance note 9)

Staff will receive training in the promotion of the four licensing objectives and a record of training shall be kept at the premises and made available to an authorised officer on request.

**b) The prevention of crime and disorder**

A refusals log book shall be in operation at the premises and all attempts to purchase alcohol by or on behalf of a person under 18 will be recorded in the log. It shall be made available to an authorised officer on request.

There will be no promotions that could be considered to be irresponsible.

All bottles and glasses shall be removed from public areas as soon as practicable.

Free water shall be available at the bar at all times.

A CCTV system shall be installed that is capable of recording for a period of not less than 21 days.

CCTV recordings shall be made continuously during all trading periods.

The CCTV System shall be capable of producing copies on site.

Copies of CCTV recordings shall be provided on request to an officer under the direction and control of the Police or an Officer of the Licensing Authority.

The operators will join any Pubwatch, Neighbourhood Watch or BCRP if deemed appropriate.

No high strength beers or ciders (above 6% ABV) shall be sold

**c) Public safety**

Fire safety signs shall be adequately illuminated.

Emergency lighting shall be installed and regularly maintained.

Adequate and appropriate First Aid equipment and materials shall be available on the premises.

The premises have current and suitable public liability insurance. A certificate will be obtained each year and displayed at the premises.

The premises operators shall ensure that all Fire Safety measures and procedures in operation at the premises will be complied with in accordance with Fire Safety Regulations.

The premises operators shall ensure that all Health & Safety measures and procedures in operation at the premises will be complied with in accordance with Health & Safety Regulations.

All staff will be trained in their obligations under relevant Fire & Health & Safety Legislation. Regular refresher training shall be provided and training records shall be kept at the premises and made available to Authorised Officers on reasonable request.

An adequate number of No Smoking signs shall be erected and maintained at the premises.

All areas of the premises will be adequately lit at all times that licensable activities are taking place.

All fire exits shall be clearly marked and kept clear of obstructions.

All Fire Extinguishers shall be regularly tested and maintained in good working order at all times.

**d) The prevention of public nuisance**

No amplified recorded music will be played above background level.

On the 6 occasions when live music is permitted;

Adequate procedures will be established and adhered to that prevent noise nuisance occurring from the premises.

During regulated entertainment, all doors and windows will remain closed except for ingress and egress of customers.

The music volume level shall be reduced for the final 30 minutes of each performance.

Supervise the entrance/exits to the premises at peak exit times to ensure patrons leave the area quickly and quietly.

Notices shall be displayed in prominent positions at the exits to remind customers to respect any residential neighbours and keep noise to a minimum

A phone number will be made available to the residents enabling them to contact a person in charge in the event of any nuisance from the premises. The telephone number shall be provided to any resident requesting the number. A log shall be kept of complaints and actions taken. The log shall be available to the local licensing authority on request.

No regulated entertainment of any description shall take place outside the premises.

**e) The protection of children from harm**

The premises operator shall ensure that every individual who appears to be under the age of 25 years of age seeking to purchase or be supplied with alcohol at or from the premises shall produce means of identification – passport, photo driving licence or PASS accredited photo ID – proving that individual to be 18 years of age or older. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

A refusals log book shall be in operation at the premises and all attempts to purchase alcohol by or on behalf of a person under 18 will be recorded in the log. It shall be made available to an authorised officer on request.

All staff shall be trained to challenge every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification. Such training shall be provided not less than every six months, and written records shall be kept of all training and refresher training.

Challenge 25 posters shall be displayed in prominent positions at the premises.