

APPENDIX A(ii) - Section M of application form

Preventing Crime and Disorder

I have a duty to do all that is reasonably possible in reducing and preventing crime and disorder by attempting to regulate behaviour in and within the immediate vicinity of the venue.

We do this by:

participating with Community Safety Partnerships.

preventative measures ie providing efficient service to reduce waiting time at bars can stop levels of frustration rising and reduce aggressive outbursts; clear bottles and glasses from the bar and tables to reduce the number of weapons available should conflict occur; know the customers, acknowledge them and say hello; know the area recognise early signs of trouble and intervene in a friendly manor discourage excessive drinking

- Alcohol sold for consumption off the premises will be supplied in sealed containers only.
- Customers carrying open containers of alcoholic or soft drinks will not be admitted to the premises at any time.
- No bottles will be served that any person may have the intention to drink from.
- An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:
 - i. the date and time of refusal
 - ii. the reason for refusal
 - iii. details of the person refusing the sale
 - iv. description of the customer
 - v. any other relevant observations.

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority. All entries must be made within 24 hours of the refusal.

An incident book shall be maintained to record any activity of a violent, criminal or anti-social nature. The record will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

The Premises Licence holder will implement a drugs policy detailing the actions to be undertaken to minimise the opportunity to use or supply illegal substances within the premises.

Public Safety

I need to demonstrate an awareness and compliance with:

- Fire prevention legislation – responsible for carrying out a fire safety risk assessment and implement a fire safety management plan
- Health and safety legislation
- Assess the risk of noise
- Free drinking water
- Special effects should not be used unless full safety controls are in place
- There will be adequate arrangements for first aid provision. A first aid box with an adequate and appropriate supply of first aid equipment and materials will be available for the use of patrons. Suitable protective equipment must be provided to deal with hypodermic needles, blood spillages and other body fluids. Procedures will be in place to ensure that body fluids are dealt with in a safe manner to avoid the risk of communicable disease.
- Exit routes and stairs well maintained, clear and non-slip
- Staff levels should be adequate and suitably trained in emergency procedures
- Regular glass and bottle collection from the public areas should be in operation

- Means of addressing customers that can be heard above the entertainment should be operational in case safety announcements are necessary

Prevention of Public Nuisance

Patrons will be asked not to stand around talking in the street outside the premises or any car park and asked to leave the vicinity quickly and quietly.

Suitable signs at all relevant exits requesting that patrons make as little noise as possible when leaving the premises will be displayed.

The handling of beer kegs, bottles and other similar items will not take place in the late evening, at night and during the early morning when the noise generated could cause a nuisance particularly outside buildings. Deliveries and collections will also not take place during these times.

Bins containing cans or bottles will not be emptied outside after 7pm but must be dealt with the next day during normal office hours.

The Protection of Children from Harm

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises will ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol will be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

The premises shall display prominent signage indicating that a Challenge 25 scheme is in operation.