

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

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

1. A minimum of 26 seats will be maintained inside the premises at all times the premises are operating.
2. A minimum of 12 seats will be maintained in the Outside Area at all times the premises are operating.
3. Waiter/waitress service will be in operation through out the premises in relation to orders for food and/or alcohol.
4. Food will be available until 30 minutes prior to the close of the premises.

b) The prevention of crime and disorder

1. A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises.
2. The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.
3. The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
4. The CCTV system will contain the correct time and date stamp information.
5. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
6. The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.
7. A designated member/members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.
8. A supervisors register will be maintained at the licensed premises, showing the names, addresses and up to date contact details for the DPS and all personal licence holders.
9. The supervisors register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.
10. The need for Doorstaff will be risk assessed by the PLH/DPS and employed when deemed necessary.
11. The premises licence holder (PLH), designated premises supervisor (DPS), will ensure that a Daily Record Register is maintained on the premises by door staff when employed.
12. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individuals signature).
13. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
14. The PLH/DS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions, refusals and ejections from the premises.
15. The Incident Report Register will contain consecutively numbered pages, the date, time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

16. The incident report register will be produced for inspection immediately on the request of an authorised officer.

c) Public safety

1. Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.
2. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
3. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
4. A suitable trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be made available for inspection by an authorised officer.
5. Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
6. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
7. No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.

d) The prevention of public nuisance

1. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
2. Licensable activities will be conducted and the facilities for licensed activities will be designated and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
3. No rubbish including bottles will be moved, removed or placed in outside areas between 23:00 hours and 07:00 hours to minimise noise disturbance to adjoining properties.
4. The PLH/DPS will ensure that the outside area is used in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use this area after 2300 daily, except for smoking.
5. There will be no external loud speakers.

e) The protection of children from harm

1. The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
2. The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.