



Warwick
Application for a premises licence
Licensing Act 2003

For help contact
licensing@warwickdc.gov.uk
 Telephone: 01926 456705

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Private Limited company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

/

/

dd

mm

yyyy

* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

01

/

06

/

2024

dd

mm

yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end

/

/

dd

mm

yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

open air public space, to be used for one weekend a year during the summer. Referred to as event space 1 by local authority. Application is NOT for the whole park.

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

9999

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

Start

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End

SATURDAY

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End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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End

Continued from previous page...

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

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WEDNESDAY

Start

End

Start

End

THURSDAY

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FRIDAY

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SATURDAY

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End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live music will be from bands, or live artists. Playing instruments or other musical items including sound decks. Music will be amplified

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start End

Start End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

recorded music will come from sound decks and DJ stands. Music will be amplified.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Continued from previous page...

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

professional dances around the event site

Continued from previous page...

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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Continued from previous page...

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="22:30"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="22:30"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Give a description of the type of entertainment that will be provided

Will this entertainment take place indoors or outdoors or both?

- ☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

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LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

☐ Yes ☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

Continued from previous page...

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Liam Jospheh

Family name

Hardy

Date of birth

dd

mm

yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

Walsall

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

☐ Electronically, by the proposed designated premises supervisor

Continued from previous page...

- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

no events are planned to have any form of activity that could be construed as adult entertainment.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Continued from previous page...

SUNDAY

Start

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Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

For one weekend a year through from May-Sept. Weekend being a Friday and Saturday only. For area known (referred to by local authority as Events Space 1)

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Use of the licence will be for one weekend (Friday and Saturday) between the beginning of May through to the end of Sept each year. For area known (referred to by local authority as Events Space 1).

As soon as agreement has been made with the local park's authority for the date of the event, ALL responsible authorities as defined within the Licensing Act 2003 will be notified of the event dates and timings. Notification will also include a brief synopsis of the planned event.

The Premises licence holder will then organise a Safety Advisory Group meeting, either through the local authority, or if the authority does not have such capability, organise the meeting themselves.

b) The prevention of crime and disorder

The event will be subject to the completion of an Event Safety management Plan (ESMP) (or any other terminology used by the responsible authorities).

The ESMP will contain as a MINIMUM, security plans, layout, location of infrastructure, fire exits, barrier plans, vulnerability plans, drug policy, search policy, age verification, lost child, counter terrorism measures, last mile, ingress, egress, emergency service access, entertainment schedule, noise management plans, alcohol policy, fire safety, waste management, toilets, special effects, bar management, management structure, medical.

V1 of the ESMP will be submitted 10 working days before the first SAG meeting.

The frequency of future SAG meetings and ESMP will be determined through the SAG process.

Continued from previous page...

10 working days before the event the latest version of the ESMP will be submitted to all the responsible authorities (and interested parties identified in the SAG process).

Any changes to the ESMP (where a reduction to the level shown in the previous ESMP), will be submitted to the SAG chair and any responsible authority deemed necessary.

An emergency SAG can be called if necessary.

The agreed ESMP (including appendices) will become the operating schedule for the event detailed in the ESMP. The ESMP will become the operating conditions for that event.

c) Public safety

as above

d) The prevention of public nuisance

The licence shall be restricted to one event per calendar year comprising of two consecutive days on a Friday and Saturday. The Premises Licence Holder (or their nominated person) shall notify local residents in writing with the details of the event and a contact telephone number, a minimum of three weeks before the event.

A dedicated telephone number shall be in place for local residents to contact the event organisers, enabling the event staff to respond to noise disturbance concerns and react accordingly.

The Premises Licence Holder shall appoint a suitably qualified acoustic consultant to assist them in fulfilling the requirements of the premises licence, and to liaise with the Local Authority, sound system supplier(s) and sound engineer(s) prior to, during and after the event.

At least three calendar months in advance of the event taking place, the Premises Licence Holder (or their nominated person) shall submit a "Noise Management Plan" to the Environmental Health department at Warwick District Council for comment. Thereafter, the "Noise Management Plan" shall be implemented and complied with in full for the duration of the event.

The Premises Licence Holder (or their nominated person) shall ensure that between 14:00 and 22:00 hours, the Music Noise Level (MNL) of the event shall not exceed 65dB(A) over a 15-minute period when measured at the locations specified in the Noise Management Plan.

The Music Noise Level shall not exceed 75dB in the 63Hz and 125Hz octave bands at the locations specified in the Noise Management Plan.

As part of the Noise Management Plan, the monitoring equipment, methodology and locations shall be agreed with the Local Authority no later than one month before the event.

At least three calendar months in advance of the event taking place, the Premises Licence Holder (or their nominated person) shall submit a report to the Environmental Health department at Warwick District Council demonstrating, by theoretical prediction, compliance with the Music Noise Limits specified in the premises licence.

On the day preceding the event, sound propagation tests will be undertaken, during which the sound system(s) will be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in

Continued from previous page...

character to the music likely to be produced during the event. Appropriate control limits at the sound mixer position and adjustments to sound amplification will be agreed as a result of the testing to the satisfaction of the appropriate responsible authority.

The Premises Licence Holder (or their nominated person) shall ensure that the music noise levels are continuously monitored at the mixer position and that off-site music noise levels are monitored at appropriate intervals throughout the event in accordance with the Noise Management Plan.

The noise monitoring results obtained during the event shall be documented to demonstrate compliance with the music noise limits prescribed in the premises licence.

The noise monitoring results shall be made available to the Environmental Health department at Warwick District Council on request and shall also be submitted in writing no later than 28 days after the end of the event as part of a Noise Compliance Report.

The Premises Licence Holder (and their nominated individuals) will comply with all reasonable requests by Local Authority representatives to reduce the music noise level to achieve or maintain compliance with the requirements of the premises licence.

Tasks which may cause a nuisance to local residents during the set-up and dismantling phase of the event shall not take place before 08:00 nor after 20:00 on any day. If, in exceptional circumstances, works must be carried out outside of these hours they must only be activities that can be carried out in a quiet manner without disrupting local residents. In all circumstances all tasks involved in the set-up and dismantling phase of the event shall not take place before 07:00 nor after 22:00 on any day.

e) The protection of children from harm

as crime and disorder

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

- Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
- ☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

A.Rohomon BEM

* Capacity

Authorised agent

* Date

23

02

2024

ddmmyyyy

Add another signatory

- Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/warwick/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

Emma.Morgan

From: Jonny DeVine [REDACTED]
Sent: 26 February 2024 20:43
To: Licensing
Subject: Representation ref. WDCPREM01087

Categories: [REDACTED]

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact the ICT Helpdesk

Subject: Objection to Upcoming Park by Event New Vision Events Limited (application WDCPREM01087)

Dear WDC Licensing team,

We are writing to formally object to the proposed event scheduled to take place in our local park. While we appreciate the community spirit and the desire to bring people together, there are several significant issues that need to be addressed:

Noise Disturbance: The event is likely to generate excessive noise, disrupting the peace and tranquility of the park. As local residents, we value the serene environment that the park provides, and we are concerned that amplified music, loudspeakers, and other noise sources will disturb both residents and wildlife.

Parking Problems: The park already faces challenges related to parking availability. Hosting a large-scale event without proper parking arrangements could exacerbate this issue. Overflowing cars onto nearby streets may inconvenience residents and create safety hazards.

Anti-Social Behavior and Crime: Events that attract a large crowd can sometimes lead to anti-social behavior, including vandalism, littering, and rowdiness. Additionally, the presence of alcohol can escalate tensions and increase the likelihood of criminal activities. We must prioritize the safety and well-being of our community.

Sale of Alcohol: I specifically object to the sale of alcohol during the event. Alcohol consumption can contribute to disorderly conduct, aggression, and potential harm to both attendees and the park itself. It is essential to maintain a family-friendly atmosphere and discourage excessive drinking.

In light of these concerns, we kindly request that you reconsider granting permission for this event. Alternatively, we propose that the organizers address the following points:

Noise Control: Implement strict noise regulations and monitor sound levels throughout the event.

Parking Management: Arrange for additional parking spaces or encourage attendees to use public transportation.

Security Measures: Deploy adequate security personnel to prevent anti-social behavior and promptly address any incidents.

Alcohol Restrictions: Prohibit the sale of alcohol within the park premises.

We appreciate your attention to this matter and trust that you will prioritize the well-being of our community. Please keep us informed of any decisions or updates regarding the event.

Thank you for your understanding.

Sincerely,

Myton Road Residents Association

Emma.Morgan

From: Abs Rohomon [REDACTED]
Sent: 13 March 2024 11:23
To: [REDACTED]
Cc: Liam Hardy; Kristian Jones; Emma.Morgan
Subject: Representation ref WDCPREM01087
Attachments: ESMP Contents.docx

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact the ICT Helpdesk

Good morning Sir,

I hope this email finds you well?

Firstly, we appreciate your time by reading this email. I am Abs Rohomon and I represent Kris Jones and Liam Hardy who are the directors for New Vision Events Ltd who have applied for a new premises licence for St Nicholas park.

I have been sent your objection to the application by the local authority and I am aware that you were informed you may be contacted by us.

As the blue notice provides limited details of the application, I wanted to explain the measures we will have in place, how those will be scrutinised and the legal implications to us for any such failures.

Outdoor events vary in nature, size, content and risk. As you will understand there can be a great difference from an outdoor cinema to a 3-day camping festival.

To assist the responsible authorities who are charged with ensuring we as licence holders and operators promote the 4 licensing objectives, we will be producing a document called an ESMP (Event Safety Management Plan).

This document is unique to each event. I am responsible for producing this Plan for Kris and Liam and they have to ultimately sign off on the documents. Whilst I cannot show you the details of an ESMP (GDPR reasons) I can show you what as minimum goes into them.

The ESMP uses guidance from specialist documentation, such as the Purple Guide (outdoor event guidance), DCLG fire safety, codes of practice for environmental noise controls. This is in addition to all the legal aspects that have to be covered as well.

I have attached a contents sheet for your attention. Firstly I hope you can see that a lot of planning and details goes into an ESMP, but I also hope you can see that the issues you are rightly concerned about in your representation are covered in the ESMP.

For example -

Noise.

conditions have been agreed with EHO about the need for a noise management plan, build and on the day monitoring, hot line. All of this is covered in the section marked noise and this is where the noise management plan we will have produced (by a qualified person) will sit.

Parking

we will get data from ticket sales about audience demographics, where they live. This will assist in us looking at whether there is a need for a traffic plan, or signage from the bus station or train station. Whether there is a need for a drop off and pick up area.

ASB and Crime

we will have a full security deployment plan, timed, the event is risk assessed and we also get data from the national police intelligence unit, or current trends, and issues. This helps us tailor our plans to any current threats. We also work with the local police teams.

Alcohol

there is a detailed alcohol management plan, search and also a vulnerability policy. This policy shows how we will look after people that may have become vulnerable and so they get home safely and do not cause an issue.

We will also have a dispersal policy, that will see security outside the event footprint, assisting in dispersal and reducing and potential risk as they leave the event site.

I do appreciate that this seems easy in words, however there is another level of scrutiny that we have added into the process, and this is contained in the conditions that we have put forward as a measure on how we will promote the licensing objectives.

Please forgive my ignorance, and without wishing any insult to you but I am not sure if you are aware of the legal importance of these conditions. Once a condition is imposed on a licence, it has to be complied with for the licence to be valid.

There are a number of consequences if a premises operates whilst in breach of any condition on its licence. I will list these as I hope it shows what could happen should we break (which I know we will not) any condition on the licence.

Firstly, it is likely that the insurance we need to operate the event would not be valid.

Of greater concern, would be that the licence holders could be prosecuted for any breach of the licence. The penalty for each breach is an unlimited fine and/or 6 months imprisonment. They could also have the licence reviewed by any of the responsible authorities and interested parties, which would have consequences for the licence and the operators. It would also cause reputational damage for the event.

Events run on reputation both of the artists but also of the organisers and the experience for the customer.

Why this is important is the fact that we have offered as a condition two elements. Firstly, that the ESMP becomes the operating condition for that event and secondly that the event will go through a SAG process first.

SAG or Safety Advisory Group, is a well-practised mechanism used across the UK for managing events of all scales and sizes.

The responsible authorities (Police, local auth licensing, environmental health, trading standards, Fire service) attend. However, as this is not all of the parties that could be affected by any event, interested parties, such as Ambulance, local highways, resilience are also invited to attend.

They all get the main ESMP, some of the sensitive documents such as security and search are only sent to the specialists in that field (Police), for the safety of the event.

They get to scrutinise the documents, suggest changes, or amendments if needed to any policies. The final ESMP and appendices then become the legal way this event would have to run.

Hopefully you will see that there is stepped approach to this event and that it will get the scrutiny it requires from the authorities that the licensing Act deem as responsible.

Whilst I am not the proposed licence holder, they have engaged my services. I am very experienced in this field on event management, ESMP scrutiny, as I did it for 20 years in my previous life before retiring a couple of years ago. Even though I will be writing the policies and procedure Kris and Liam have to ultimately sign off on them and then follow them.

I do appreciate that this is a long email, and I appreciate your time. I would welcome the opportunity to talk you through this in more detail if you so wish. If you do, please call me or reply to this email.

Whilst not putting any pressure on you about your representation, if this has made you reconsider any points then please indicate so to Emma Morgan.

warmest regards

Abs Rohomon BEM
Consultant

www.r-rm.co.uk



Rohomon
Risk Mitigation



REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

Responsible Authority (please delete as applicable):

Police / Fire / Environmental Protection / Health and Safety / Child Protection / Weights and Measures / Planning Authority

Your Name	Martin Hewish
Job Title	Prevention Hub Sergeant (responsible for licensing)
Postal and email address	Bedworth Police Station High Street Bedworth Warwickshire CV12 8NH
Contact telephone number	02476 483430

Name of the premises you are making a representation about	St Nicholas Park (Events Area 1)
Address of the premises you are making a representation about	St Nicholas Park, Banbury Road, Warwick, Warwickshire, CV34 4QY

Which of the four licensing Objectives does your representation relate to?	Yes Or No	<i>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</i>
To prevent crime and disorder	x	Warwickshire Police are concerned that the proposal to have key conditions set out in the ESMP and appendices is ambiguous. It is not clear whether this method means that the conditions will also be formally on the licence. The legality of this needs to be addressed/considered, with assurance that this method of annexing the conditions will not pose any difficulties in terms of managing the licence. Its is also not clear that your client's attendance at the SAG is guaranteed and also how proposed changes are agreed and enforced by the relevant responsible authorities. The conditions proposed by the applicant do not provide sufficient detail as to how the applicant/client will engage with the SAG process and how the decisions of the relevant authorities will then become enforceable as conditions.
Public safety	x	See above
To prevent public nuisance	x	See above
To protect children from harm	x	See above

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.	The event organiser/applicant needs to evidence in more detail what measures are being proposed in their Event Safety Management Plan to ensure the safe operation. The conditions
---	--

Signed: Martin Hewish

Date: 21/03/2024

Please return this form along with any additional sheets to Licensing, Safer Communities, Leisure and Warwick District Council, Town Hall, Parade, Leamington Spa, CV32 4AT
This form must be returned within the Statutory Period.

Conditions agreed with Trading Standards

1. A 'Challenge 25' age verification policy requiring proof of age by passport, photo driving licence or PASS accredited card.
2. Keep a 'challenge log' (refusals book) recording all challenges - where both sales and refusals result (example downloadable refusals book <https://www.businesscompanion.info/sites/default/files/Underage-sales-refusals-log-Nov-2021.docx>)
3. A prompt or reminder to staff, at the point of sale, to consider whether a sale or challenge ought to be made (for example an EPOS - Electronic Point of Sale - system till prompt or if not then written notices/stickers at the till point showing age limits) (examples of posters that could be used can be found here: <https://noidnosale.com/>)
4. Regular staff training on the Licensing Act 2003 and age restricted sales, to ensure that both the law and company policies / procedures are understood, up-to-date and applied consistently.

New Vision Events LtdLicence application – St Nicholas ParkSupporting documents for consideration by the sub committee

Heading	Page numbers
Sec 182 guidance to assist in consideration by committee	2
Typical ESMP headings	3-5
Purple Guide (event guidance)	6-17
Email to objector	18-20
Example of alcohol/venerability policy	21-27

Sec 182 guidance notes –

1.5 –

protecting the local residents from crime, asb and noise caused by **irresponsible** licensed premises.

Recognising the important role pubs and other licensed premises play in our local communities and encouraging innovation and supporting **responsible** licensed premises.

2.25 (Public nuisance)

Where applications have given rise to representations, any appropriate conditions should focus on the noise sensitive periods. For example, the most sensitive time for disturbance by unreasonably loud music is at night and early morning. This is why there is still a need for a licence for live music between 11pm and 8am.

8.42 – layout of the local area, proximity to local residents.

Event Safety management plan - Headings

ESMP Contents – check list

Introduction

Event information

History

Manual and legal obligations

Premises licence 2003/other licences

Compliance with SAG

Debrief

Insurance

Management structure

Planning

operational

Plans

Licensed area

Fencing

Search/entry

Exit

Food and beverage

Funfair

Toilets

Medical

Build schedule

Derig schedule

Site safety

Fire safety

Entry requirements

Entertainment schedule

Artist entrance

Audience location demographic

Security

Dot plan

Matrix

Ingress

Searching

Drugs policy

Weapons policy

Density predictions

DIMALICE Assessment

RAMP Analysis

Disability access

Egress

Comms

Incident recording

CCTV

Share
Data protection
Show Stop procedure
Structures
Stages
Special effects
Lighting
Food and beverage
Funfair
Electrical
Water
Gas
Alcohol policy
Medical plan
Vulnerability
Public movement
Noise management
Toilets
Emergency service locations
Emergency service access
Transport
Public transport
Parking
Camping
Waste management/sustainability
Child employment
Adverse weather
Evacuation
Terrorism
HVM
Mitigation
Risk assessments
Useful contacts
Abbreviations
Appendices
Risk assessments
Lost and found
Drones
Liaison
Other business
Other sectors
Briefings
Debrief

Legal and guidance obligations

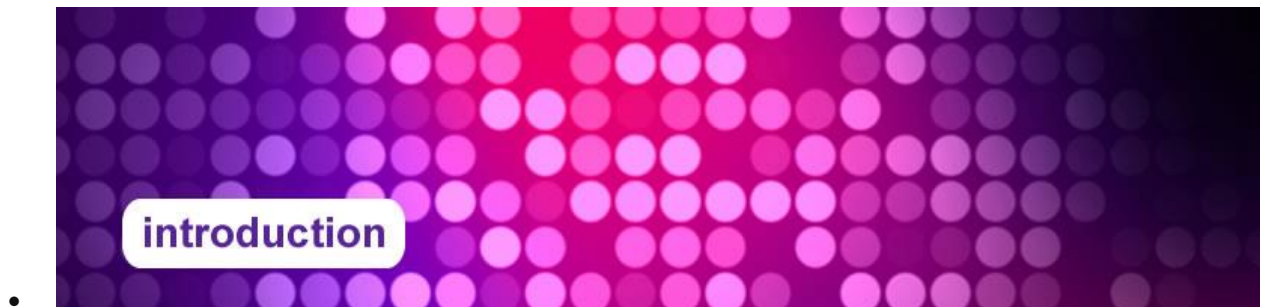
- Health & Safety at Work Act 1974
- Management of Health and Safety at Work regulation 1999

- The Electricity at Work Regulations
- The Provision and Use of Work Equipment 1998
- CDM Regulations
- Licensing Act 2003
- Food Safety Act 1990
- Food Labelling Regulations
- Weights and Measures Act 1985
- SIA
- Regulatory Reform Fire Safety Order
- COShh
- Hallmarking Act 1985
- Cosmetic Product Labelling
- Gas Safety in Catering and hospitality 2013
- Commercial Catering Gas Safety 2014
- The Gas Appliances (safety regulations 1995)
- Environmental Protection (straws, cotton buds and stirrers) (England) Regulations 2020.
- Environmental Protection (Plastic plates etc and Polystyrene Containers etc) Regulations 2023

As well as the above legislation, guidance issued to assist or support any legislation or for certain activities will be assessed –

- Section 182 guidance (licensing)
- Purple guide
- Approved Document B
- DCLG fire risk assessment
- Codes of practice for Environmental Noise controls.
- PLASA lightning guidance

IN THIS SECTION



Introduction



1. Health & Safety Legislation



2. Planning, Management & Risk Assessments



3. Venue & Site Design



4. Resilience activities for events (Contingency & Emergency Planning)



5. Medical



6. Communication



7. Transport Management



8. Working at Height



9. Temporary Demountable Structures



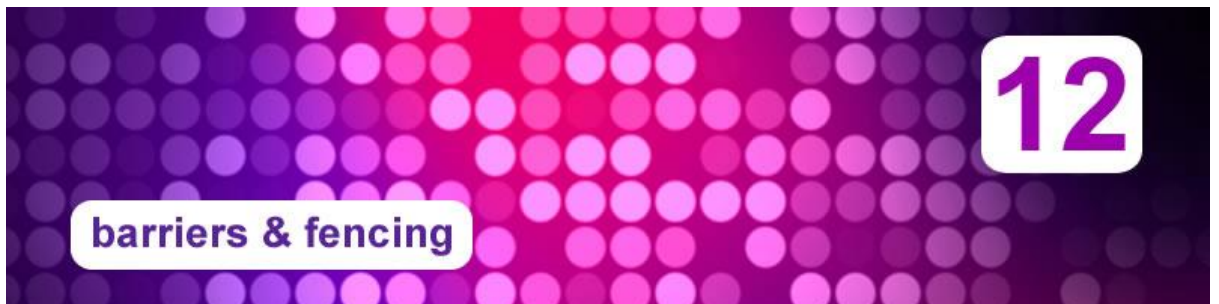
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10. Fire Safety



•

11. Electrical & Lighting



•

12. Barriers & Fencing



•

13. Crowd Management



14. Special Effects



15. Amusements



16. Waste Management



•

17. Noise



•

18. Sanitation



•

19. Campsites



•

20. Information & Welfare



21. Food, Drink & Water Provision



22. Safeguarding Children & Young People



23. Animal Welfare



•

24. Fireworks



•

25. Working in a Safety Advisory Group



•

26. Dealing with Crime & Disorder



•

27. Unmanned Aircraft Systems (Drones)



28. Working with the Police



29. Worker Welfare



30. Coping with the Weather



31. Insurance



32. Accessibility



33. Adventure Sport Activities

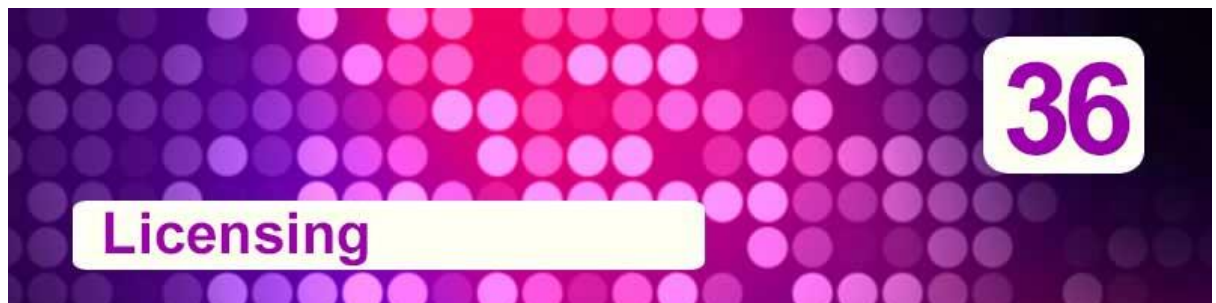


34. Keeping Workers And Audiences Safe During A Pandemic



•

35. Counter Terrorism



•

36. The Licensing of Events



•

37. Events involving Vehicles



•

38. Environmental Sustainability

From: Abs Rohomon <[REDACTED]>
Sent: Wednesday, March 13, 2024 11:23 AM
To: [REDACTED]
Cc: Liam Hardy <[REDACTED]>; Kristian Jones <[REDACTED]>;
Emma.Morgan <[REDACTED]>
Subject: Representation ref WDCPREM01087

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New Vision Events Ltd – supporting documents.

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warmest regards

Abs Rohomon BEM
Consultant

www.r-rm.co.uk

Example of Alcohol and vulnerability policy

Alcohol Policy

Event –

Dates –

Premise licence number –

Licence Holder –

DPS -

Licensable Activity –

Licensed Hours –

The sale of alcohol at this event will be under the control of the above premises licence holder.

There will be a number of bar outlets situated in the concessions area of the event site, these units are being provided by TBC

This policy has been designed for all units [including staff] selling alcohol to read, understand and sign. These are measures necessary for the promotion of all the licensing objectives and standards of the premises licence holder.

The event space is the licensed area and is therefore classed as the premise for the terms of consumption.

All staff will receive a briefing and will be required to sign this policy prior to be allowed to sell alcohol.

Sale of alcohol – units

The mandatory conditions contained within the premise licence stipulate that alcohol must be sold as followed

- Beer/cider/lager – if no size stipulated then ½ pint, if size stipulated then that size
- Wine – if sold, a minimum of 125ml to be available as well as 175 and 250ml
- Spirits – singles as a minimum of 25ml and doubles there after

Challenge 25

The bar will operate a Challenge 25 policy. This means that anyone looking under the age of 25 will be asked to produce identification to prove they are aged 18 or over.

Identification that will only be accepted is

- Driving licence with holographic (full/provisional)
- Passport

There are numerous fake ID's available, most of these come in the form of driving licences or European driving permits.

There are several steps you can do if you are not sure about the identification

- Look for the hologram – either with a UV light or tilt it in the light
- Date of birth should appear in the driver number, but will be scrambled
 - Will appear as year first (the last two numbers of the year), then
 - First number on the month
 - Then the day born, shown as 2 numbers
 - Then the last digit of the month

Example

- Born 20/12/1979
- Driver number will be
 - 79 the last two number of the year
 - 791 the first number of the month born
 - 79120 the day born shown as 2 numbers
 - 791202 the last digit of the month
- The long name and number at section 5 would be made up of the first 5 letters of the persons surname, then the number made up of the birthday, and the last 5 letters made up of the initials of the first and

second name, and then random letter for the last 2 letters of the licence

Asking customers to confirm date of birth, or just the month or year they were born helps to catch out any customers with fake ID.

It is not uncommon for people to use siblings' identification, the above practises will help deter any such usage.

Staff at the bars CANNOT rely on the fact that the person is in the event for them to believe they are over 18. The legal responsibility for the sale lies with the seller, if they look under 25 ask for ID

If you are not sure ask, ask another member of staff, or duty manager. The decision to sell alcohol lies with you the seller and you can refuse it if you are not satisfied.

Any challenges under this policy will be recorded in the incident book and reported through to the event control

Free Water

it is a mandatory condition on the premises licence that free portable water is available at all times that licensable activity is taking place.

Prices

Prices for drinks (including the quantity being served in) are required to be displayed in a clear and prominent manner so that the consumer is well informed of the cost of the product before purchase.

Vulnerability

The term of vulnerability underlies several scenarios. It **DOES NOT** just relate to when someone has become intoxicated, there could be many reasons that determine someone is vulnerable.

These include but are not limited to

- Drunkenness – takes many forms
 - Sleepy

- Aggressive
- Happy
- Loud
- Extravert
- Unsteady
- Slurred speech
- Glazed eyes
 - All people react differently to alcohol, they will not be displaying all these forms at once. Think how you react if you were to get drunk? What are you like?
- Mixing prescription drugs and alcohol
- Consumption of illegal drugs and legal highs
- Domestic abuse (both sexes)
- Unwanted attention
- Alcohol being bought for them
- Injured in anyway

Staff should communicate with customers, engaging in polite conversation, asking if they are ok, having a good day, etc. Simple things like this will enable staff to

- Assess how the customer is
- Put the customer at ease
- Feel they are being offered a service
- Gives the opportunity of the customer is uneasy to speak out
- If a customer asks “to speak to Angela” – this is a national scheme where customers who feel vulnerable can say these words to the staff and it is the trigger for the staff to intervene.

If at any point staff feel the customer is not right, or that to serve them alcohol would make them more vulnerable then, they should call the duty manager/bar supervisor.

The customer should be spoken to, assessed if they are well enough to remain in the venue, whether they should be served alcohol, or given a softer drink, tea/coffee etc

If someone is deemed vulnerable there is a duty of care to that person

- They may need medical assistance
- Try and find friends/family

- Take to a quiet place
- Call someone from their phone (if they have one)
- Get a taxi, get name of driver and licence number for driver and cab

At **no point** should someone **deemed vulnerable** just be escorted from the premises and left to fend for themselves.

Any interaction with someone thought to be vulnerable should be fully recorded in the incident book, to include why they were vulnerable, what you did, what they did, what was offered, was it accepted, and any rational.

Example

Person found in the toilets having been sick on the floor. Found to be sweating, can talk but not fluently.

Incident book recording

Date	Action	Result	Staff
01/01/21	Person found in toilet, had been sick	Ejected from the premises	Door person

This is insufficient and would not hold up to any scrutiny from the responsible authorities or if something happened to that individual, to any scrutiny from a barrister in a court of law or civil court such as Coroners.

Date	Action	Result	Person
01/01/21	Person found in the toilets. They were on their side with evidence of them having just vomited. No other persons around them claimed to know the person	Taken to a quiet area, duty manager informed, and attended. As medical staff on site asked them to attend (names of staff). Person stated was with family,	Door staff name Duty manager name Medical staff name Name of family (if given)

	Spoken to, was awake, speaking but not very clearly, could see that the person was sweating	<p>messages put out to trace family.</p> <p>Arrived at (X) gave name of (X)</p> <p>Injured person clearly recognised people who had come forward, hugged them and called their names.</p> <p>Medical staff indicated that best to get checked out at hospital.</p> <p>Family decided to go home instead, signed medical form to indicate they would go to hospital.</p> <p>Person cleaned up as best as possible given water. Left when they felt ready</p>	
--	---	---	--

This gives far more detail as to what was done and shows the duty of care. Never assume nothing will go wrong, sometimes it does and you don't want to be the person being questioned later as to what and why you did or didn't do anything.

Multiple sale of alcohol

It is not uncommon for people to ask for more than one drink. You must be aware of where the alcohol is going. Engaging with the customer to find out where it is going is vital.

It is not uncommon for older kids to try and buy alcohol for their friends who are underage, or a large group of which several are already drunk, someone goes to the bar to buy more.

Can you see their other people in the group, have they been pointed out?

If you are not certain where it is going only serve the person one unit, for themselves.

Offences

- **Sale of alcohol to a drunk person**
- **Sale of alcohol to a person under the age of 18**

These offences could lead to you being prosecuted and fined. It could also lead to action being taken against the premise licence.

Disclaimer

I have read the above policy and had the chance to ask any questions I may have.

The authority for me to sell alcohol is subject to me signing this document.

By signing this document, I understand that I am expected to uphold what this policy states and understand that if I do not then action could be taken, either by a responsible authority or the premise licence holder.

Name –

Signature –

Date -



Event Area 1 – St Nicholas Park

Red Line = area inside line for licensable activity
(inside red line)
23/2/2024



STATEMENT OF LICENSING POLICY

(Required by section 5 of the Licensing Act 2003)

2021 - 2026

IMPORTANT NOTE

In producing this Statement Of Licensing Policy the Licensing Authority is aware that the Government may amend the Licensing Act 2003, subordinate legislation and statutory guidance.

Any such amendments made in the future may not be incorporated into this policy document and readers of this document are advised to check the Home Office/Gov.uk website to ensure they have the latest information.

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Introduction	3
Consultation	4
Fundamental Rights	5
Licensing Conditions	5
Operating Hours	6
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Appendix

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STATEMENT OF LICENSING POLICY

INTRODUCTION

- 1.1 Warwick District Council ('the Council') has a duty under the terms of the Licensing Act 2003 ('the Act') to carry out its functions as the Licensing Authority with a view to promoting the following licensing objectives:
- **The prevention of crime and disorder**
 - **Public safety**
 - **The prevention of public nuisance**
 - **The protection of children from harm**
- 1.2 The promotion of these objectives is the paramount consideration when determining an application and any conditions attached to an authorisation.
- 1.3 Warwick District Council (WDC) is situated in the south of Warwickshire in the centre of England. Appropriately for England's heartland, Warwick District Council's boundaries are roughly heart-shaped, embracing an area of some 28,253 hectares with a population exceeding 138,400 people. The District covers four towns, Royal Leamington Spa, Warwick, Kenilworth and Whitnash as well as a large rural area with 18 Parish Councils. It is acknowledged that the town centres have a large proportion of residential premises.
- 1.4 This statement of licensing policy relates to all those licensing activities identified as falling within the provisions of the act, namely:
- **The sale by retail of alcohol**
 - **The supply of alcohol by clubs**
 - **The provision of regulated entertainment**
 - **The provision of late night refreshment**

For the purposes of this document any reference to an 'authorisation' means a Premises Licence, Club Premises Certificate, Temporary Event Notice (TEN) and where appropriate to the context a Personal Licence.

- 1.5 The Licensing Authority recognises that the licensing function is only one means of promoting delivery of the above objectives and should not therefore be seen as a means for solving all problems within the community. The Licensing Authority will therefore continue to work with the Responsible Authorities, the South Warwickshire Community Safety Partnership, local businesses and local people to promote the common objectives as outlined. In addition the Licensing Authority recognises its duty under s.17 of the Crime and Disorder Act 1998 with regard to the prevention of crime and disorder.

- 1.6 This policy statement has been prepared in accordance with the provisions of the Act and the guidance issued under s.182 of the Act. The policy statement is valid until 5th January 2026. This policy statement will be subject to review and further consultation prior to any substantial changes.
- 1.7 A list of contact details for the Responsible Authorities authorised under the act is attached to this policy statement as Appendix 2.
- 1.8 The Licensing Authority has recognised Warwickshire County Council as the local body competent to advise it on the protection of children from harm and has designated it as a responsible authority for the purposes of s.13 of the Act.
- 1.9 The Licensing Authority will, when acting as a responsible authority, act in accordance with the guidance issued under s.182 of the Act wherever possible. In particular, it will not normally intervene in applications where the issues are within the remit of another responsible authority and will ensure an appropriate separation of responsibilities between the officer administering an application and an officer acting as a responsible authority.

Public Health as a Responsible Authority

- 1.10 There is not a specific licensing objective related directly to health within the current legislation. When making a representation, the Director of Public Health will be required to relate such representations and available data to the other licensing objectives. This may include underage drinking, prevention of accidents, injuries and other immediate harms that can result from alcohol consumption.
- 1.11 Health bodies hold valuable information which may not be recorded by other agencies, including analysis of data on attendance at emergency departments and the use of ambulance services following alcohol related incidents. Sometimes it may be possible to link ambulance callouts and attendance to irresponsible practices at specific premises. Anonymised data can be collated about incidents relating to specific premises and presented to Licensing Sub-Committees when representations are made.

CONSULTATION

- 2.1 Before publishing this policy statement the Licensing Authority has consulted and given proper consideration to the views of the following in line with the statutory guidance.
- The Responsible Authorities
 - Representatives of current licence and certificate holders
 - Representatives of local businesses
 - Representatives of local residents

FUNDAMENTAL RIGHTS

- 3.1 Under the terms of the Act any person may apply for a variety of authorisations and have each application considered on its individual merits. Equally, any person has a right to make relevant representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 3.2 Applicants and those making relevant representations in respect of applications to the Licensing Authority have a right of appeal to Warwickshire Magistrates' Court against the decisions of the Licensing Authority.

LICENSING CONDITIONS

- 4.1 Licensing is about regulating the carrying on of licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act. 'Premises' includes open spaces. Conditions attached to various authorisations will be focused on matters that are within the control of the individual licensees and others in possession of relevant authorisations. Accordingly, these matters will centre on the premises being used for licensable activities and the vicinity of those premises. If there is an incident or other dispute, the Licensing Authority will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in other normal activities in the area concerned.
- 4.2 The Licensing Authority can impose conditions if it has received a relevant representation or if such conditions are consistent with the operating schedule.
- 4.3 When considering any conditions, the Licensing Authority acknowledges that licensing law should not be seen as the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and therefore beyond the direct control of the individual club or business holding the licence, certificate or authorisation concerned. Nonetheless, it is a key aspect of general control and licensing law will always be part of a holistic approach to the management of the evening and night time economy. For example, applicants should note that stricter conditions to control noise are likely to be imposed in the case of premises situated in largely residential areas.
- 4.4 The Licensing Authority will not impose standard licensing conditions on licences or other relevant types of authorisation across the board. Therefore, the Licensing Authority will attach conditions to relevant authorisations which are tailored to the individual style and characteristics of the premises and events concerned and that are appropriate to promote the licensing objectives in the light of any representations received.

- 4.5 The Licensing Authority has produced a set of model conditions, which is aimed at assisting and supporting applicants through the application process. The model conditions would also assist the Licensing Authority and Responsible Authorities in deciding which conditions would be appropriate to add to a licence. The model conditions may be found at the end of this policy as Appendix 1.

OPERATING HOURS

- 5.1 The Licensing Authority welcomes the opportunities afforded to the local economy by the Act and will strive to balance this with the rights of local residents and others who might be adversely affected by licensable activities based on the principles laid down in this document.
- 5.2 When dealing with licensing hours, each application will be dealt with on its individual merits. The Licensing Authority recognises that longer licensing hours with regard to the sale of alcohol can assist to avoid concentrations of customers leaving premises simultaneously thereby reducing the friction at late night fast food outlets, taxi ranks and other forms of transport which can lead to disorder and disturbance. The Licensing Authority does not wish to unduly inhibit the development of thriving and safe evening and night time local economies which are important for investment and employment locally and in the main welcomed by residents and visitors to the District.
- 5.3 The Licensing Authority will not set fixed trading hours within designated areas. However, an earlier terminal hour and stricter conditions with regard to noise control than those contained within an application, may be appropriate in residential areas where relevant representations are received and such measures are deemed appropriate to uphold the licensing objectives.
- 5.4 Shops, stores and supermarkets will generally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping, unless there are relevant representations giving good reasons based on the licensing objectives for restricting those hours.

LATE NIGHT LEVY AND EARLY MORNING RESTRICTION ORDERS

- 6.1 The Licensing Authority, having not been presented with any evidence to the contrary, does not consider that the application of a Late Night Levy or Early Morning Restriction Order are appropriate for the Licensing Authority's area at the present time. The Licensing Authority will keep these matters under review and accordingly reserves the right, should the need arise, to introduce these measures during the life of this statement of licensing policy.

CUMULATIVE IMPACT ASSESSMENT

- 7.1 For the purposes of this document 'cumulative impact' means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. Cumulative impact is a proper matter for the Council to consider in developing its licensing policy. This should not be confused with 'need', which concerns the commercial demand for another particular type of premises. Government guidance states that 'need' is not a matter for the Licensing Authority but is a matter for the Planning Authority and the free market.
- 7.2 The Licensing Authority has not been presented with sufficient evidence to consider any area within the District to currently have a particular concentration of licensed premises causing a cumulative impact on one or more of the licensing objectives. The Licensing Authority will keep this matter under review and accordingly reserves the right, should the need arise, to introduce a special policy concerning cumulative impact during the life of this statement of licensing policy.
- 7.3 The absence of a special policy does not prevent any responsible authority or any other party from making representations on a new application for the grant of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives. The Act allows for such consideration but the individual merits of each application must always be considered.

PROMOTION OF THE LICENSING OBJECTIVES

Prevention of Crime and Disorder

- 8.1 Licensed premises, especially those offering late night/early morning entertainment or alcohol and refreshment can sometimes be associated with elevated levels of crime and disorder.
- 8.2 The Licensing Authority expects individual licence/certificate holders, new applicants and temporary event organisers, to regularly review their arrangements in addressing crime and disorder issues pertinent to their particular licensable activities, location and/or premises. Information and advice can be obtained from the Police, business network groups and other sources. The Licensing Authority also encourages local residents and other businesses, where appropriate, to discuss issues of concern directly with individual businesses, or, to contact the Police or the Licensing Authority.
- 8.3 The Licensing Authority will, through its Community Safety Partnership devise and help deliver strategies to tackle the misuse of alcohol, which has been identified as being a precursor to crime and anti-social behaviour. The Licensing Authority expects existing licence/certificate holders, new applicants and the organisers of temporary events, to be able to demonstrate the measures they

use, or propose to adopt, to prevent and actively discourage the sale/supply of alcohol to children and to individuals who are already drunk.

- 8.4 The risk assessment approach remains fundamental in the operation of all licensed premises. Licence/certificate holders and applicants are strongly recommended to work closely with the Police in particular, in bringing into effect appropriate control measures to overcome established and potential problems. A combination of short and longer term strategies may need to be deployed by holders of authorisations to sustain and promote the prevention of crime and disorder.
- 8.5 The Licensing Authority will expect new applicants, existing licence/certificate holders and organisers of temporary events to adopt recognised good practice in whatever area of operations they are engaged. The Licensing Authority will regard each responsible authority as the expert in their respective field and in some cases as the primary source of advice in relation to a particular licensing objective.
- 8.6 Queues at late night take-aways can be a source of disorder and applicants for premises licences for this type of premises are expected to address this in their operating schedule.
- 8.7 The Licensing Authority has specific duties under s.17 of the Crime and Disorder Act 1998 that underpins any control strategy that is employed. The Licensing Authority will continue to work in partnership with the Police in addressing crime and disorder issues.
- 8.8 The Licensing Authority is of the view that generally, in order to promote the licensing objectives, all licensed premises within the District are encouraged to be members of the relevant local Pubwatch Scheme, or any similar scheme, where one exists.
- 8.9 The Licensing Authority and Police have a zero tolerance of drug use in licensed premises but recognise that drug use is not something that is relevant to all licensed premises. However, it is recognised that special conditions may need to be imposed for certain venues to reduce the likelihood of drugs being sold and consumed and to create a safer environment for those who may have taken them.
- 8.10 Once away from licensed premises a minority of consumers may behave badly and unlawfully. There are other mechanisms both within and outside the licensing regime that are available for addressing such issues. The Licensing Authority will address a number of these issues through the Community Safety Partnership in line with the strategic objectives for crime and disorder reduction and drug and alcohol misuse within the District.
- 8.11 In relation to premises seeking or holding a premises licence and where alcohol will be sold under the terms of that licence, the Licensing Authority expects that

(a) any Designated Premises Supervisor (DPS) will have been given sufficient management authority and be able to exercise effective day-to-day control of the premises and (b) authority to make alcohol sales when given by the DPS or any other Personal Licence holder should be clearly evidenced in writing. This is to ensure that premises selling alcohol are properly managed in accordance with the Act and that premises operate in a way that promotes the prevention of crime and disorder. This will also benefit operators themselves through being able to demonstrate a commitment to the proper management of premises, particularly if enforcement action becomes necessary.

Promotion of Public Safety

- 8.12 Public safety is not defined within the act, but the Government guidance advises that it is concerned with the physical safety of people using the premises and not with public health, which is covered by other legislation.
- 8.13 Applicants and event organisers will be expected to assess not only the physical environment of the premises or site but also operational practices, in order to protect the safety of members of the public visiting the premises or site, those who are employed in the business, those who are engaged in running an event or anyone else that could be affected by site activities. This assessment would normally take place within a risk assessment framework.
- 8.14 Holders of premises licences and club certificates, or those organising temporary events, should interpret 'public safety' widely to include freedom from danger or harm.
- 8.15 For licensed or certificated premises and for temporary events, public safety must be kept under review and where changes to operational practices/events occur, or the customer profile changes, a review of risk assessments must be undertaken.
- 8.16 Fire safety is governed by the Regulatory Reform (Fire Safety) Order 2005 and is not something with which the Licensing Authority will normally become involved.

Where a Responsible Authority has recommended a safe capacity limit on all or part of a premises the Licensing Authority will normally expect an applicant/authorisation holder to follow such a recommendation unless there are good reasons for not doing so.

Prevention of Public Nuisance

- 8.17 The Licensing Authority remains sensitive to the expectations and needs of different parts of the community in respect of leisure and cultural pursuits, and will view applications accordingly. The impact of those activities on people who have to live, work and sleep within the local vicinity of a licensed premises or event will also be considered. If the impact of licensed activities is

disproportionate and unreasonable or markedly reduces the amenity value of the area to local people, then the Licensing Authority will take account of this when exercising its functions.

- 8.18 The Licensing Authority considers that the potential for public nuisance can be prevented or much reduced by good design and planning during new or ancillary construction works, by the provision of good facilities and effective management. This will require appropriate advice at the planning and development stages of new projects. Applicants should consider carefully the suitability of the premises for the type of activity to be undertaken, particularly in terms of ventilation, cooling, noise breakout and noise/vibration transmission to adjoining premises.
- 8.19 Licence holders already in receipt of complaints should seek an early remedy to any confirmed problem. The organisers of temporary events should seek to pre-empt potential nuisance, especially if complaints have previously arisen at the same venue.
- 8.20 The Licensing Authority expects holders of authorisations to use their risk assessment and operating schedules to review and, if need be, to make necessary improvements to the premises or to operational practices, in order to prevent public or statutory nuisance.
- 8.21 Where the provisions of existing legislation prove inadequate or inappropriate for control purposes, the Licensing Authority will consider imposing licence conditions. Any condition deemed appropriate and imposed by the Licensing Authority to promote the prevention of public nuisance will focus on measures within the direct control of the licence holder or designated premises supervisor.
- 8.22 Any such conditions imposed will be tailored to the style and characteristics of the premises and the type of activities expected to take place. Any conditions added will be precise and enforceable and will be unambiguous and clear in what they intend to achieve.

Protection of Children from Harm

- 8.23 The Act details a number of legal requirements designed to protect children in licensed premises. The Licensing Authority is concerned to ensure that holders of authorisations, including organisers of temporary events, create safe environments (in terms of physical, moral and psychological welfare) for children who may be on the premises. Children should be unable to access alcohol or drugs and be subject to an appropriate level of care and supervision at all times.
- 8.24 The Act prohibits children under the age of 16 years old and unaccompanied by an adult, to be present in licensed premises (including premises operating under a TEN) being used primarily or exclusively for consumption of alcohol.

- 8.25 The admission of children to any premises will otherwise normally be left to the discretion of the individual licensee/event organiser, as the Act does not prohibit children from accessing licensed premises. Where children are accompanied and supervised by a responsible adult, additional measures, should not normally be necessary. The Licensing Authority supports the view that children should enjoy access to a range of licensed premises, but cannot impose conditions requiring the admission of children to any premises.

The Licensing Authority will judge the merits of each application before deciding whether or not to impose conditions restricting access by children. Conditions which may be relevant in this respect are outlined in the Government Guidance.

- 8.26 In premises where alcohol is sold or supplied it is a mandatory condition that premises licence holders will operate a recognised Age Verification Scheme. The Licensing Authority supports the Challenge 25 scheme and where this is not proposed within the operating schedule, alternative and similarly rigorous controls should be detailed. The Licensing Authority recommends that the premise licence holder operates a method for recording when a sale is refused as part of any age challenge scheme (also known as a refusals book).
- 8.27 The Licensing Authority expects that customers should be confronted by clear and visible signs on the premises that underage drinking constitutes an offence in law and that they may well be required to produce proof of their age to a member of staff. Organisers of temporary events should apply similar safeguards in their undertakings.
- 8.28 Venue operators seeking premises licences and club premises certificates can volunteer prohibitions and restrictions in their operating schedules because their own risk assessments have determined that the presence of children is undesirable or inappropriate. These will become conditions attached to the licence or certificate where no relevant representations are received by the Licensing Authority.
- 8.29 The Licensing Authority regards Warwickshire County Council as being the primary source of advice and information on children's welfare and would normally expect any advice/recommendations from the County Council to be followed unless there are good reasons for not doing so. The Licensing Authority will attach appropriate conditions where these appear necessary to protect children from moral, psychological or physical harm. It is also reasonable for the licensing authority to expect the responsible authorities to intervene where the basis for the intervention falls within the remit of that other authority. For example, the police should take appropriate steps where the basis for the review is concerned about crime and disorder or the sexual exploitation of children.
- 8.30 The Licensing Authority will consider the need to protect children from sexual exploitation when undertaking licensing functions.

- 8.31 In order to prevent children from seeing films incompatible with their age, licence holders who exhibit films will be expected to impose and enforce viewing restrictions in accordance with the recommendations of the British Board of Film Classification. In exceptional cases e.g. where the BBFC has not classified a film then the Licensing Authority may specify viewing restrictions which an authorisation holder will be expected to comply with.
- 8.32 It is expected that authorisation holders will ensure that, whenever children are in the vicinity of a film or exhibition that is being shown/staged in a multi-purpose premises, sufficient ushers/stewards (minimum 18 years old) will be in attendance at the entrance the viewing rooms at all times to ensure children cannot enter or view the film or exhibition.
- 8.33 Children have access to a range of regulated public entertainment venues and may be present as members of a viewing audience or as performers in their own right. The Licensing Authority expects authorisation holders including those organising temporary events, to make proper provision for child safety and welfare during such events. Notwithstanding public safety issues, supervisory arrangements must be reflected within operating schedules. Suitable monitoring strategies should also be in place to ensure that supervisory levels are appropriate.
- 8.34 Where a large number of children are likely to be present on any licensed premises, for example, a children's show or pantomime, the Licensing Authority may require that there is an adequate number of adult staff at places of entertainment to control access and egress of children and to protect them from harm. Children present at events as entertainers will be expected to have a nominated adult responsible for each child performer.

MANDATORY LICENSING CONDITIONS

- 9.1 The Government has introduced a range of mandatory conditions aimed at establishing minimum standards for the way certain licensable activities are conducted. The conditions apply to all appropriate premises. A full list of the mandatory conditions can be found on the Gov.uk website.

OTHER CONSIDERATIONS

Relationship with Planning

- 10.1 The planning and licensing regimes involve consideration of different (albeit related) matters. The Council's Licensing and Regulatory Committee and Sub – Committees are not bound by decisions made by the Council's Planning Committee and vice versa.
- 10.2 The grant of any application or variation of a licence which involves a material alteration to a building would not relieve the applicant of the need to apply for planning permission or building control approval where appropriate.

- 10.3 There are also circumstances when as a condition of planning permission; operating hours are set for the use of the premises for commercial purposes. Where these hours are shorter than the licensing hours, the applicant must observe the planning restrictions. Premises operating in breach of their planning consent would be liable to enforcement action under planning law.
- 10.4 The Local Planning Authority may also make representations against a licensing application in its capacity as a Responsible Authority, where such representations relate to one or more of the licensing objectives.

Applications

- 10.5 An applicant may apply under the terms of the Act for a variety of authorisations and any such application will be considered on its individual merits. Any person may make representations on an application or seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 10.6 The Licensing Authority expects each and every applicant for a premises licence, club premises certificate or variation to address how they intend to promote the licensing objectives.
- 10.7 In determining a licence application the Licensing Authority will take each application on its merits. Licence conditions will only be imposed following a hearing or in order to promote the licensing objectives and will only relate to matters within the control of the applicant. Licence conditions will not normally be imposed where other regulatory provisions are in force (e.g. planning, health and safety at work, fire safety and building control legislation) so as to avoid confusion and duplication, except where they can be exceptionally justified to promote the licensing objectives.
- 10.8 The Licensing Authority will impose only such conditions as are proportionate towards promoting the licensing objectives and which do not impose unnecessary burdens and which are appropriate to the individual size, style and characteristics of the premises and events concerned.
- 10.9 In considering applications, the Licensing Authority will primarily focus on the direct impact of activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. The Licensing Authority recognises that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned.
- 10.10 Conditions include any limitations or restrictions attached to a licence, certificate or other authorisation and essentially are the steps or actions the holder of the authorisation will be required to take or refrain from taking at all times when licensable activities are taking place at the premises in question.

Deregulated Public Entertainment

- 10.11 As a result of the Live Music Act 2012 and The Legislative Reform (Entertainment Licensing) Order 2014 most public entertainment taking place between 08:00 and 23:00 hrs has, subject to certain conditions, been deregulated and removed from the scope of Licensing Authority control. No authorisation is required where public entertainment is being provided under these statutory exemptions. However, if exempt public entertainment is or will be taking place as well as licensable activities (e.g. selling alcohol) then an authorisation covering the licensable activities will still be required. Operators of 'on-licensed' premises should also note that it is possible to re-introduce full licensing controls over public entertainment where a premises licence or a club premises certificate has been reviewed and a Licensing and Regulatory Sub-Committee determines that it is appropriate for such controls to be re-introduced.

Public Spaces Protection Order

- 10.12 At the time of writing, The Warwick District Public Spaces Protection Order (PSPO) (Introduced by The Anti Social Behaviour, Crime and Policing Act 2014) are under review. Regardless of the outcome of the PSPO review the local authority must have regard to section 62 and 63 of the 2014 Act which limits what can be restricted in relation to alcohol. For example, where a PSPO covers alcohol prohibition, section 62 of the 2014 Act lists a number of premises to which an Order cannot apply – such as on licensed premises (or within its curtilage), premises which by virtue of Part 5 of the Licensing Act 2003 may at the relevant time be used for the supply of alcohol, or facilities or activities relating to the sale or consumption of alcohol which are at the relevant time permitted by virtue of a permission granted under section 115E of the Highways Act 1980 (highway-related uses). Section 63 makes it an offence only when a person refuses or fails to comply with a reasonable requirement from an authorised person not to consume or surrender alcohol.

BEST PRACTICE SCHEMES

- 11.1 The Licensing Authority supports best practice schemes for licensed premises. Premises in an area covered by a scheme are encouraged to become members of the scheme.

INTEGRATING STRATEGIES AND THE AVOIDANCE OF DUPLICATION

- 12.1 By consulting widely prior to this policy statement, the Licensing Authority has taken full account of local policies covering crime prevention, anti-social behaviour, culture, transport, planning and tourism as part of an integrated strategy for the Licensing Authority, Police and other agencies. Many of these strategies may not be directly related to the promotion of the licensing objectives, but indirectly impact upon them.

12.2 There are a number of wider issues which may need to be given due consideration when dealing with applications. The Council's Licensing and Regulatory Committee can request reports, where it thinks it is appropriate on the following areas:-

- The needs of the local tourist economy, to ensure that these are reflected in their considerations;
- The employment situation and the need for new investment and employment where appropriate; and
- The general impact of alcohol related crime and disorder.
- The general impact of alcohol related harms to health.

Crime Prevention Strategies

12.3 Crime prevention and drug and alcohol misuse policies and the input of the South Warwickshire Community Safety Partnership (SWCSP) will be reflected in licence conditions as far as possible.

12.4 The SWCSP is committed to making South Warwickshire a safe place in which to live work and visit. It is the role of the SWCSP to strategically plan, commission and oversee services that tackle crime and disorder and address drug and alcohol misuse.

Duplication

12.5 When considering any application the Licensing Authority will avoid duplication with other regulatory regimes as far as possible. Therefore the Licensing Authority will not attach conditions to a licence in relation to a matter covered by another regulatory regime unless going beyond such a regime is considered appropriate for the promotion of the licensing objectives in the particular circumstances.

Promotion of Equality

12.6 The Licensing Authority in carrying out its functions under the Act is obliged to have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity and to foster good relations between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Government guidance advises that conditions should not be attached to authorisations which would duplicate existing statutory requirements. The Licensing Authority therefore takes this opportunity to remind operators of premises of their duties towards disabled persons (including performers) on their premises under the Building Regulations and the Equalities Act 2010. This includes a duty that any person who provides a service to the public must make

reasonable adjustments to any physical feature that makes it impossible or unreasonably difficult for a disabled person to access a service, or to provide the services by a reasonable alternative means.

ENFORCEMENT

- 13.1 The Licensing Authority has an established working relationship with the Police and other responsible authorities on enforcement issues through the Multi Agency Licensing Enforcement Meeting. This provides a more efficient deployment of resources targeting high risk premises and activities.
- 13.2 This enforcement regime follows the Government's Regulators' Code in that it follows the basic principles of openness, helpfulness, proportionality and consistency. The Licensing Authority has a separate enforcement policy in respect of licensing.
- 13.3 Licensed premises are visited by the Responsible Authorities and the Licensing Authority to carry out targeted inspections to check that the premises licence or certificate is being complied with, to check compliance with other legislation and/or deal with complaints that have been received.
- 13.4 On some occasions a multi-agency group (representing a number of Responsible Authorities) will visit premises. The officers will check the premises/activities relevant to their particular role.
- 13.5 There are several enforcement options that will be used as appropriate and in line with the Licensing Authority's licensing enforcement policy. These options include:
 - Verbal advice – this covers minor complaints/infringements where advice is seen as the most appropriate way to deal with the issue.
 - Written warning – this is a step-up from verbal advice and holders of authorisations are given a letter recording the warning given and containing the details of any necessary remedial action.
 - Action planning – this plan will be written down and given to the holder of the authorisation and designated premises supervisor. It explains what actions are required, within a timescale, for compliance with the licensing objectives, specific legislation or conditions. It will be regularly reviewed and if compliance has been achieved it will be terminated. If areas of non-compliance remain a more formal enforcement option further up the scale may be selected in order to achieve compliance.
 - Review – any person may call for a review of a licensed premises where there is evidence that the licensing objectives are not being promoted. The holder of the authorisation will have to attend a review hearing in front of the Licensing Sub Committee who may decide, based on the evidence

submitted to them, to take no action, to remove the DPS, to revoke, suspend, or amend the licence or apply additional conditions.

- Prosecution – Under the Licensing Act 2003 certain offences can be prosecuted by the Licensing Authority/Director Of public Prosecutions/Weights and Measures Authority (Trading Standards). In addition, Responsible Authorities have a wide range of powers to institute prosecution under other specific legislation.
- Closure – several of the Responsible Authorities have the power to close licensed premises if they deem it necessary. The Licensing Authority also has powers to request closure through the Magistrates court for continuing unauthorised alcohol sales.

ADMINISTRATION, EXERCISE AND DELEGATION OF FUNCTIONS

Licensing and Regulatory Committee

- 14.1 The majority of powers given to the Licensing Authority by the Act have been delegated by the Council to the Licensing and Regulatory Committee and Officers. The Licensing and Regulatory Committee has in turn established Sub-Committees to determine some matters under the Act.
- 14.2 The Council's Constitution defines those responsibilities and is available for inspection on the Council's website, but a summary of responsibility is set out in Table 1 below.

14.3 Table 1:

Matters to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application to transfer of premises licence		If a police objection	All other cases
Application for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases		
Decision on whether a complaint is irrelevant frivolous vexatious etc.			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases		
Determination of a police/EHO objection to a temporary event notice		All cases	
Determination of a Minor Variation application			All cases
Removal of the requirement for a designated premises supervisor at community premises		If a police objection	All other cases

- 14.4 However Council has retained the power to set the Council's Licensing Policy Statement, but it will seek the views of the Licensing & Regulatory Committee before determining any amendments.

Application forms And Process

- 14.5 All application forms will be in the prescribed format. The operating schedule will form part of the completed application form for a premises licence and a club premises certificate. The applicant will have to detail the steps that will be taken to promote the licensing objectives. Applicants should carry out a risk assessment before they apply for a licence.
- 14.6 Applicants are encouraged to fully consult the police and other statutory services well in advance of carrying out their risk assessments and submitting their applications. Application forms and guidance leaflets will be available from the Licensing Authority, including contact names for each of the responsible authorities. Most applications will require additional documentation and a fee to be included with the form. Incomplete applications will not be considered and will be returned to the applicant.
- 14.7 Where national guidance permits, on line applications will be accepted providing the necessary documentary attachments are uploaded into the application and the appropriate fee paid.
- 14.8 Applicants are encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies and local crime, alcohol, drug and disorder strategies in order to take these into account, where appropriate, when formulating their operating schedule.

COMMENTS ON THIS POLICY

- 15.1 The statement of licensing policy will be reviewed on a regular basis. Individuals and organisations that wish to comment on the policy are invited to send their comments in writing to:

Warwick District Council, Licensing Team, Riverside House, Milverton Hill,
Royal Leamington Spa, CV32 5HZ

Email: licensing@warwickdc.gov.uk

APPENDIX 1 – Set of Model Conditions

Warwick District Council has produced this document to assist and support applicants and existing licence holders through the application process. It has also been designed for the consideration of responsible authorities and the Council's Licensing and Regulatory Committee.

When deciding to grant or vary a premises licence under the Licensing Act 2003, the licensing authority may do so subject to conditions which it considers are appropriate for the promotion of one or more of the licensing objectives.

Those applying for a premises licence, club certificate, variation of a premises licence or variation of a club certificate may also wish to consider those conditions which would promote the licensing objectives when completing the operating schedule.

In determining what conditions are appropriate, it will be necessary to consider the individual circumstances of the premises, including:-

- The nature and style of the venue,
- The activities being conducted there,
- The location, and,
- Anticipated clientele

Guidance for operating schedule

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate.

Licensing authorities should be satisfied that it is appropriate to impose conditions to promote one or more of the four licensing objectives. Conditions should be tailored to the particular circumstance of an individual licensed premises and determined on a case-by-case basis.

Under no circumstances should licensing authorities regard pools of conditions as standard conditions to be automatically imposed in all cases.

Prevention of Crime and Disorder

1. There shall be no sales of alcohol for consumption off the premises after (time).
2. No single cans or bottles of beer or cider or spirit mixtures shall be sold at the premises.
3. No miniature bottles of spirits of 20 cl or below shall be sold from the premises.
4. No beer, lager, cider, ale or spirit mixers with an alcohol by volume content above (insert percentage) will be sold or offered for sale.
5. Each self-serve pump must be covered, in full, by the CCTV system.
6. Only craft beer or ale is permitted to be dispensed from the self-service pumps and will only be available in measures of (measure).
7. Only wine is permitted to be dispensed from the self-service wine dispenser and will only be available in a maximum measure of (measure).
8. When a self-service dispenser is in use a notification system must be in place to alert a member of bar staff.
9. Regular meetings will take place between the Designated Premises Supervisor, Warwickshire Police and Licensing authority. The meetings will take place every (number) months.
10. All door supervisors, and other persons engaged at the premises, for the purpose of supervising or controlling queues or customers, must wear (high visibility jackets or vests or armbands).
11. Door supervision must be provided on (specify days). Door supervisors must be on duty from (insert hours) and must remain on duty until the premises are closed and all the customers have left.
12. Door supervisors must be provided with radios to enable them to contact each other and the duty manager at the premises.
13. On/at (specify days/hours) at least (insert number) of SIA registered door supervisors must be on duty at the premises (may specify location at the premises or as shown on the plan).
14. Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number and the dates and times when they are on duty. That register shall be available for inspection on reasonable request Authorised Officer of the Council, the Security Industry Authority or a Police Constable and shall contain the following details:-
 - the door supervisor's name, date of birth and home address;
 - his / her Security Industry Authority licence number;
 - the time and date he / she starts and finishes duty;

- each entry shall be signed by the door supervisor.
15. Any door staff register shall be available for inspection on demand by an Authorized Officer of the Council, the Security Industry Authority or a Police Constable and will be retained on the premises for a period of 12 months from the date of the last entry.
 16. The Premises Licence holder / Designated Premises Supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The Premises Licence holder / Designated Premises Supervisor will ensure that staff receive training on the policy.
 17. CCTV to be installed and the premises licence holder must ensure that:-
 - a. CCTV cameras are located within the premises to cover all public areas.
 - b. The system records clear images permitting the identification of individuals.
 - c. The CCTV system is able to capture a minimum of 12 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
 - d. The CCTV system operates at all times while the premises are open for licensable activities'. All equipment must have a constant and accurate time and date generation.
 - e. The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.
 - f. Downloads will be provided to the Police upon reasonable request in line with the Data Protection Act 2018.
 - g. Signed off by Warwickshire Police Design Out Crime Officer.
 18. The Premises Licence holder / Designated Premises Supervisor is to provide the Police with the contact details of at least two members of staff (or other person(s)) who are trained and familiar with the operation of the equipment so that, at the expense of the Premises Licence holder, they are able to check that the equipment is operating properly and that they are able to provide copies of recorded data upon request and within no more than 12 hours from the time of the request.
 19. The Premises Licence holder / Designated Premises Supervisor must notify the Licensing Office or the Police in the event of CCTV breakdown or malfunction as soon as is reasonably practicable and in any event within 24hrs.
 20. No open vessels to leave the premises at any time.
 21. No open vessels to be taken outside the curtilage of the premises at any time.
 22. Empty bottles must be placed into locked bins so as to prevent them from being used as weapons.

23. Toughened recycled and recyclable polycarbonate glasses or bottles (or similar compostable/reusable alternative) to be used in the outside areas of the premises.
24. Toughened recycled and recyclable polycarbonate glasses or bottles (or similar compostable/reusable alternative) will be used when requested by Warwickshire Police.
25. Drinks must only be served in toughened recycled and recyclable polycarbonate glasses or bottles (or similar compostable/reusable alternative) containers.
26. No customers carrying glassware shall be admitted to the premises at any time that the premises are open to the public.
27. SIA door staff will be required to remove all alcohol from customers who are queuing to enter the premise or entry to be refused. This alcohol must then be disposed of immediately in a bin provided at the premises.
28. A Personal Licence holder must be on the premises at all times when open to the public.
29. A Personal Licence holder must be on the premises on (state days) (time) between (time) hours and close of business.
30. The designated premises supervisor will ensure that he/she gives written authorisation to individuals whom they are authorising to sell alcohol in their absence. This should be maintained and made available for viewing by Authorised Officers.
31. Details of the names, addresses and up-to-date contact details for the Designated Premises Supervisor and all Personal Licence holders shall be maintained and kept on the premises.
32. Premises will participate in any Police or responsible authority awareness campaign or training that is relevant to the sale of alcohol, use of drugs or entertainment.
33. The Premises Licence holder shall have a written policy in relation to drugs which will include search, seizure and disposal of drugs and weapons. Staff will be provided with training on the policy, including drugs awareness.
34. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with Warwickshire Police.
35. There shall be displayed on the premises, information regarding drugs awareness. / Zero tolerance policy.
36. As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the local Pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.

37. The premises will be a member of the locally approved radio scheme and abide by its policies and procedures.
38. The premises is to maintain an incident book to record details of the following:-
- Any violence or disorder on or immediately outside the premises,
 - Any incident involving controlled drugs (supply / possession or influence on the premises,
 - Any other crime or criminal activity on the premises,
 - Any call for police assistance to the premises,
 - Any ejection from the premises,
 - Any first aid/other care given to a customer.
39. An incident book to made available for inspection by a responsible authority on reasonable request.
40. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:-
- (a) The police (and, where appropriate, the Ambulance Service) are called without delay;
 - (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
 - (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
 - (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
41. Any staff employed at the premises will be provided with training on first appointment and on a regular basis thereafter. Training will include (delete where applicable);
- Drunk awareness
 - Drugs awareness
 - Age verification training
 - Conflict management training
 - First aid
42. A written record will be kept of all training carried out. This record must be kept on the premises and made available for inspection by a responsible authority on reasonable request.
43. No entry / re-entry 1 hour before permitted hours.
44. No entry / re-entry after (time) (days).
45. Any queue (in a designated queuing area) to enter the premises must be supervised at all times by door supervisors.
46. Any (designated) queuing area must be within suitable barriers.

47. Any outside areas to be demarked by physical barriers or similar with clear signs displayed to instruct patrons that vessels must not be taken outside said area.
48. The premises must only operate as a restaurant:
- in which customers are seated at a table
 - which provide food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non-disposable crockery
 - which do not provide any take away service of food or drink for immediate consumption, and where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals
49. The supply of alcohol to customers must be by waiter or waitress service only.
50. Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.

Prevention of Public Nuisance

1. Prominent, clear and legible notices must be displayed at all exits requesting that customers respect the needs of local residents and to leave the premises and area quietly.
2. The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of these assessments in a log book. This record must be kept on the premises and made available for inspection by a responsible authority on reasonable request.
3. All external doors and windows shall be kept closed when regulated entertainment is being provided, except for access and egress and in the event of an emergency.
4. The beer garden / outside area is not to be used/occupied after (x) hours daily.
5. There will be no external loud speakers.
6. The Premises Licence holder / Designated Premises Supervisor will adopt a "cooling down" period where music volume is reduced (insert minutes) before the closing time of the premises.
7. At an appropriate time before closing time, announcements shall be made reminding customers to leave quietly.
8. Where the premises provide food to the public for consumption off the premises, there shall be provided at or near the exits, (insert number) waste bins to enable the disposal of waste food, food containers, wrappings etc.
9. Where the premises provide food for consumption off the premises, the public area immediately surrounding the premises shall be cleared of waste food, food containers, wrapping etc. at the end of trading on each day. Such refuse shall be placed in a container designed for the storage and disposal of refuse and waste foods.
10. The Premises Licence holder / Designated Premises Supervisor will ensure that litter arising from people using the premises is cleared away daily and that promotional materials such as flyers do not create litter.
11. Outside areas and activity must cease and be cleared at (time).
12. The beer garden / outside area(s) is not to be used/occupied after (time) hours daily.
13. With the exception of smokers, the outside area shall not be used by customers after (time).
14. Drinks shall not be permitted to be consumed in the outside area after (time).

15. In relation to the (specified function room) there shall be no admission after (midnight) other than to (1) residents of the hotel and their bona fide guests, or (2) persons attending a pre-booked function.
16. Licensable activities at events in the (specified function room) shall only be provided at pre-booked ticketed events.
17. Customers shall not enter or leave the premises from / by (insert specific entrances or exits), except in the event of an emergency.
18. The licence holder (or his/her nominees) shall ensure that exits are manned at closing time to ensure that patrons leave the area quickly and as quietly as possible.
19. The licence holder (or his/her nominees) shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.
20. There shall be no admittance or re-admittance to the premises after (time) except for patrons permitted to temporarily leave the premises to smoke.
21. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to (number) persons at any one time.
22. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
23. Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area defined as (specify location).
24. Clear and legible notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
25. All outside tables and chairs shall be prohibited from use after (time) each day.
26. All tables and chairs shall be removed from the outside area by (time) each day.
27. No external seating shall be provided at the premises.
28. All external doors and windows shall be kept closed after (time) hours, or at any time when regulated entertainment is being provided, except for the immediate access and egress of persons or in the event of an emergency.
29. Staff shall check prior to the commencement of regulated entertainment, and periodically during regulated entertainment that all windows and doors are shut.
30. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
31. No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.

32. A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the local authority's Environmental Health Service, so as to ensure that no noise nuisance is caused to local residents or businesses. The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Service and access shall only be by persons authorised by the Premises Licence holder. The limiter shall not be altered without prior agreement with the Environmental Health Service. No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised officer of the Environmental Health Service. No additional sound generating equipment for the purposes of providing regulated entertainment shall be used on the premises without being routed through the sound limiter device.
33. A sound limiting device shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an authorised officer of Warwick District Council's Environmental Health service to ensure that no noise nuisance is caused to local residents. The limiter shall not be altered without prior agreement with the Environmental Health Service.
34. No regulated entertainment shall take place in the outdoor areas at any time.
35. The provision of live music shall be limited to no more than two performers.
36. All outdoor entertainment shall be unamplified.
37. Suitable means of ventilation shall be provided and maintained at the premises to enable doors and windows to be closed whilst regulated entertainment is being provided.
38. Where the premises provide food to the public for consumption off the premises, there shall be provided at or near the exits, (insert number) waste bins to enable the disposal of waste food, food containers, wrappings etc.
39. The Premises Licence holder (or his/her nominees) will ensure that litter arising from people using the premises is cleared away daily and that promotional materials such as flyers do not create litter.
40. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between (time) hours and (time) hours on the following day.
41. During the hours of operation of the premises, the licence holder (or his/her nominees) shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

42. No collections of waste or recycling materials (including bottles) from the premises shall take place between (time) and (time) on the following day.
43. No deliveries to the premises shall take place between (time) and (time) on the following day.

Public Safety

1. A designated room, space or location to be provided within the premises to create a safe environment which is monitored by a trained and DBS checked member of staff or volunteer.
2. All doors/gates through which persons may have to pass whilst making their way from the premises shall be readily and easily openable from within without the use of a key, code, card etc.
3. Once a licence has been granted a Fire Risk Assessment is to be kept on the premises and be available for inspection by an authorised officer.
4. The premises should be provided with a means for raising the alarm in the event of fire.
5. Staff should be aware of the siting of extinguishers, of their correct method of operation and know which equipment is appropriate for a particular fire. The equipment should be so placed as to be readily available for use. At least one appliance should be placed at or near to the exit from a floor and, where extinguishers are provided for special risks, as far as practical be sited close to the risk for immediate use.
6. There shall be maintained on the premises at all times an adequate and appropriate supply of first aid equipment and materials.
7. At all times when the public are present, at least one person who holds a current recognised first aid certificate or award shall be present on the premises. Where more than one such person is present, their duties shall be clearly defined.
8. The premises licence holder shall develop and operate a procedure for dealing with unwell members of the public including those who appear to be affected by alcohol and drugs. Staff will be appropriately trained in such procedures.
9. The maximum number of persons allowed in the premises shall be (insert numbers, areas and occasions).
10. A person who is responsible for the management of the premises shall at all times be aware of the number of persons on the premises and shall if required to do so, give that information to an authorised person.
11. At all times door supervisors on duty, numbers or persons inside the venue shall be recorded by way of a clicker system or similar, and shall if required to do so, give that information to an authorised person.
12. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device.
13. The Premises Licence holder / Designated Premises Supervision must develop and operate a policy which ensures the safe evacuation of disabled people in the event of an emergency. All staff shall be made aware of these arrangements.

14. Staff or attendants shall be readily identifiable to members of the public.

Protection of Children from Harm

1. Signage to be displayed around the premises in prominent places informing both staff and customers of the 'Challenge 25' policy.
2. Challenge 25 policy promoted on business website.
3. A notice(s) shall be displayed in and at the entrance to the premises where they can be clearly seen, indicating that there is a "Challenge 25" policy in place at the premises.
4. A prompt or reminder to staff, at the point of sale, to consider whether a sale or challenge is to be made.
5. All deliveries of alcohol must be made by a person over the age of 18 years.
6. Delivery: ID checks by courier at the point of delivery in line with Challenge 25 age verification policy.
7. No person under the age of 18 shall be permitted access to the premises when entertainment of an adult nature is taking place.
8. No person under the age of (insert age) shall be permitted to remain on the premises after (insert hours).
9. Under 18's events will not take place without prior consultation with the Police and Licensing Authority.
10. Under 18's events will not take place at the premises.
11. No persons under the age of 18 years will be allowed on the premises after (time) unless accompanied by a responsible adult of 18 years or above and with the express permission and knowledge of the DPS or someone acting under their authority.
12. The premises will operate a "Challenge 25" proof of age policy.
13. The premises is to maintain a refusals book/record to record the details of incidents where a member of staff has refused to sell alcohol to a person suspected of being under the age of 18. The Premises Licence holder / Designated Premises Supervisor or nominated representative shall regularly monitor the book make a record of these checks. The book must be made available to a Police Constable/Authorised Officers of the Licensing Authority on request.
14. Any person who is authorised to sell alcohol at the premises will be provided with training on first appointment and on a regular basis thereafter. Training will include information on how to prevent underage sales and any other relevant matters. A written record will be kept of all training provided and this record will be kept on the premises for inspection by any Responsible Authority.

15. No persons under the age of 18 years to operate the self-serve pumps at any time.

The above are generic conditions that applicants may wish to include within their application to speed up any discussions with the relevant responsible authorities. The use of these conditions does not guarantee the granting of a premises licence. Each application will be assessed on its own merits and in the context of its location and potential to impact on the licensing objectives. Additional conditions, or amendments to these model conditions, may be necessary in order to uphold the four licensing objectives. These model conditions are not exhaustive and do not prevent you from volunteering any alternative measures that you believe are more appropriate for your particular premises.

Applicants will also need to consider whether their premises falls with any designated cumulative impact zones (CIZ) as higher standards will be applied.

For premises licences relating to outdoor music events, festivals, etc. applicants are encouraged to read the guidance provided by Warwick District Council's Safety Advisory Group (SAG) for information on planning their events. This can be found at: www.warwickdc.gov.uk/safetyadvisorygroup

APPENDIX 2 – LIST OF RESPONSIBLE AUTHORITIES

POLICE:

Chief Officer of Police
Warwickshire Police Licensing Team
Warwickshire Justice Centre Leamington Spa
Newbold Terrace
Leamington Spa
Warwickshire
CV32 4EL

Tel: 01926 684033

Email: southwarksliquorlicensing@warwickshire.police.uk

FIRE AUTHORITY:

County Fire Officer
Fire Service Headquarters
Warwick Street
Leamington Spa
CV32 5LH

Tel: 01926 423231

Email: firesafety@warwickshire.gov.uk

HEALTH AND SAFETY:

Warwick District Council
Riverside House
Milverton Hill
Royal Leamington Spa
CV32 5HZ

Tel: 01926 456713

Email: hcphealthandsafety@warwickdc.gov.uk

ENVIRONMENTAL HEALTH:

Warwick District Council
Riverside House
Milverton Hill
Royal Leamington Spa
CV32 5HZ

Tel: 01926 456714

Email: pollution@warwickdc.gov.uk

COMMUNITY SAFETY:

Licensing Team
Warwick District Council
Riverside House
Milverton Hill
Royal Leamington Spa
CV32 5HZ

Tel: 01926 456725

Email: communitysafety@warwickdc.gov.uk

PLANNING:

Warwick District Council
Riverside House
Milverton Hill
Royal Leamington Spa
CV32 5HZ

Tel: 01926 456522

Email: planning.enforcement@warwickdc.gov.uk

WARWICKSHIRE COUNTY COUNCIL CHILD PROTECTION:

Safeguarding, Quality and Assurance

People Directorate

B3 Saltisford Office Park

Ansell Way

Warwick

CV34 4UL

Tel: 01926 742379

Email: licenseapplications@warwickshire.gov.uk

WARWICKSHIRE COUNTY COUNCIL TRADING STANDARDS:

Simon Coupe

Divisional Trading Standards Officer

Old Budbooke Road

Warwick

CV35 7DP

Tel: 01926 414080

Email: ts@warwickshire.gov.uk

NATIONAL HEALTH SERVICE/PUBLIC HEALTH:

Public Health Department (Licensing)

NHSWarwickshire/Warwickshire County Council

PO Box 43

Shire Hall

Warwick

CV34 4SX

Email: phadmin@warwickshire.gov.uk

HOME OFFICE (Immigration Enforcement)

Alcohol Licensing Team

Lunar House

40 Wellesley Road

Croydon

CR9 2BY

Email: alcohol@homeoffice.gov.uk