

Report To:	LICENSING COMMITTEE	Date:	22ND FEBRUARY 2019
Heading:	HEARING FOR REVIEW OF A PREMISES LICENCE		
	THE DOG HOUSE AT HUCKNALL, 2 YORKE STREET, HUCKNALL, NOTTINGHAMSHIRE, NG15 7BT		
Applicant	AMANDA STEVENSON (INTERESTED PARTY)		
Portfolio Holder:	DEPUTY LEADER – OUTWARD FOCUS		
Ward/s:	HUCKNALL CENTRAL		
Key Decision:	NO		
Subject To Call-In:	NO		

Purpose of Report

For Members to consider evidence produced at a public hearing taking into account the details contained within this report and any representations made at this meeting for an application to Review a Premises Licence in relation to The Dog House at Hucknall 2 Yorke Street, Hucknall, Nottinghamshire, NG15 7BT; and to determine the application by taking such of the steps set out below as the Committee considers necessary for the promotion of the licensing objectives.

Recommendation(s)

Members having regard to the application and any relevant representations, take such of the following steps (**if any**) as they consider appropriate for the promotion of the licensing objectives:

- a) to modify the conditions of the Premises Licence;**
- b) to exclude a licensable activity from the scope of the Premises Licence;**
- c) to remove the Designated Premises Supervisor;**
- d) to suspend the Premises Licence for a period not exceeding three months;**
- e) to revoke the Premises Licence.**

and for this purpose the conditions of the licence are modified if any of them are altered or omitted or any new condition is added.

Where the Sub-Committee decide to take a step mentioned in (a) or (b) above, it may provide that the modification or exclusion is to have effect for only such period (not exceeding three months) as it may specify.

Otherwise the modification of conditions or the exclusion of a licensable activity will be permanent.

Reasons for Recommendation(s)

Members must consider all evidence offered at the Hearing and make an unbiased decision on the evidence offered. In making any decision, Members must also have regard to the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 (which can be found online at):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf

and the Council's own Statement of Licensing Policy (which can be found online at):
<https://www.ashfield.gov.uk/media/5265/statement-of-licensing-policy-2019-2024.pdf>

Alternative Options Considered (With Reasons Why Not Adopted)

None

Detailed Information

The Licensing Act 2003 came in to force in September 2005. It passed the powers to the Local Authority to licence premises for any of the following licensable activities :

- **The sale by retail of alcohol;**
- **The supply of alcohol by or on behalf of a club or to the order of a member of the club;**
- **The provision of regulated entertainment; and**
- **The provision of late night refreshment.**

The licensing objectives are:

- **The prevention of crime and disorder;**
- **Public safety;**
- **The prevention of public nuisance; and**
- **The protection of children from harm.**

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times. However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work.

Section 51 of the 2003 Act, allows interested persons, and responsible authorities, to make representations in favour or against the review of a premises licence. All review applications must be determined by a Licensing Committee or Sub-Committee Hearing.

Other Relevant Considerations

The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in the Ashfield District) and the Human Rights Act (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the all parties to this Hearing.

Any decision taken by the Sub-Committee must be necessary and proportionate to the objectives being pursued.

Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.

When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.

Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

Summary of Application

On 3rd January 2019, the Licensing Authority received an application from Amanda Stevenson to review the Premises Licence for The Dog House at Hucknall, 2 Yorke Street, Hucknall, Nottinghamshire, NG15 7BT, following an accumulation of incidents that she witnessed that have occurred at the licensed premises alleged to have arisen from the repeated failures by the Premises Licence holder and Designated Premises Supervisor to uphold the licensing objectives of:

- The prevention of public nuisance
- The promotion of public safety
- The protection of children from harm

and that these incidents relate to a failure by those responsible for the establishment to comply with the conditions attached to the current Premises Licence.

The application submitted by Mrs Stevenson is attached at **Appendix A**.

During the 28 day representation period the Licensing Team received two representations from Interested Parties in support of the application and detailing their concerns as to how the licensing objectives are not being upheld by those responsible for the management of the premises. Copies of the representations are attached at **Appendix B**.

Prior to Mrs Stevenson submitting her application, the Licensing Authority had taken enforcement action by way of the issue of two Warnings to the Premises Licence holder following Mrs Stevenson reporting (both in December 2018 and January 2019) breaches of licence conditions (namely that customers of the premises had taken their drinks onto the street). A copy of the Stage 1 Warning relating to the matter reported in December 2018 is attached at **Appendix C**.

Following receipt of this Warning, the Premises Licence holder issued a response, informing the Licensing Authority of measures that he had put in place to prevent further similar breaches. A copy of his response is attached at **Appendix D**.

In light of the further breaches of licence conditions that Mrs Stevenson reported in early January 2019, the Licensing Enforcement Officer visited the premises in order to review the CCTV footage. On arrival a technical fault was found with the data storage of the CCTV making it not possible for the footage to be viewed.

In light of the CCTV footage not being available and there being no evidence to contradict Mrs Stevenson's allegations, a further Warning was issued to the Premises Licence holder, advising of the need for his staff to be vigilant, consistent and proactive in their adherence to the

conditions and operational policies attached to the Premises Licence. A copy of the Stage 2 Warning relating to Mrs Stevenson's second complaint is attached at **Appendix E**.

The Premises Licence currently in force was first granted by the Licensing Sub-Committee at a Hearing held on 5th July 2018. A copy of the Decision Notice relating that Hearing is attached at **Appendix F** to assist all parties.

A copy of the current Premises Licence (Ref: **PR01719 V1**) which includes the operating hours, conditions and operational policies relating to the Hearing held on 5th July 2018 is attached at **Appendix G**.

A map detailing the general location of the premises is attached at **Appendix H**.

Implications

Corporate Plan:

Licensing Act 2003 is a statutory duty of the Council.

Ensuring that Premises and Clubs operate with the correct Licence, having regard to the Council's Statement of Licensing Policy on alcohol, regulated entertainment, and late refreshment licensing, will contribute towards the reduction of crime and disorder within the district and to improve community safety and environmental quality.

Legal:

Legal advice will be given at the hearing.

Finance:

Information Only

No financial implications for the Council.

This report is effective from 22nd February 2019 and has the following financial implications:

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
It is important that due process is followed in considering this application to ensure that the correct decision is reached which could not be challenged on the grounds that the specified procedures have not been followed.	The hearing has been organised to ensure that due process is followed, with appropriate support from the Council's legal representative to ensure this.

Human Resources / Equality and Diversity:

Information Only

There are no direct HR implications contained within this report

Equalities:

Information Only

Statutory requirement of the Licensing Act 2003, there no diversity or equality implications.

Other Implications:

None

Reason(s) for Urgency (if applicable):

Not applicable

Background Papers

Appendix A: Review Application

Appendix B: Representations from Interested Parties

Appendix C: Stage 1 Warning Letter

Appendix D: Response from Premises Licence Holder

Appendix E: Stage 2 Warning Letter

Appendix F: Decision Notice of Licensing Sub-Committee

Appendix G: Premises Licence & Operational Policies

Appendix H: Location Map

Report Author and Contact Officer

**Julian Alison
Licensing Team Leader
Place & Communities**

j.alison@ashfield.gov.uk

01623 457364

- 7 JAN 2019

RECEIVED

[Insert name and address of relevant licensing authority and its reference number (optional)]

**Application for the review of a premises licence or club premises certificate under the
Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I MRS AMANDA STEVENSON

(Insert name of applicant)

apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or, if none, Ordnance Survey map reference or description

2 YORKE STREET

Post town

HUCKNALL

Post code (if known)

NG15 7BT

Name of premises licence holder or club holding club premises certificate (if known)

MR D FEWSTER

Number of premises licence or club premises certificate (if known)

THE DOG HOUSE AT HUCKNALL

Part 2 - Applicant details

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)



2) a responsible authority (please complete (C) below)



3) a member of the club to which this application relates (please complete (A) below)



(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Please tick ✓ yes

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

STEVENSON

First names

AMANDA

I am 18 years old or over

Please tick ✓ yes

Current postal
address if
different from
premises
address

6 WEST STREET

Post town

HUCKNALL

Post Code

NG15 7BW

Daytime contact telephone number

[REDACTED]

E-mail address
(optional)

[REDACTED]

(B) DETAILS OF OTHER APPLICANT

Name and address

Telephone number (if any)

E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address
Telephone number (if any)
E-mail address (optional)

This application to review relates to the following licensing objective(s)

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

Please tick one or more boxes ✓

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Have you made an application for review relating to the premises before

Please tick ✓ yes

If yes please state the date of that application

Day Month Year

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If you have made representations before relating to the premises please state what they were and when you made them

I OBJECTED TO THE APPLICATION
FOR A LICENCE.

Please state the ground(s) for review (please read guidance note 2)

THE REASONS FOR A REVIEW ARE THAT THESE PREMISES ARE NOT PROMOTING THE LICENSING OBJECTIVES, PARTICULARLY THE PREVENTION OF PUBLIC NUISANCE, PUBLIC SAFETY, THE PROTECTION OF CHILDREN FROM HARM.

ALLOWING THESE PREMISES TO CONTINUE WOULD BE TOTALLY DETRIMENTAL TO THE COUNCILS AIMS AND OBJECTIVES.

Please provide as much information as possible to support the application (please read guidance note 3)

PREVENTION OF PUBLIC NUISANCE

1. WE HAVE PATRONS STANDING OPPOSITE MY LIVING ROOM SMOKING AND DRINKING, SINGING, SHOUTING
2. THE DOOR AND WINDOW OPPOSITE THE BAR OPEN ALLOWING ALL THE GENERAL PUB NOISE TO BE HEARD IN MY HOUSE.
3. PEOPLE SHOUTING, SINGING WHEN ARRIVING AND LEAVING THE PUB.

I HAVE VIDEO EVIDENCE OF THE NOISE AND PEOPLE DRINKING OUTSIDE. ALSO I HAVE HAD TO CALL THE POLICE ABOUT THE PUB AND WAS GIVEN A CRIME NUMBER 849-14-11-2018, 613-2511-2018, 875-21-12-2018.

WE HAVE EVIDENCE FROM RESIDENT THAT THE BAR STAFF HAVE A NEGATIVE OPINION OF LOCAL RESIDENTS EXAMPLES. WOMAN SINGING REALLY LOUD AND THE BAR STAFF SAID OH SHE WILL BE OUT SOON WITH HER VIDEO CAMERA. AND THE RESIDENT WILL GIVE A STATEMENT. I RANG MR FEWSTER TO ASK IF THEY COULD SHUT THE WINDOW BECAUSE MY SON IS UNDER GOING RADIOTHERAPY ALL I GOT WAS ARE YOU IN THE DOG HOUSE AM I IN THE DOG HOUSE AND KEPT REPEATING IT OVER DOES THIS SOUND LIKE A RESPONSIBLE LICENSEE I ENDED THE CONVERSATION BECAUSE IT WAS ABUNTY CLEAR I WASN'T GOING TO GET ANY SENSE FROM MR FEWSTER.

PROTECTION OF CHILDREN FROM HARM

MY GRANDDAUGHTER WAS WOKEN BY A GROUP OF WOMEN SINGING AT THE TOP OF THEIR VOICES WHICH LEFT HER CRYING AND FRIGHTENED. ALSO PEOPLE OUTSIDE BEING ROWDY.

PUBLIC SAFETY

WE HAVE PEOPLE BEING DROPPED OFF WITH THE CARS MOUNTING THE PAVEMENT.

A CAR MOUNTING THE PAVEMENT STRIAIGHT OUTSIDE OUR DOOR WAITING TO PICK UP A MEMBER OF BAR STAFF HAD THEIR RADIO LOUD.

EVEN THE OWNERS OF THE BAR. DOES THIS

ALL THIS IS HAVING A DETRIMENTAL EFFECT ON OUR HEALTH. AND THIS IS STOPPING US THE ENJOYMENT OF OUR HOME.

ALL MY CONCERNS WHICH I RAISED AT THE PLANNING AND LICENCING STAGE HAVE ALL MATERIALISED.

yes

Please tick ✓

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

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

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 5). If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date

..... 03.01.2019

Capacity

.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)

Post town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)

Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

APPENDIX B

11 Sandy Lane
Hucknall
Notts
NG15 7GR

10th January 2019

Licensing Authority
Ashfield District Council
Urban Road
Kirkby-in-Ashfield
Notts
NG17 8DA



Dear Sir/ Madam,

Ref: Review Application for The Dog House Bar, 2 Yorke Street, Hucknall

Further to my objections to the Premises Licence for The Dog House Bar dated 4th May 2018, I was concerned today to see a Review Application for the above premises. However, I was not surprised, as I have heard that patrons of this establishment are being allowed to drink alcohol in the street. This bar has only been open since November 2018 and, from what I hear drinking on the pavement outside, is likely to lead to noise and trouble. It would appear that the management and staff of this bar are negligent and are not able to undertake the RESPONSIBLE SERVICE OF ALCOHOL (Number 4 under b in the License Application) The Prevention of Crime and Disorder "Responsible Service of Alcohol".

Furthermore, I believe that this lax approach to Number 7 under b in the License Application is likely to cause a **Public Nuisance as well as Crime and Disorder**:-

- By persons blocking the narrow pavement to pedestrians trying to pass by the premises.
- Of noise and worry to residents and the community in general.
- Increased likelihood of fights, anti-social behaviour and disturbance.
- An increase in litter and/ or broken glass.

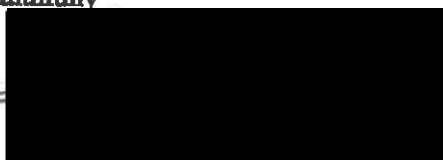
Allowing patrons to drink alcohol on the pavement could not possibly be described as the **Promotion of Public Safety** neither is it likely to **Protect Children from Harm** as this conduct is likely to lead to noise, general disturbance and fights. It would appear that this bar has no Duty of Care or concern for residents or the local community and is remiss in preventing:-

- **Crime and disorder**
- **Public nuisance**

It seems to me that The Dog House Bar is situated in the wrong building. The door faces onto a narrow pavement and there is no off-street outdoor drinking area. Additionally, it is too close to residential housing. This building historically was a cobblers, an antique and second-hand furniture shop, and latterly an equestrian and pet shop. As a bar it seems to me to be in a totally unsuitable area. It is a pity that a Premises Licence was ever given to The Dog House Bar - I objected in May 2018 as I have been subjected to noise, nuisance, and anti-social behaviour from the patrons of the pre-existing premises. It would appear that The Dog House Bar is now adding to the pre-existing trouble.

Yours faithfully

L West



3, Yorkest
Hucknall
Notts
NG157BT

Licensing
Ashfield District Council
Urban Road
Kirkby-in-Ashfield
Nottingham
NG17 8DA

On Dec 2nd in the early evening I went to The Dog House for a quiet drink with my husband and daughter. We had to sit downstairs because a group of around eight middle aged women had taken over the upstairs and had obviously been there a few hours and seemed quite drunk in a happy way. We knew they were about to leave the pub when they started to sing "Take me home, country road" very loudly, at first it was funny but it soon became annoying. Even though they were so loud we couldn't hear each other speak, we didn't hear the bar staff ask them to quiet down before leaving the pub. We went upstairs to sit in the seats the group had just vacated and could hear them still making the noise outside. They were facing the terraced houses opposite the pub shouting and chanting "Take me home, country road" at the tops of their voices. The bar staff did nothing to quieten down the noise, in fact they were laughing. I saw one of them go right up to the window and gleefully said it was brilliant and then went on to say "ooh, she will be out with her video, look I can see her curtains twitching" at which the other bar staff laughed. I thought this was totally unacceptable, they were goading the poor woman who lives over the road from them. I told the bar staff they should not be encouraging it as they were in a residential area but the bar maid said they had no control as soon as the drinkers had left the premises. The women were making such a racket, I asked the barmaid if she wanted that noise outside her house, she said that's what happens if you live in town. She pointed to a tiny sign near the door that asks clients to be quiet when leaving the pub and claimed she had showed that to the women. The noisy chanting outside continued very loudly for around 10 minutes before they went home. In my opinion, the bar staff egged the women on to antagonise the local residents, especially the poor woman opposite.

Big Dogs Pub Company Ltd
54 Main Road
Watnall
Nottinghamshire
NG15 7BT

Contact: Licensing Team
Direct Line: 01623 457589
Email: licensing@ashfield.gov.uk

Our Ref: Contraventions
Your Ref: PR/1719V1
Date: 12th December 2018

Dear Sirs

RE: THE DOG HOUSE @ HUCKNALL

It has been brought to my attention that a complaint has been received regarding an instance of non-compliance with the conditions attached to your Premises Licence held for the above establishment.

It is stated that at approximately 20:30 hours on Saturday 8th December 2018, that 2 male customers of the Dog House @ Hucknall were witnessed to be consuming alcohol outside the premises whilst having exited the premises to smoke.

Annex Three of your Premises Licence clearly lists the conditions applicable to prevent a public nuisance when regulated entertainment is held at the venue, and I have listed these specific conditions below for your attention:

- **No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage, other than to any external area owned or legally occupied by the Premises Licence Holder.**

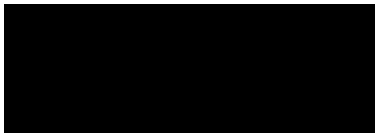
Whilst the Licensing Authority is keen to promote a vibrant night time economy within the Ashfield District, I must ensure that any breaches of licence conditions or failures to uphold the licensing objective of the prevention of public nuisance are recorded, and highlighted to you in a transparent manner by way of this **Stage 1 Warning**.

I would remind you that at the Licensing Sub-Committee Hearing held to determine your Premises Licence, that local residents were quite vociferous as to their opposition to the grant of the Licence, and therefore I would recommend that you ensure that those who run the venue on a daily basis are fully conversant with the conditions and operational policies attached to your Premises Licence, in order to avoid the venue being the subject of further complaints.

Address: Council Offices, Urban Road, Kirkby-in-Ashfield, Nottingham. NG17 8DA
Tel: 01623 450000 **Fax:** 01623 457585
www.ashfield.gov.uk

Should you have any queries relating to this matter, please feel free to contact me at the above address.

Yours sincerely



Julian Alison
Licensing Team Leader

J.Alison

From: David Fewster [REDACTED]
Sent: 27 December 2018 20:06
To: J.Alison
Subject: Dog House @ Hucknall

This message originated from outside your organization

Hi Julian

Thank you for your letter dated 12th Dec regarding a licence breach at Hucknall.

Apologies for the delay in responding, for some reason it has only just reached me, may be the Christmas post.

Anyway...please be assured we take any such breach v seriously.

The duty manager and all staff are well aware of our conditions and we have particularly discussed the issue of patrons taking glasses outside and stopped in on occasion when it was seen.

As a result of our own findings we have already put in place measures such as a shelf right next to the door for people to leave their glasses while going outside to smoke. We are also waiting on signage to go next to the door and will also include a notice on our social media screens that play on a continuous loop in the bar.

We will remind staff of the seriousness and to be extra vigilant.

I'm aware of where the complaint must have come from. The same lady that objected and who has tried to get us closed down since we opened by calling in planning enforcement who found no breach and have closed the case and environment health which also found no breach. She continually films patrons going in and out of the pub and I guess is looking for anything to report us by, but in doing so, as we have witnessed, is creating anti social behaviour.

However, as I already said, we take your letter very serious and will take further measures to combat the breach.

Best regards

David

Sent from my iPhone

Contact: Licensing Team
Direct Line: 01623 457589
Email: licensing@ashfield.gov.uk

Big Dogs Pub Co Ltd
54 Main Road
Watnall
Nottinghamshire
NG15 7BT

Our Ref: 007525
Your Ref: PR/1719
Date: 11th January 2019

Dear Sirs

RE: THE DOG HOUSE @ HUCKNALL, 2 YORK STREET, HUCKNALL

Further to my previous correspondence with you (12th December 2018) regarding customers of the above premises having been witnessed to be consuming alcohol outside of your licensed establishment, I have been made aware of another two separate recent incidents regarding the same nature of non-compliance.

These most recent incidents occurred on 24th December 2018 at approximately 16:28 hours and on 28th December 2018 at approximately 19:50 hours. The complainant has offered to provide video evidence of the breaches, however, I instead hoped to rely on the footage from your own CCTV system.

Unfortunately, CCTV footage was not available owing to a technical problem relating to your system not having stored the data images. Therefore, I am satisfied that the evidence obtained by the complainant is sufficient for me to consider taking further enforcement action by way of this **Stage 2 Warning**.

I have already made you aware of the condition attached at Annex Three of your Premises Licence that relates to the prevention of persons consuming alcohol outside the premises, and such a condition is specifically imposed to as best as possible prevent customers from causing a public nuisance to those who may live in close proximity to The Dog House @ Hucknall.

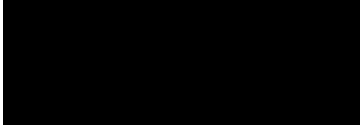
Whilst I appreciate the measures that you have put in place as stated in your response to my previous letter to allay the concerns of the complainant, it is clear that your staff need to be vigilant, consistent and pro-active in the management of the venue so that the conditions of the licence and the licensing objectives are not undermined.

You may feel it prudent to consider if there are further measures that could be taken, so that the management of patrons outside of the premises can be adequately catered for.

Address: Council Offices, Urban Road, Kirkby-in-Ashfield, Nottingham. NG17 8DA
Tel: 01623 450000 **Fax:** 01623 457585
www.ashfield.gov.uk

Should you have any queries relating to this matter, please feel free to contact me at the above address.

Yours sincerely



Julian Alison
Licensing Team Leader

Cc: Ryan Duffy, Licensing Enforcement Officer, Nottinghamshire Police.

THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005

DECISION OF HEARING

The LICENSING SUB-COMITTEE sitting at Ashfield District Council:

Date: 05 July 2018

Applicant: Big Dogs Pub Company Ltd.

Premises: The Dog House at Hucknall

Application for a New Premises Licence

1 Decision

The decision of the Licensing Sub-Committee (in exercise of its powers delegated by Ashfield District Council as Licensing Authority) was to:

Grant the application for a premises licence subject to the following conditions:

- A The mandatory conditions, the conditions offered by the Applicant, the conditions consistent with the Operating Schedule and the embedded restrictions on the use of the premises; and
- B Any conditions as attached by the Licensing Sub-Committee as a result of this hearing:

CCTV

1. A CCTV system shall be installed and operative in the premises when licensable activities are taking place. All recordings used in conjunction with CCTV shall:
 - be of evidential quality
 - indicate the time and date
 - be retained for a period of 31 days
2. CCTV recordings are to be made available for inspection to the Police or any other authorised person upon request.

Training

3. The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:
 - The need to ensure the responsible sale and supply of alcohol

- The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage
 - The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 18 years old
4. The content of the training programme shall be agreed with the Force Licensing Officer of Nottinghamshire Police and the Licensing Authority prior to implementation.
 5. Records of the training programme shall be maintained and made available to Authorised Officers upon request.
 6. The Premises Licence holder shall provide “refresher” training to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every six months.
 7. All members of staff shall be fully trained in the retail sale of alcohol. The training shall be ongoing and each member of staff shall be reviewed every six months.
 8. All details of the level of training shall be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person on request and all such books shall be retained at the premises for at least 12 months

Daily Log

9. A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:
 - The name of the person responsible for the premises on each given day.
 - The name of the person authorising the sale of alcohol each day.
All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and call.
 - Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused)
 - Any calls to or visits by Nottinghamshire Police or the Licensing Authority in relation to any crime and disorder / public nuisance or like related matter.
10. The Designated Premises Supervisor shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer throughout the trading hours of the premises.

Policies / Procedures

11. The premises shall implement written policies and procedural statements and/or management action plans. Such documents shall include, but not be limited to, the following:
 - CCTV
 - Safeguarding Children & Vulnerable Adults
 - Responsible Service of Alcohol
 - Underage Sales and False Identity
 - Acceptable Form of Identification
 - Challenge “25”
 - Zero Tolerance of Drugs
12. The above policies and procedural statements shall be “live” documents, subject to amendment following consultation with the Licensing Authority, Environmental Health Department, and Nottinghamshire Police.
13. The Premises Licence holder shall ensure that all staff employed at the premises are aware and understanding of the policies / procedures referred to at Condition 4 and the content of such policies and procedures and that they carry out their duties in accordance with them. Any necessary and justifiable deviation from those agreed shall be fully documented within the Premises Daily Register.

Open Vessels

14. No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage, other than to any external area owned or legally occupied by the Premises Licence Holder.

Pub Watch

15. The Premises Licence holder shall participate in the designated local Pubwatch / Licensed Premises Partnership scheme (should one be in operation) and ensure that a representative of the licensed premises attend all of the arranged meetings or such a person has made all reasonable endeavours to attend the arranged meetings

Challenge 25

16. All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

2 Facts and Reasons

Facts – The Sub-Committee decided the following:

1. No representations were received from any Relevant Authority;
2. No representations were received from Nottinghamshire Police specifically in connection with anti-social behaviour or crime & disorder in the area the premises will be located;
3. No evidence was presented of anti-social behaviour or crime & disorder connected to this Premises and there was sufficient evidence to demonstrate the licensing objectives would be upheld.
4. The Interested Parties representations raised concerns about problems that may have been connected to other premises in the locality, and there was no evidence attributable to these premises.
5. The representations and concerns raised by the Interested Parties were acknowledged by the Sub-Committee and the proposals from the Applicant should alleviate the residents concerns.

Reasons – The Sub-Committee’s reasoning behind its decision was based on being satisfied that:

1. The Applicant was committed to being a responsible Licensee and, should the licence be granted, the good management practices utilised in the Applicant’s other Licensed Premise would be replicated at this Premise.
2. The conditions offered by the Applicant were appropriate for to the promotion of the Licensing Objectives.
3. The Applicant’s suggestion of having contact details available for local residents to raise concerns was welcomed by sub-committee.
4. The Applicant was willing to work with the community, responsible authorities etc. to address any concerns relating to the promotion of the Licensing Objectives.
5. Licensing Law is not the primary mechanism for the general control of Anti Social Behaviour but rather a part of a holistic approach to the management of the District.
6. There are other mechanisms available and in place for controlling problems of crime and disorder and public nuisance in the area.
7. If a Responsible Authority and/or Interested Party feel that the licence cannot be or is not being adhered to then a review application can be made to the Licensing Authority for the licence to be reviewed.

3 Decision

The Sub-Committee considered all the evidence carefully including the representations made by the Applicant and the Interested party. The Sub-Committee took into account the District's Licensing Policy, the Secretary of State's Guidance issued under s182 of the Licensing Act 2003 (April 2018) in particular parts 2, 8 and 9, the Human Rights Act and the four licensing objectives, namely:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

Each objective being of equal importance.

On consideration of the evidence and by virtue of the guidance issued under section 182 of the Licensing Act 2003 (April 2018) the Licensing Authority attached conditions which it regarded as necessary and proportionate to the promotion of the Licensing Objectives and / or were offered by the Applicant. The Sub-Committee were satisfied that the conditions offered by the Applicant were appropriate for to the promotion of the Licensing Objectives and should alleviate the residents concerns.

If a Responsible Authority and/or Interested Party felt that the licence was not being adhered to then a review application could be made to the Licensing Authority for the licence to be reviewed.

4 Appeal

The parties to the hearing are reminded that there is a right to appeal against the decision to the Nottingham Magistrates Court, Carrington Street, Nottingham, NG2 1EE exercisable within 21 days of receipt of notification.

Signed
Chairman of the Panel

Dated: 5th July 2018

GUIDANCE NOTES ON APPEALING AGAINST THE COUNCIL'S DECISION

Please read these notes carefully

If you wish to appeal against this decision Schedule 5 to the Licensing Act 2003 governs how you should make your appeal to the Magistrates' Court.

The appeal must be commenced by Notice of Appeal to the Justices' Chief Executive for the Mansfield Magistrates' Court at the address below. You should contact the Magistrates' Court or your Solicitor immediately to obtain the correct documentation to ensure that your appeal is made correctly.

Unless you are exempt, **the Magistrates' Court will require you to pay a fee when you lodge your appeal.** You should contact the Magistrates' Court or your Solicitor immediately to find out how much you will have to pay.

You must lodge your appeal with the Court within the period of 21 days beginning with the day on which you were notified of the decision. This means that the signed Notice of Appeal and court fee [if applicable] must reach the Court within 21 days. The Court cannot accept appeals lodged once this appeal period has expired.

On appeal, the Magistrates' Court may-

- (a) dismiss the appeal;
- (b) substitute for the decision appealed against any other decision which could have been made by the Licensing Authority;
- (c) remit the case to the Licensing Authority to dispose of it in accordance with the discretion of the Court;
- (d) make such order for costs as it thinks fit.

You are strongly advised to take this decision notice to the Magistrates' Court or your Solicitor when seeking advice on how to appeal.

The Magistrates' Court Office is at: Nottingham Magistrates' Court, Carrington Street, Nottingham, NG2 1EE



**The Licensing Act 2003 (Premises Licence and Club Premises Certificates)
Regulations 2005
Schedule 12 – Part A**

PREMISES LICENCE

Premises Licence Number	PR/1719 V1	
Address	The Dog House at Hucknall 2 Yorke Street Hucknall Nottinghamshire	
Postcode	NG15 7BT	
Telephone Number	Not Known	
Where the Licence is time limited the dates	Not Applicable	
Licensable activities authorised by the Licence	Supply of Alcohol	
Times the Licence authorises the carrying out of the licensable activities	<u>Supply of Alcohol</u> Monday to Sunday	10:00 – 23:30
	Non-Standard Timings New Year's Eve	10:00 – 01:00
Opening hours of the premises	Monday to Saturday	10:00 – 00:00
	Non-Standard Timings New Year's Eve	10:00 – 01:30
Where the Licence authorises supplies of alcohol whether these are on and/or off supplies	Supply of Alcohol ON & OFF the premises	
Name (registered) address, telephone number and e-mail of the holder of the premises licence	Big Dogs Pub Company Ltd 54 Main Road Watnall Nottinghamshire NG15 7BT	
Registered number of holder (company/charity number) where applicable	Not Applicable	

Name, address and telephone number of the designated premises supervisor, where the Premises Licence authorises for the supply of alcohol	Paul Oldnall (redacted)
Personal licence number and issuing authority of personal licence held by the designated premises supervisor, where the Premises Licence authorises for the supply of alcohol	BROX16/01132 Broxtowe Borough Council

ANNEX 1

Mandatory Conditions

1. No supply of alcohol may be made under the Premises Licence:
 - a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or
 - b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his / her Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3.
 - 1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - 2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises:
 - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
 - i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5.
 - 1) The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - 2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - 3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:
 - a) a holographic mark; or
 - b) an ultraviolet feature.
6. The responsible person must ensure that:
 - a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i) beer or cider: ½ pint;
 - ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii) still wine in a glass: 125 ml;
 - b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
7.
 - 1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
 - 2) For the purposes of the condition set out in paragraph 1:
 - a) duty is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - b) permitted price is the price found by applying the formula: $P=D+(D \times V)$ where:
 - i) P is the permitted price,
 - ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - c) relevant person means, in relation to premises in respect of which there is in force

a premises licence:

- i) the holder of the premises licence,
 - ii) the designated premises supervisor (if any) in respect of such a licence, or
 - iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d) relevant person means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e) valued added tax means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. 1) Sub-paragraph 2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (the first day) would be different from the permitted price on the next day (the second day) as a result of a change to the rate of duty or value added tax.
- 2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

ANNEX 2

Conditions consistent with the Operating Schedule

Not Applicable

ANNEX 3

Conditions attached after a hearing by the Licensing Authority

1. A CCTV system shall be installed and operative in the premises when licensable activities are taking place. All recordings used in conjunction with CCTV shall:
 - be of evidential quality
 - indicate the time and date
 - be retained for a period of 31 days

CCTV recordings are to be made available for inspection to the Police or any other authorised person upon request.

2. The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:
 - The need to ensure the responsible sale and supply of alcohol
 - The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage
 - The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 18 years old

The content of the training programme shall be agreed with the Force Licensing Officer of Nottinghamshire Police and the Licensing Authority prior to implementation.

Records of the training programme shall be maintained and made available to Authorised Officers upon request.

The Premises Licence holder shall provide “refresher” training to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every six months.

All details of the level of training shall be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person on request and all such books shall be retained at the premises for at least 12 months

3. All details of the level of training shall be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person on request and all such books shall be retained at the premises for at least 12 months

4. A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:

- The name of the person responsible for the premises on each given day.
- The name of the person authorising the sale of alcohol each day.
- All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and call.
- Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused)
- Any calls to or visits by Nottinghamshire Police or the Licensing Authority in relation to any crime and disorder / public nuisance or like related matter.

The Designated Premises Supervisor shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer throughout the trading hours of the premises.

5. The premises shall implement written policies and procedural statements and/or management action plans. Such documents shall include, but not be limited to, the following:

- CCTV
- Safeguarding Children & Vulnerable Adults
- Responsible Service of Alcohol
- Underage Sales and False Identity
- Acceptable Form of Identification
- Challenge "25"
- Zero Tolerance of Drugs

The above policies and procedural statements shall be "live" documents, subject to amendment following consultation with the Licensing Authority, Environmental Health Department, and Nottinghamshire Police.

6. The Premises Licence holder shall ensure that all staff employed at the premises are aware and understanding of the policies / procedures referred to at Condition 5 and the content of such policies and procedures and that they carry out their duties in accordance with them. Any necessary and justifiable deviation from those agreed shall be fully documented within the Premises Daily Register.

7. No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage, other than to any external area owned or legally occupied by the Premises Licence Holder.

- 8.** The Premises Licence holder shall participate in the designated local Pubwatch / Licensed Premises Partnership scheme (should one be in operation) and ensure that a representative of the licensed premises attend all of the arranged meetings or such a person has made all reasonable endeavours to attend the arranged meetings

- 9.** All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

ANNEX 4

Plans

See attached

THE DOG HOUSE AT HUCKNALL

2 YORKE STREET, HUCKNALL, NG15 7BT

OPERATIONAL POLICIES

All Door Supervisors and all Staff are to have read and understood this Policy document before commencing employment at the venue.

Refresher Training shall be provided to all Door Supervisors and all Staff when deemed necessary.

All Policies are “Live”, and shall be kept under review and revised as and when required.

The following Polices are contained within this Policy document:

Policy Name	Page Number
CCTV	1
Safeguarding Children and Vulnerable Adults	2
Responsible Service of Alcohol	3
Underage Sales and False Identification	4
Acceptable Forms of Identification	5
Challenge “25”	6
Zero Tolerance of Drugs	7

CCTV Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives.

- Be switched on and fully operational when licensable activities are being carried out
- Record for a minimum rolling period of 31 days
- Have a camera covering the entrance which will provide a facial shot of identification quality
- Have means of copying any footage to another medium as evidence if requested by the Police or Licensing Authority
- Have a staff member working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by the Police or Licensing Authority

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Safeguarding Children and Vulnerable Adults Policy

This policy formulates part of the Premises License procedures to assist with the Licensing Objectives of 'The Protection of Children from Harm' and 'Prevention of Crime & Disorder'.

- As part of the Conditions of Entry the venue is to request an acceptable form of Government Approved Identification from all patrons. Those who are unable to provide an accepted form of Identification are to be refused admittance
- As part of the Underage Sales and False Identification Policy any form of identification produced that is suspected of being false, fraudulent or doctored is to be confiscated and the relevant procedures followed. Any confiscation made is to be reported to the Police.
- Any person who is unable to provide an acceptable form of identification and is suspected of being under the age of 18 is to be reported by way of a record kept in the Premises Daily Register.
- Any person who is acting in a suspicious manner around persons believed to be under the age of 18 are to be reported to the Police for monitoring and for further investigation.
- The Management are to liaise with the Police and Licensing Authority on regular basis (including through schemes such as Pub & Club Watch / Late Night Business Partnership) and share any relevant intelligence
- The venue will have an area dedicated for vulnerable patrons (i.e. through alcohol, drugs, underage etc.) that come to their attention. This area will be used for their safeguarding, appropriate support and first aid, and such persons shall be kept in this area until a guardian / responsible adult collects them
- All vulnerable persons shall be reported to the Police.
- All Staff and Door Supervisors are to receive relevant training

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Responsible Service of Alcohol Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives.

- Anyone who appears overly intoxicated shall be asked to leave the premises
- If any member of staff suspects that a customer is intoxicated, they must first refuse service of intoxicating liquor and must be asked to leave the premises. If any member of staff is uncertain as to a customer's sobriety they must raise this concern with a Manager or Supervisor
- Customer's sobriety will be verified by Door Supervisors upon entry to the venue. Any person showing signs of over intoxication will not be admitted entry
- Management and Door Supervisors will make regular checks of the premises to ensure no customers exhibit the above signs
- "Responsible Service of Alcohol Notice" are to be displayed in prominent areas of service
- A logbook must be maintained on a daily basis of persons who have been removed or refused entry from the premises for appearing intoxicated
- All Managers, Staff and Door Supervisors are to remain vigilant at all times
- Purchases of intoxicating liquor are to be limited to two individual drinks per person, per transaction one hour before the end of licensable activity

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Underage Sales and False Identification Policy

This policy formulates part of the Premises License procedures to assist with the Licensing Objective 'The Protection of Children from Harm'.

Offences:

- It is an offence for anyone under the age of 18 to purchase, or attempt to purchase, alcohol on a Licensed Premises. The maximum fine is £1,000
- A person commits an offence if s/he sells alcohol to an individual under the age of 18. The maximum fine is £5,000
- It is an offence for a member of staff to knowingly allow persons under the age of 18 to consume alcohol on a Licensed Premises. The maximum fine is £5,000
- ***The Licensing Authority in conjunction with the Police & Trading Standards Officers are empowered to send under 18's into licensed premises to attempt to buy alcohol (subject to certain guidelines being complied with).***
- A person charged with an offence has a defence available that they believed the individual was 18 or over, and they had either taken all **reasonable steps** to find out the individual's age or that **no one could reasonably suspect from their appearance that they were under 18**
- 'Reasonable steps' means asking the individual for evidence of their age, and that the evidence would convince a reasonable person. Steps that would be considered to be 'reasonable' include, but are not limited to:
 - Take the ID in your hand
 - Check the date of birth
 - Check the photograph matches the person presenting the ID
 - Ensure the ID is valid (by checking holograms and security features) and in date
 - Ask relevant questions (middle names, address, signatures etc.)

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Acceptable Forms of Identification Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives

- As per the venues 'Conditions of Entry Policy' acceptable forms of Government Approved ID are:
 - Driver's License (Provisional or Full)
 - Passport
 - PASS 'Prove It' Card
 - International Identification Cards/ National Identification Cards
- All forms of ID presented must be valid and in date

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Challenge “25” Policy

This policy formulates part of the Premises License procedures to assist with all of the Licensing Objectives

- As it is extremely difficult to assess age the Venues Policy is to challenge any person attempting to purchase alcohol that you believe is 25 or under
 - When requesting Proof of Age ID, staff shall:
 - Be polite and courteous
 - Smile and be assertive
 - Be confident and use open body language
 - Do not intentionally embarrass the person
 - If any person becomes aggressive or offended pass the incident on to the Supervisor or Manager on Duty

****If a member of staff is uncertain whether any form of ID presented to them is acceptable they are to refuse service and refer to the Supervisor or Duty Manager***

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

Zero Tolerance of Drugs Policy

This policy formulates part of the Premises License procedures to assist with the Licensing Objectives 'The Prevention of Crime and Disorder'.

- The Management and Supervisor Team are to complete certified 'Drugs Awareness Courses'
- The venue will display relevant notices detailing their Zero Tolerance approach to Drug use in prominent areas of the venue.
- The Management are to liaise with the Police and Licensing Authority on a regular basis (including through schemes such as Pub Watch / Licensed Premises Partnership – if in operation locally).
- All Drugs found or seized are to be sealed in an evidence bag and stored in the site safe. Details of the seizure are to be recorded on a Site Incident Report. The Police are to be contacted for collection at their earliest convenience
- Door Supervisors are to conduct regular checks of the toilets and cubicles
- Any person suspected of using or having drugs upon their person must reported to the Duty Manager, if appropriate a search will be requested and the Police contacted
- All searches are to be carried out by a Responsible Person with the Duty Manager present.
- Anyone refusing to be searched on entry will be refused, anyone refusing a search after being admitted entry will be reported to the Police.
- The Duty Manager will be responsible for handling any confiscated substances until the Police are available to collect
- Staff who commit an offence under the Misuse of Drugs Act 1971 or who witnesses such an act on the premises and withhold evidence will be liable to disciplinary procedures.
- Any patrons known to be associated with persons caught in the possession of illicit/ illegal substances are to be asked to leave the venue (at the Duty Managers discretion)
- Any person suspected of being intoxicated on illicit substances will, when necessary, be reviewed by an onsite First Aider in a space designated for 'Vulnerable People'

All Door Supervisors and Staff are to have read and understood this policy before commencing employment at the venue

