

APPENDIX A

Application for a premises licence to be granted 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/We BRIAN ANTHONY WILLOWS
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
57 NABBS LANE HUCKNALL NOTTINGHAM			
Post town	HUCKNALL	Postcode	NG15 6JF
Telephone number at premises (if any)	[REDACTED]		
Non-domestic rateable value of premises	£	4,950.00	

Part 2 – Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a
 statutory function or ☐
 a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname		WILLOWS			
First names		BRIAN ANTHONY			
Date of birth	[REDACTED]		I am 18 years old or over <input checked="" type="checkbox"/>		Please tick yes
Nationality	BRITISH				
Current residential address if different from premises address	[REDACTED]				
Post town	[REDACTED]		Postcode	[REDACTED]	
Daytime contact telephone number	[REDACTED]				
E-mail address (optional)	[REDACTED]				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes			
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)

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

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

THE PREMISES ARE A UNOCCUPIED SHOP WHICH WAS PREVIOUSLY LEASED BY THE BOOZE BUSTERS CHAN. IT IS SINGLE STORY. THE AREA BETWEEN FRONT OF PREMISES AND THE ROAD IS PRIVATELY OWNED APPROX 10M FROM PAVEMENT.

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☐
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

Provision of late night refreshment (if ticking yes, fill in box I)



Supply of alcohol (if ticking yes, fill in box J)



In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)			
Wed						
Thur						
			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Fri						
Sat						
Sun						

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)			
Wed						
Thur						
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Fri						
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
	23.00	24.00			
Tue					
	23.00	24.00			
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
	23.00	24.00			
Thur					
	23.00	24.00			
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
	23.00	24.00			
Sat					
	23.00	24.00			
Sun					
	23.00	24.00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)					
Mon	12.00	23.00						
Tue	12.00	23.00						
Wed	12.00	23.00						
Thur	12.00	23.00						
Fri	12.00	23.00						
Sat	12.00	23.00						
Sun	12.00	23.00						
						Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	MR BRIAN ANTHONY WILLOWS
Date of birth	[REDACTED]
Address	[REDACTED]
Postcode	[REDACTED]
Personal licence number (if known)	PE / 1242
Issuing licensing authority (if known)	ASHFIELD DISTRICT COUNCIL

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)

Day	Start	Finish
Mon	12.00	24.00
Tue	12.00	24.00
Wed	12.00	24.00
Thur	12.00	24.00
Fri	12.00	24.00
Sat	12.00	24.00
Sun	12.00	24.00

State any seasonal variations (please read guidance note 5)

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

THE PREMISES WILL BE A MICRO PUB TO MEET
AND SOCIALISE, THE SAFETY OF OUR CUSTOMERS AND
RESPECT FOR THE NEIGHBOURHOOD WILL BE OF
PARAMOUNT IMPORTANCE

b) The prevention of crime and disorder

CCTV WILL COVER BOTH INSIDE AND OUTSIDE THE PREMISES
THE REAR OF THE PREMISES WILL BE A FIRE EXIT, NO
MEMBERS OF THE PUBLIC OTHER THAN IN THE EVENT OF
FIRE WILL BE ALLOWED IN THAT AREA. WE ARE ON A
LATE NIGHT BUS ROUTE, TOILETS WILL BE CHECKED HOURLY

c) Public safety

WE WILL KEEP A WELL STOCKED FIRST AID CABINET
ALL GLASS AND BOTTLES WILL BE COLLECTED WHEN EMPTY
OR DISCARDED. WE WILL HAVE BUS TIMETABLE AND
TAXI NUMBERS AVAILABLE FOR CUSTOMERS.

d) The prevention of public nuisance

ALL DOORS WILL REMAIN CLOSED DURING OPENING HOURS
SIGNAGE TO REMIND CUSTOMERS TO KEEP NOISE TO MINIMUM
IN ORDER TO RESPECT NEIGHBOURS WILL BE IN PLACE
A PHONE WITH TAXI NUMBERS WILL BE AVAILABLE BEHIND
BAR NO GLASSWARE OR ALCOHOL WILL BE ALLOWED ON FRONT.

e) The protection of children from harm

A CHALLENGE 25 POLICY WILL BE IN PLACE AND POSTERS
DISPLAYED IN VIEW FOR PUBLIC. THERE WILL BE NO PERSON
UNDER THE AGE OF 18 ALLOWED ON PREMISES AFTER
7 PM. BEFORE THAT TIME ANY U/18 MUST BE ACCOMPANIED BY ADULT

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☐
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☐
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☒

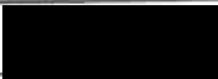
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none">• [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
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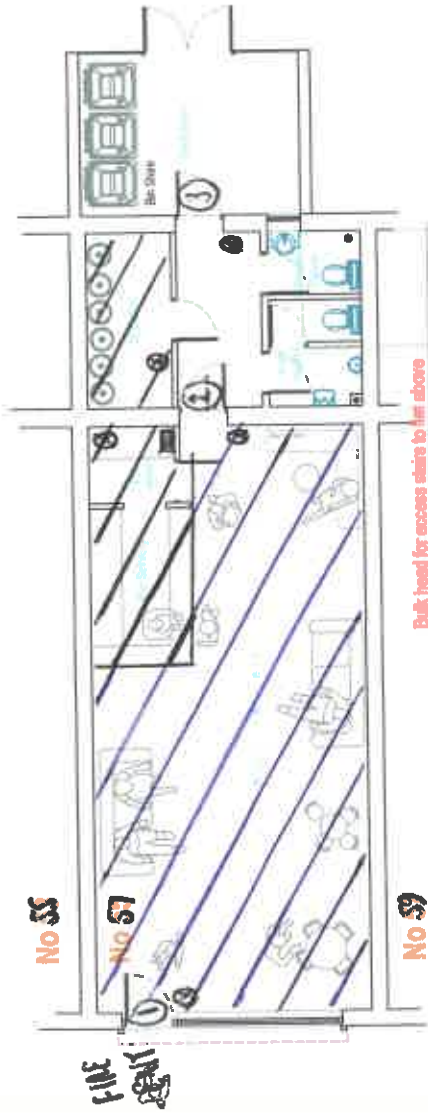
	proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	19. 06. 2019
Capacity	DEDICATED PREMISES SUPERVISOR

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

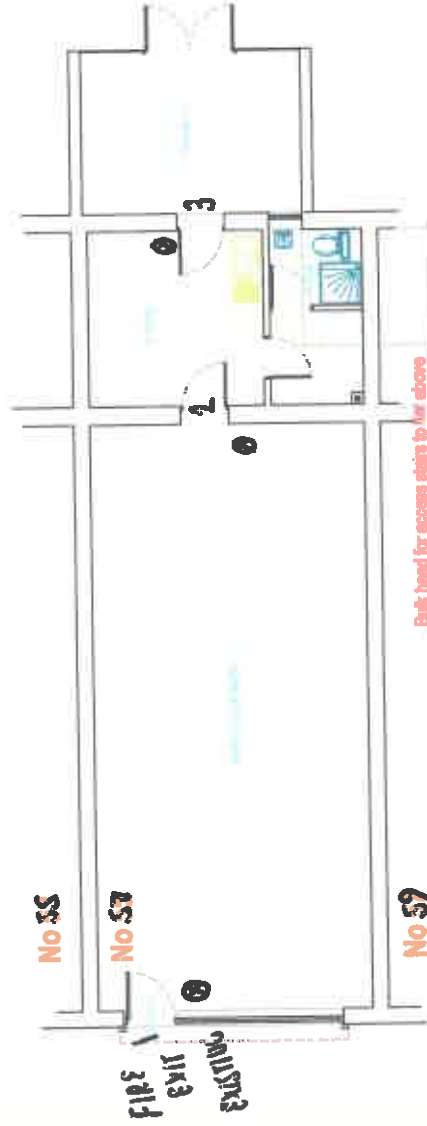
Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

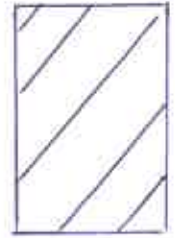
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



Proposed Ground Floor

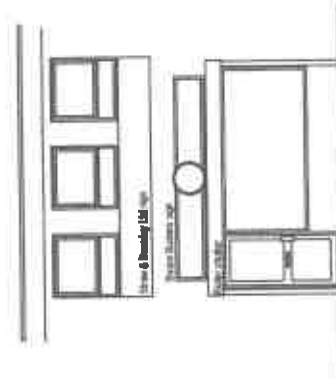


Existing Ground Floor

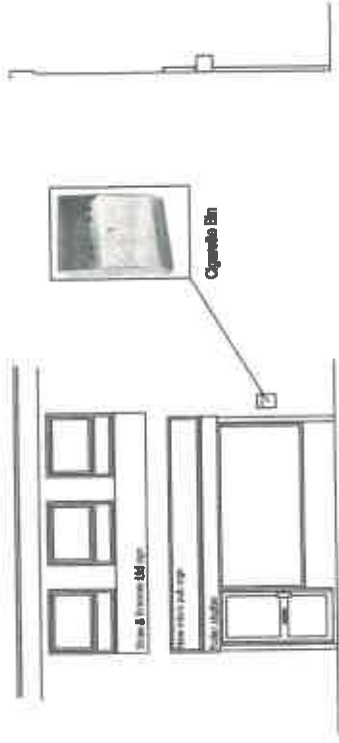


① FIRE EXTINGUISHERS POSITIONS
② FIRE BLANKET POSITION.

Existing Elevation



Proposed Elevation



Side Elevation

M.I.C. DESIGN
75 Watford Road, Watford,
Hertfordshire, WD18 7LD
BUILDING DESIGN SERVICES
tel: 0115 6657881

Project Mr Miles Wilkins

Change of use from retail (A1) to Micro Pub (A4)

Location 22 Watford Lane

Reference Planning Ref: 19/0156/01

Task Existing & Proposed Ground Floor Layout & Elevations

Date 12/05 @ AS May 2019

Drawn By 19.05.01

Project 19.05.01

STAFF AREA SALE OF ALCOHOL.

LICENCED AREA FOR PUBLIC CONSUMPTION OF ALCOHOL

F.A.O. Julian Alison
Ashfield District Council
Licensing Team Leader

Mr B. A. Willow



Dear Julian.

Having read and agreed the proposed conditions and
operational policies received from yourself for Door 55 -
55 Nabbs lane, Hucknall, Nottingham, I hereby also agree to abide
by these proposed conditions and operational policies for Door 57 -
57 Nabbs lane, Hucknall, Nottingham.

Once again, thank you for your continued assistance with the
application

kind regards



1. 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

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

The Premises Licence holder shall provide a “refresher” training session 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.

2. 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 date of the incident about which the call is made and any actions taken to deal with the 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.

3. 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:
 - 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.

4. 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 3 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.
5. 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

Recordings to be made available for inspection to the Police or any other authorised person when requested.

6. 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.
7. A “Challenge 25” scheme shall be in operation at the premises, as detailed within the Operation Policies document, and when events are held at the premises consisting of licensable activities, “Challenge 25” notices shall be displayed in prominent positions within the premises.
8. 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.

9. Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces.

DOOR 57 – 57 NABB LANE - HUCKNALL

OPERATIONAL POLICIES

All Staff (including Door Staff if employed) are to have read and understood this Policy document before commencing employment at the venue.

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

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

The following Policies are contained within this Policy document:

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

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 are to receive relevant training

All 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 upon entry to the venue. Any person showing signs of over intoxication will not be admitted entry
- Staff 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 and staff are to remain vigilant at all times

All 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 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 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 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 (if employed) 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, details of which are outlined in the Company Disciplinary & Grievance Policy which all employees read prior to commencing employment
- 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 Staff are to have read and understood this policy before commencing employment at the venue.

From: [REDACTED]
Sent: 24 June 2019 20:39
To: Licensing
Subject: DOOR 57 - 57 NABBS LANE, HUCKNALL, NOTTINGHAMSHIRE, NG15 6NT - PR/1738

This message originated from outside your organization

To whom it may concern.

I write regarding the above application for a Mr Willows to turn this property in to a Micro Pub/ Brewery.

As a local resident I do not want empty shops but you have to question - is another pub (even if 'MICRO') what is needed here? I along with a lot of other people strongly object to this application. WE DO NOT NEED ANOTHER PUB HERE! We really would like to close The Nabb Inn if we could, it is such a public nuisance. It used to be quite nice but is now always loud, busy and just horrible.

This application is in a row of shops and next door but 2 is a pub - The Nabb Inn which constantly causes a nightmare to local residents for many reasons. They built a child's play park and seating area in the car park on the front WITHOUT INFORMING LOCAL RESIDENTS and because of this we suffer the almost constant shouting, screaming, swearing, talking of people drinking, playing on the park, leaving the pub- at all times. The Council are aware of all our trouble as are the Police and the Nabb Inn who we often ring about 9.30pm to tell them to get the children outside to stop screaming whilst we try to sleep. Nothing seems to help us and we all fear the worst that the opening of this Micro Pub/ Brewery will just be an extension of our horror.

We already worry about the children on the park, often left unsupervised. What is to stop parents going into the Micro Pub and leaving their children alone at the park in the Nabb Inn. Any kind of harm can come to these children. Nobody seems to care. Could somebody take them? Drugs have been seen around the area. We do not want any of this, we just want to live a quiet life.

When people come outside the Micro Pub, as I am sure they will to stand and 'talk', smoke etc this will cause more public nuisance. Could this lead to more vandalism/ fighting?

Parking - where would they park? There is not enough space for all the traffic as it is, we end up with big Hermes and other delivery vans parking on the pavements over the road where they are not meant to because there is no where else. This is dangerous for everyone especially all the school children because we are right next to the entrance to a secondary school. I fear this will be an issue for public safety.

Why does this appear like this I wonder?

Sale of Alcohol (on and sales): 12:00 – 23:00 - Monday to Sunday

Late Night Refreshment: 23:00 – Midnight - Monday to Sunday

It probably just means that the Micro Pub would have people drinking alcohol every day from 12pm to 12am!

If they serve food, will this cause more noise and smells -like those we get from the pub already?

PLEASE PLEASE do not let this go ahead. Residents, the area, the school DO NOT NEED THIS.
Can't we please have a nice quiet shop?

If you need any further information please ask.

We are also concerned about the shop next door that is vacant, the one that Mr willows wanted before. Please can you advise?

Many thanks.

Trudy Green (Mrs)

From: [REDACTED]
Sent: 09 July 2019 09:22
To: Licensing
Subject: Website contact form

Follow Up Flag: Follow up
Flag Status: Flagged

The following information was submitted through a web form...

Name: Mr Kevin Breedon

Email: [REDACTED]

Message: Micro Pub License door 57 - 57 Nabbs Lane Hucknall Nott's NG15 6NT - PR/1738 The application for a license is in a Residential area already beset with problems from another license holder not meeting the five relevant points of Licensing. The sale of alcohol from 12-23:00 hrs and the proposed late night refreshment sales 23:00 to Midnight would only encourage more A.S.B and public disorder and possible drug misuse IE: selling of drugs in the street by car or cycle. Vandalism would also be a problem with encouragement of late night drinking, residents have had problems with drinkers on their way home already. The provision of a smoking bin outside will be a cause for concern as smokers will gather outside and naturally will be talking usually above normal volume, the fumes from the cigarettes will rise and the residential flat above will not be able to have its bedroom windows open due to the noise and fumes. The proposed license for the building at 57 is in a poor quality building with very little in the way of insulation between apartments so this would mean that the flat directly above and the other flats would be subject to horrendous noise and render at least the flat directly above unfit for residential use, a site visit would confirm this problem. Noise insulation would need to be a priority. The outside space should have a restriction that no seating or tables should be allowed at any time and cannot be applied for retrospect fully. Item 6 of the revised operating list should be amended to read. 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 onto any external area owned or legally occupied by the Premises Licence holder this would prevent ASB public nuisance. Smokers should also be limited in numbers when outside to prevent public nuisance. The Holgate Academy with 1600 pupils is 60 meters away from the proposed Micro pub with also the Junior School and Infants School further on in the campus. A good percentage of children and parents will be passing the proposed site and the frontage of the site is used as access to the other shops. The proposed site is a totally unsuitable for the use as a Micro Pub. The area will be badly affected by it causing more distress to the residents living in the area; they don't need a night time economy business in this Residential area. We all have to work and many are getting up very early in the mornings to go to work and don't require any more lost sleep through a public nuisance that this proposal will be. The late night refreshment from 23.00 hours- Midnight also sets out more problems, hot food requires the use of an extraction system, an industrial unit is not a quiet machine but nothing is shown on the planning application of the type or decibel rating or the route of the said unit or in fact the provision of a Kitchen or food preparation area. The noise from an extraction unit would render the hours suggested as untenable.

J.Alison

From: Mick Green [REDACTED]
Sent: 15 July 2019 16:56
To: Licensing
Subject: Door 57 57 Nabbs Lane App No. 1738

Follow Up Flag: Follow up
Flag Status: Flagged

This message originated from outside your organization

We would like to make a representation on the above licensing application:

Prevention of Crime and Disorder

This is a residential area and we would be concerned that such an application could/would increase the possibility of crime and disorder such as drug abuse, anti social behaviour, excessive drinking and violence.

Prevention of Public Nuisance

Having a licenced premises open until midnight within the immediate vicinity of residential housing and flats above the shops would increase the risk of public nuisance by way of increased noise level during the evening and late at night when customers are leaving the micro pub. Smoking outside would have a detrimental affect on the immediate area. Should the owner be allowed to put table and chairs on the forecourt at the front this would also impact on both the residents living above the shops and immediate neighbours. In addition parking is restricted and therefore could cause problems.

Promotion of Public Safety

How does the applicant propose to manage the public safety of both the customers and local residents in relation to this objective given all our concerns mentioned above.

Protection of Children from Harm

There is a large school campus within 50 metres of 57 Nabbs Lane which includes nursery, primary and senior pupils who frequent the shops throughout the day and night. How does the applicant propose to protect these children from harm or from any unwarranted attention from customers.

Sent from [Mail](#) for Windows 10

From: [REDACTED]
Sent: 16 July 2019 19:44
To: Licensing
Subject: Website contact form

Follow Up Flag: Follow up
Flag Status: Flagged

The following information was submitted through a web form...

Name: Andrew Alvey

Email: [REDACTED]

Message: Licensing Application PR/1738. The proposed site for this application, is totally unsuitable, for a Micro Pub. The site of the proposed of Micro Pub is in the middle , of a very busy shopping hub, on a very busy main road through a residential estate. The shopping hub contains, a General store, Hairdresser, Butcher and Chemist and soon to re-open Post Office , the shops, all having a long continues open frontage, extending to the pavement. The upper floor of the building is divided in to several residential flats and a Accountancy Business. On the plot next, to the shop's building is a Public House and across the road is a large school campus, with in the region of 1600 pupils. All this creates an already busy over burden area, with very little parking. The proposed opening hours are totally unacceptable, especially the idea of late night refreshment, until midnight. What does the applicant, plan for this 23.00 to midnight, period? The planning application contains no provision for a kitchen, food preparation area. The general store closes at 22.00 latest, which I consider late enough for this area. Residents in this area do not need an extra burden of late night noise , keeping all awake, a licenced premises opening would create. The operating schedule for the planning application, lists the consumption of beverages, in external areas of the property. As all ready mentioned the shops have frontage, extending to the pavement. May I suggest, the consumption of beverages, and the placing of external seating not be allowed in this area. The placing of this seating not only creates a nuisance, as customers and passers by traverse across the frontage both between the shops and as a general walk away, whilst going about there daily business. The use of an out side cigarette bin, also creates a nuisance. The internal smoking ban, has become a travesty to the licenced trade and the general public at large. With gangs of smokers congregating outside the public houses getting more and more louder, thus again creating a general public Nuisance and Noise Disorder. And in some cases the leading up and including Rowdy and violent ASB. The hard working local residents deserve the right to a peaceful exitance during in the day and a peace full evening, night. I know from personal experience, the sound insulation, in the shop buildings, is minimal. The use of a shop, as a late evening pub, would make, the residential flats above, unliveable. As already said a large school campus is just over the road, with a large number of parents, picking-up children in the afternoon, and an even larger number of pupils, passing by to the shops at launch time, passing by at home time. Thus creating a busy area, with not enough parking to go around in quite times, without taxis and cars picking and dropping drinkers off. This proposal is more suited to a town centre area, not a busy residential shopping hub already, burdened with not much parking space, and surrounded with residents, of which many work and do not need noisy late nights, possible, ASB Public Nuisance, Criminal Disorders

J.Alison

From: [REDACTED]
Sent: 17 July 2019 12:00
To: Licensing
Subject: Website contact form

The following information was submitted through a web form...

Name: Mrs t straw

Email: [REDACTED]

Message: In response to the licensing of REF NO PR/1738 Can I please express my concerns as I live very close to the proposed establishment. There is a school opposite and it doesn't give a good example to them having 2 pubs very close together. The young adults gather after school waiting for lifts etc in that area. Alcohol in some cases results in vandalism and violence in any given area at any time of day. Not a good example to young vulnerable children. There are concerns about noise late at night, inappropriate social behaviour use of drugs etc. Many of our neighbours have to get up at around 5 am for work and all of the above would not go down well coursing animosity's.

APPENDIX D

