



## **GUIDANCE NOTES ON PREMISES LICENCE APPLICATIONS**

These notes have been designed to assist you in completing your application correctly in order that you are not inconvenienced by the Police having to make representations resulting in an unnecessary hearing before the Licensing Committee.

You may be aware that submitting your application starts a strict time clock, and normally a hearing has to be held within 10 or 20 working days which does not leave much time for us to negotiate with you prior to the hearing. We would welcome any discussion you would wish to have on your application before you submit it, in order that we can resolve any issues prior to the strict time limits coming into force. You may contact the Divisional Licensing Unit on 01254 353702

Lancashire Constabulary is a responsible authority under the Licensing Act 2003 and they have the right to make representations to the Licensing Authority at the time of applications or to request a review of a premises licence or club premises certificate at any time, once the licence is in force.

The Police have a responsibility to ensure that the four licensing objectives are promoted in the interest of public protection. They also have to be satisfied that you, the applicant, are promoting the Licensing Objectives.

Your application form includes space for you to provide details (an 'operating schedule') of how you intend to promote the four licensing objectives, and you should set out clear details of the actions and controls which you will or may have already implemented.

A properly completed application will preclude the need for the Chief Constable to make representations which may result in a formal hearing before the Licensing Committee.

Lancashire Constabulary recommend that you consider the following issues when completing your risk assessment and Operating Schedule as part of your application.

### **Premises Capacity**

You will be aware that there is a legal requirement to conduct a Health and Safety Risk Assessment under current Health and Safety and Fire Safety Regulations. That risk assessment should be the basis of your Operating Schedule.

To avoid unnecessary delays in your application or representations from the Police or Fire Service please state on your operating schedule your proposed maximum premises capacity.

This will assist us to process your application. We cannot make informed judgements if we do not know the maximum number of people you are intending to allow into your premises.

**Protection of Children from Harm**

- ▲ Restricting the access of children to cigarette machines.
- ▲ Restricting the access of children to any gaming machines.
- ▲ Restricting the access of children to areas in premises other than non-smoking areas.
- ▲ Restricting the access of children into premises which provide adult entertainment, where there is a strong element of gambling or there are known problems with drug taking or with underage sales.
- ▲ Procedures to ensure that customers coming onto the premises are over the age of 18 years.

**Public Safety**

- ▲ The provision of registered door supervisors at the entrance to premises in order to ensure that the maximum capacity is not exceeded and the method by which the capacity is monitored.
- ▲ The provision of door supervisors at points between different rooms or different levels to ensure that the maximum occupancy for each room or level is not exceeded and the method for monitoring the capacity for the level/floor.

**Public Nuisance**

- ▲ The proximity of any residents.
- ▲ The provision of DJ announcements or other public announcements asking people to leave quietly and having regard for the residential neighbours.
- ▲ The provision of signage at all exits from the premises, asking patrons to leave quietly and to have regard for residential neighbours.
- ▲ The effective monitoring of queues and methods for dealing with people who are causing a disturbance in the queue.
- ▲ Signage outside the premises advising patrons that they will not be allowed admission if they are causing a disturbance.
- ▲ Door supervisors and other members of staff asking patrons to leave quietly.
- ▲ Door supervisors positioned immediately outside the premises to ensure the quiet dispersal of the customers.
- ▲ The measures implemented for ensuring that patrons do not congregate outside the premises.
- ▲ The provision of information to customers advising them of the most appropriate routes to the nearest transport facilities.
- ▲ The position of the nearest car park/use of their own car park and if it will disturb any residents.

- ▲ The provision of a free phone taxi service or other arrangements with taxi companies to collect patrons.
- ▲ The implementation of a procedure of banning any customers who continually leave or arrive at the premises in a manner which causes a public nuisance or disturbance.
- ▲ The implementation of a last admission time to ensure that no-one is trying to get into the premises at least one hour before the premises cease trading.
- ▲ Management of the queues so that patrons who are not going to gain admission to the premises before last admission time are advised accordingly.
- ▲ The provision of internal queuing arrangements where possible or alternatively additional till points to minimise the length of time people have to queue at the premises.
- ▲ The provision of CCTV cameras outside the premises.
- ▲ Procedures for ensuring that no customer leaves with bottles or glasses.
- ▲ Playing music at a lower level towards the end of the evening in a “wind down” period.
- ▲ Ensuring that the premises close no later than [time to be completed by individual licensing officers] after the bar has closed.
- ▲ The location of the premises, their proposed capacity and the nature and age of the clientele who are likely to be coming to the premises.
- ▲ The nature of the entertainment which is going to be provided.
- ▲ The location and proposed use of any beer gardens.

### **Crime and Disorder**

- ▲ The capability, responsibility and training of members of management in order to effectively supervise staff and ensure that the premises are operated in such a manner so as to prevent any crime and disorder, ensure the safety of the public, the protection of children from any physical or psychological harm and in a manner which does not cause the public any nuisance.
- ▲ The introduction of plastic glasses and bottles.
- ▲ Adopting the “Night Safe Initiative” as a statement of best practice.
- ▲ Using radio links/pages as a means of connecting to other licensed premises.
- ▲ Joining any local Club Watch or Pub Watch initiative.
- ▲ Introducing CCTV both internally and externally and ensuring any advice given by any crime prevention officer is complied with.
- ▲ Procedures for searching customers.
- ▲ The use of metal detectors.
- ▲ Introducing a maximum safe capacity for the premises with consideration being given to a reduction in capacity to allow a comfort footer.

- ▲ Providing a minimum number of door supervisors on the basis of an appropriate ratio of registered door staff to customers, which the police would normally expect to be 2 door supervisors for the first 100 persons and 1 for each 100 persons thereafter. In addition, there should be at least one door supervisor to monitor capacities between different levels or rooms.
- ▲ The complete exclusion of any person under the age of 18 from being able to sell alcohol.
- ▲ The introduction of toughened glass.
- ▲ Adopting the guidance recommended in the "Safer Clubbing Guide" as a statement of best practice.
- ▲ Adopting any relevant trade codes of practice covering irresponsible drinks promotions, for example, BBPA's guidelines on drinks promotions or the Portman's Group's recommendations.
- ▲ Providing a suitable environment for customers having regard to the activities going on on the premises, in particular, appropriate levels of seating.
- ▲ The provision of microphones to record any conversations at any entrances/exits to the premises.
- ▲ Maintaining an incident log.
- ▲ Maintaining a register of door supervisors noting name, registration number and times they are on duty.

Constable Les Sholicar

Divisional Licensing Officer