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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)

Designated Premises Supervisor

Whenever licensable activity takes place after 22.00hrs on a Friday or Saturday evening, the Designated Premises Supervisor will be present on site or at least one member of staff on duty who holds a personal licence.

b) The prevention of crime and disorder

CCTV

A comprehensive colour CCTV system shall be installed internally and externally at the premises and cover all area where licensable activity takes place and will meet the following criteria:

- The system will display on any recording the time and date of said recording;
- The system will be recording whenever the premises is open to the public;
- Any recordings will be retained for a minimum of 28 days after they are made and will be produced to an authorised officer upon request, so long as said request is in accordance with the principles of the Data Protection Act or any subsequent or alternative legislation;
- Where such a request is made in writing, the images will be provided as soon as practicable, but in any event no later than 48 hours after said request has been made, (unless otherwise agreed with the party requesting the images);
- Images provided will be uploaded to the requesting authorities current online portal, e.g. NICE, unless otherwise agreed with the party requesting the images. A supply of USB sticks, DVD's, or alternatives shall be kept on the premises for this purpose.

Appropriate signage alerting customers to the use of CCTV shall be displayed in a conspicuous position at the premises.

A competent person trained in the use of and operation of the CCTV will be in attendance at the premises at all times that licensable activities are taking place. Said person will be able to fully operate the CCTV system and be able to download data in a recognised format when requested.

c) Public safety

Door Supervisors

Prior to any occasion on which licensable activities are to be carried on at the premises, a risk assessment will be carried out to determine whether SIA registered door supervisors are required. An appropriate number of door supervisors will be utilised in accordance with said risk assessment, which will be recorded in writing and made available to an authorised officer upon request. As a minimum, whenever the premises is open to the public, there will be at least two SIA registered door supervisors utilised from 00.00 to close of business on Friday and Saturday evenings.

An incident register of all occurrences and ejections from the premises will be maintained at the premises and any details of public order offences will be recorded. Said register will be made available upon request to an authorised officer.

A record shall be kept on the premises by the DPS of every person employed on the premises as a door supervisor. The record shall contain the following details: name, address, date of birth and SIA licence number and signing in and out for each door supervisor. The record shall be available for inspection, on demand, by an authorised officer of the council, a police officer or the SIA.

Drug and Search Policy

The premises will have a written zero tolerance drugs policy which is enforced at all times. This policy will include search, seizure and disposal of drugs and weapons. This will include details of the recording of seizures, secure, tamper proof storage and disposal via the Police. A copy of the policy will be provided to the Licensing Authority and be available for inspection on demand by authorised officers of the Council, Police or SIA.

d) The prevention of public nuisance

The management of the premises will ensure that the area immediately outside the entrance to the premises is kept clean, tidy and free from litter. No glass will be allowed off the premises at the front entrance and only permitted in the rear smoking area up until 22.00hrs.

Signs will be placed at the main public exit in a conspicuous position requesting patrons to respect the needs of residents and to leave the premises and the area quietly.

Plastic drink containers will be used when requested by the Police, and these will be compliant with current Weights and Measures Regulations.

Bottles and glasses will not be placed into external waste receptacles between the hours of 23.00 and 08.00.

There will be a clear customer dispersal policy in place. Such a policy should minimise noise disturbance and potential disorder from customers leaving the premises. A policy should clearly set out measures to control the exit at the end of the evening, including lowering the volume of music 30 minutes prior to closing and the premises will cease the selling of alcohol 30 minutes prior to the closing of the premises.

A noise limiting device must be installed and must operate at all times regulated entertainment takes place at the premises. The device must be of a type, in a location and set at a level indicated by a Noise Impact Assessment, completed by a competent acoustician to the satisfaction of the EHO.

The rear exit and walkway, running to the rear of the Hammerton House buildings along-side the river, will remain clear of obstructions to allow for unimpeded exiting of the building in the case of a fire or other emergency, in accordance with the required fire risk assessment.

All external windows and doors must be kept shut at all times when regulated entertainment is being provided. Doors may be opened for normal entrance and egress of people but must be shut immediately thereafter. With the exception of the front door to the street which will be open in the day time and will be closed from 11pm

until closing time, in order to reduce noise being emitted from the premises at night time.

No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.

Records will be kept to demonstrate noise monitoring is being undertaken and will be available for officers to view on request.

There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance.

There will be no music played externally.

Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.

Staff will monitor the dispersal of customers and ensure patrons do not contribute to anti-social behaviour in the vicinity.

e) The protection of children from harm

Protection of Children

The premises will have a written dispersal policy designed to encourage patrons to leave the venue and the area quickly and quietly. A "Challenge 25" policy shall be adopted and enforced at the premises whereby any person who appear to be under the age of 25 shall be required to provide identification to prove that they are over the age of 18 before they are permitted to purchase alcohol. The only forms of acceptable identification will be:

- A Passport;
- A UK Photocard Driving Licence
- Official ID card issued by HM Forces or EU bearing a photograph and the date of birth of the holder;
- PASS ID Cards;
- Any other form of identification agreed with a representative of Lancashire constabulary Licensing Unit.

All staff who are involved in the sale of alcohol will be trained in relation to the "Challenge 25" policy upon the commencement of their employment, following which they will undertake refresher training at least once every twelve months. Said training will be documented and will be made available to an authorised officer upon request.

All children will be under the supervision of their parent/guardian at all times whilst on the premises and all children will be off the premises after 19.00hrs. All music before 19.00hrs will be child appropriate and all gambling and gaming machines will be in view of staff and clearly marked with notices prohibiting the use by persons under 18.