RIBBLE VALLEY

BOROUGH COUNCIL

LICENSING POLICY STATEMENT

LICENSING ACT 2003

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1. BACKGROUND

Ribble Valley Borough Council (the Council) is designated as the Licensing Authority (the Authority) under the Licensing Act 2003 (the Act) and is responsible for granting all licences designated under the Act in respect of the sale and/or supply of alcohol, the provision of regulated entertainment and late night refreshment.

Section 5 of the Act required each local authority to produce a statement of licensing policy before any applications for licences could be accepted and to review the policy every three years. This statement has been prepared in accordance with the guidance (the Guidance) that the Secretary of State has issued under Section 182 of the Act. Applicants are asked to have regard to the Guidance before submitting applications under the Act.

This statement sets out the considerations that the Council will take into account when considering applications for licences under the Act and the policies that the Council will generally apply.

The Act requires the Council to review the policy, determine and publish its policy every three years.

This statement shall be effective from 7 January 2011 and shall remain in effect for three years until 6 January 2014. Prior to its expiry, it will be subject to review and further consultation if required.

The statement provides guidance to the police, applicants, objectors and interested residents and businesses, on the approach that the Council will take towards licensing following the introduction of the Act. It may be subject to review pending the compilation of information specifically relating to the Ribble Valley Borough Council area and the outcome of consultation with local bodies, organisations and residents. A list of consultees is contained in Appendix 1 to this policy statement.

The Council will be mindful of other legislation, which may impact on the promotion of the Licensing Objectives. These will include:

Crime and Disorder Act 1998

Clean Neighbourhoods & Environment Act 2005

Health Act 2006

Anti-Social Behaviour Act 2003

Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000

Policing and Crime Act 2009

Crime and Security Act 2010

Criminal Justice and Police Act 2001

Private Security Industry Act 2001

Violent Crime Reduction Act 2006

The Council will also have regard to Government and Council strategies, for example the Ribble Valley Borough Council Safer Events Policy, so far as they impact on the licensing objectives. Any queries relating to the matters set out in this document should be addressed to:

Mrs Catherine Moore

Administration and Licensing Officer
Ribble Valley Borough Council
Council Offices, Church Walk
Clitheroe BB7 2RA

Tel: 01200 414454

e-mail: catherine.moore@ribblevalley.gov.uk

Information can also be obtained from the Council's website www.ribblevalley.gov.uk

Responsible authorities (as at the date of review) can be contacted as follows; changes to contact details will appear on the Council's Website (as above).

Police:

Licensing Officer
Lancashire Constabulary
Clitheroe Police Station
King Street
Clitheroe
Lancashire
BB7 2EU

Fire:

Hyndburn Fire Safety Department
Hyndburn Community Fire & Rescue Station
Hyndburn Road
Church
Accrington
Lancashire
BB5 4EQ

Health & Safety and Environmental Health:

The Environmental Health Manager
Ribble Valley Borough Council
Council Offices
Church Walk
Clitheroe
Lancashire
BB7 2RA

Local Planning Authority:

F.A.O. Mr J Griffiths
Development Department
Ribble Valley Borough Council
Council Offices
Church Walk
Clitheroe
Lancashire
BB7 2RA

Protection of Children:

Paul Jenkins
Lancashire Safeguarding Children's Board Manager
Room B52
PO Box 61
County Hall
Preston
PR1 8RJ

Trading Standards:

Shabiah Husain
Lancashire County Council
Trading Standards
Licensing Act 2003
55 Guildhall Street
Preston
Lancashire
PR1 3NU

2. ACTIVITIES COVERED BY THIS STATEMENT

The following activities which require a licence under the provisions of the Act, and which are covered by this statement, include:

1. The sale by retail of alcohol.
2. The supply of alcohol by or on behalf of a club, or to the order of a member of the club.
3. The provision of regulated entertainment.
4. The provision of late night refreshment.

3. LICENSING OBJECTIVES

This statement is intended to cover the control of licensed premises, qualifying Clubs and temporary events, and extends to new licence and permit applications including those for personal licences, renewals, transfers and the variation of conditions attached to various licences. There are four main licensing objectives contained within the Act, and the Authority will promote these objectives when undertaking its licensing functions:

i) The prevention of crime and disorder.
ii) Public safety.
iii) The prevention of public nuisance.
iv) The protection of children from harm.

Further guidance on the four licensing objectives is contained in Section 7 of this statement.

For the purposes of the statement, no one objective is considered to be of any greater importance than the others; each are seen to be equal. Each application will be considered on its merits in the context of the four licensing objectives. To assist in promoting the objectives, the Authority will ensure integration with local crime prevention, planning, local businesses, community representatives, and take into account culture and transport strategies. The Authority will work closely with the Police/Enforcement Agencies, Fire Authority and Transport Providers to develop a protocol, and the Licensing Committee will take into account reports relating to tourism/visitors and culture in the area, to enable those needs to be addressed.

4. INTRODUCTION

The Authority recognises that the entertainment/leisure industry is a major contributor to the economy and cultural development of the Borough. The Authority wishes to encourage licensees to provide a wide range of entertainment activities within the Borough throughout their opening hours to promote live music, dance, theatre etc for the wider cultural benefit of the community.

The Authority will endeavour to carry out its licensing functions in a way that ensures public safety, supports well managed premises, where licence holders display sensitivity to the potential impact of activities on local residents and businesses, and protects residents from detrimental effects. The Authority will have regard to how littering and fouling, noise, street crime and the capacity of the Authority's infrastructure, resources and police resources impact on the licensing objectives. However, unless relevant representations are received from responsible authorities or interested parties, there is no provision for the licensing authority to impose conditions on a licence other than those proposed within an application.

The Authority will work in partnership with the police, residents and all local businesses to promote the licensing objectives. This policy will be further developed in consultation with the consultees listed in Appendix 1, and whilst it is prepared for the Authority's area, it also takes account of the position in adjoining Authorities where common boundaries exist.

5. THE BOROUGH OF RIBBLE VALLEY

Of the 12 district and 2 unitary authorities within the County of Lancashire, Ribble Valley has the largest geographical area but the smallest population. Covering 226 square miles, two thirds of the district is designated as part of the Forest of Bowland Area of Outstanding Natural Beauty. Ribble Valley is also the 'Centre of the Kingdom' as the small settlement of Dunsop Bridge lies on the exact centre point of the British Isles.

56,960 people live within the Borough. The historic market town of Clitheroe contains just under a quarter of the residents (population c.14,000) and is the commercial and administrative centre for the district. The town of Longridge (population c.7,500) is the industrial and shopping centre for the west of the Borough. Elsewhere, there are numerous villages of varying sizes, some accessible along the A59 corridor, others more remote from local services and public transport.

The resident population is relatively old, with a greater than average number of residents over the age of 60 and consequently a lower than average number of young people aged 24 and under. Population projections suggest that this imbalance will increase in the future.

Ribble Valley is a relatively affluent area, and unemployment levels within the Borough are amongst the lowest in the country. Given the rural nature of the area, it is not surprising that agriculture and tourism are important employers.

Amongst the Council's ambitions are:

To help make people's lives safer and healthier.

To protect and enhance the existing environmental quality of the area.

Within the Council's area there are 225 premises (with alcohol), and 39 (no alcohol), 23 clubs.

6. GENERAL STATEMENT OF POLICY

The Council as Licensing Authority has adopted the following principles. These principles will serve as a general guide to the Council when it carries out its licensing functions:

- Each application will be considered on its individual merits.
- The Council recognises the use of longer opening hours as a possible means of reducing the concentration of people leaving licensed premises at the same time and that it might minimise the potential nuisance caused to local residents and each application will be considered on its own merits.
- The Council will not fix predetermined licensing quotas in any given area nor will it seek to introduce 'zones' within the Borough where specific activities are concentrated.
- The Council will not fix predetermined closing times for particular areas.
- That so far as shops, stores and supermarkets are concerned, the Council will permit the sale of alcohol during legal opening hours, except where the police have indicated particular problems with premises as a focus of crime and disorder, nuisance or disturbance.
- The Council will not limit the access of children to licensed premises unless it is necessary for the prevention of harm.
- The Council wishes to encourage and promote live music, dance and theatre for the wider cultural benefit of the community. The Council will seek to obtain a balance between the potential for limited neighbourhood disturbance and the benefits of cultural activities, particularly for children, and will not allow the views of vocal minorities to predominate over the general interests of the community.
- The Council can only attach licence conditions when a hearing takes place, and will ensure that conditions are reasonable, proportionate and strictly necessary for the promotion of the licensing objectives. The Council is aware of the need to avoid measures as far as possible that deter live music, dancing and theatre, for example by imposing indirect costs of a disproportionate nature, and duplicating the requirements of other legislation.
- The Council does not propose to implement standard conditions of licence across the board but instead will draw upon the Model Pool of conditions issued by the Department for Culture, Media and Sport, and attach conditions as appropriate, given the circumstances of each individual case. The Council will only attach conditions that further the Licensing Objectives.
- The Council will monitor the impact of licensing on regulated entertainment in the borough, particularly on live music and dancing. If there is evidence that licensing requirements deter such activities, the Council will consider how to correct that and if necessary will change this Policy.
- The Council is aware of the value to the community of a broad range of cultural entertainments, particularly live music, dancing and theatre. The Council wishes to encourage them for the benefit of all.
- The Council may seek in its own name premises licences for appropriate public spaces within the borough. This will make it easier for people to organise suitable cultural events. The Council will consider any request for permission to use such public spaces for cultural activities.
- The Council currently holds a premises licence for the Castle Grounds, Clitheroe which authorises the provision of regulated entertainment, and for the Atrium Café, Clitheroe Castle Museum, which authorises the sale by retail of alcohol for consumption on and off the premises, the provision of regulated entertainment and late night refreshment.
- The Council expects applicants for new premises licences or for variations of existing licences to address in their operating schedules the requirements listed in Appendix 2. This is not an exhaustive list. However the Council accepts that not all the requirements will be relevant to every premises and that account must be taken of the

size, style, characteristics and activities taking place at the premises concerned. Applicants should be aware that their application may be rejected or delayed if any part of the application is not completed properly.

- The Council, in determining applications, will have regard to the available resources of Lancashire Constabulary, in order to ensure that the operation of any premises is not undermining the prevention of crime and disorder or the prevention of nuisance objectives of the Act.

7. LICENSING OBJECTIVES

The Council recognises that the licensing process can only seek to control those measures which are within the control of the licensee.

(1) Prevention of Crime and Disorder

In addition to the requirement for the Council to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions and to do all it reasonably can to prevent crime and disorder in the district.

The Council will consider attaching conditions to licences and certificates to prevent crime and disorder, and these may include conditions drawn from a Pool of Model Conditions. Any such conditions imposed will be tailored to the style and characteristics of the premises and the type of activities expected to take place there. Any Pool of Model Conditions will be published and available to interested parties.

Applicants for licences are referred to the matters listed in Appendix 2 under the heading 'Crime and Disorder', and should consider these when preparing their operating schedules.

The Council recognises that there are a number of mechanisms for addressing unlawful or anti-social behaviour that occurs away from licensed premises, qualifying clubs and temporary events. These include:

- Planning controls;
- Enforcement of environmental protection legislation (e.g. on noise nuisance);
- Positive measures to provide a safe and clean town centre;
- Environmental controls in partnership with local businesses, transport operators and other departments of the Council;
- Powers to designate parts of the district as places where alcohol may not be consumed publicly;
- Police enforcement of the law with regard to disorder and anti-social behaviour, including the issue of fixed penalty notices;
- The need to disperse people quickly and safely from town centres to avoid concentrations which may produce disorder and disturbance;
- The prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk;
- Confiscation of alcohol from adults and others in designated areas;
- Police powers to close down instantly, for up to 24 hours, any licensed premises or temporary events on the grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises;

- The power of police, other responsible authority or a local resident or business to seek a review of the licence or certificate in question.

(2) Public Safety

The Council will consider attaching conditions to licences and certificates to promote public safety, and these may include conditions drawn from the Pool of Model Conditions. Any such conditions will be tailored to the style and characteristics of the premises and the type of activities expected to take place there.

Applicants for licences are referred to the matters listed in Appendix 2 under the heading 'Public Safety' and should consider these when preparing their operating schedules. Applicants may also have regard to the Ribble Valley Safer Events Policy and can seek advice from the Event Safety Advisory Group. However, it is not intended to duplicate existing legislation or regulatory regimes, e.g. the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.

(3) Prevention of Nuisance

The Council will take an objective view of the potential for nuisance and will seek to attach appropriate and proportionate conditions to licences and certificates where necessary in order to prevent it. These may include conditions drawn from the Pool of Model Conditions. Any such conditions imposed will be tailored to the style and characteristics of the premises and the type of activities expected to take place there. In each individual case that arises following representation, the Council will:

Consider the potential for nuisance associated with the style, characteristics and activities of the licensable activity involved (including, where appropriate, compliance with smoke free requirements);

Examine the potential steps which could be taken to reduce the risk of nuisance, particularly in areas of residential accommodation;

Consider restricting the hours of the licence or the licensable activity only as a last resort, because of the potential impact on disorder and anti-social behaviour from fixed and artificially early closing times.

Where applications are received relating to shops stores and supermarkets, such premises will be licensed to provide sales of alcohol for consumption off the premises at any time when the retail outlet is open for shopping, unless representations raise very good reasons, based on the licensing objectives, for restricting those hours.

Applicants for licences are referred to the matters listed in Appendix 2 under the heading 'Public Nuisance' and should consider these when preparing their operating schedules.

(4) Prevention of Harm to Children

Nothing in this statement of policy limits the access of children to licensed premises unless it is necessary for the prevention of harm to children.

Areas that will give rise to particular concern in respect of children include premises:

(i) where there have been convictions of members of the current staff or management at the premises for serving alcohol to minors, with a reputation for underage drinking or

where the Portman Group Code of Practice on naming, packaging, and promotion of alcoholic drinks is not being followed;

(ii) with a known association with drug taking or dealing;

(iii) where there is a strong element of gambling on the premises;

(iv) where entertainment of an adult or sexual nature is commonly provided.

It is acknowledged that complete bans will be rare but the options the Council will consider for limiting the access of children, where necessary, for the prevention of harm to children, may include any of the following:

(i) limitations on the hours when children may be present;

(ii) age limitations (below 18);

(iii) limitations or exclusions when certain activities are taking place;

(iv) restrictions or exclusions in respect of parts of premises; (see the matters referred to in Appendix 2 under the heading 'Protection of Children from Harm'.)

(v) requirements for an accompanying adult;

(vi) full exclusion of people under 18 from the premises when any licensable activities are taking place.

The Council will not impose conditions restricting the admission of children to any premises. Where no licensing restriction is necessary, this will remain a matter for the discretion of the individual licensee or club.

In premises showing films, the Council will restrict access to the relevant part of the premises to meet the required age limit in accordance with any certificate granted by the British Board of Film Classification. In the case of a film that has not been subject to classification under Section 4 Video Recordings Act 1984, we will require the film to be submitted to the licensing authority at least 14 days before the proposed exhibition. A certificate will then be given to the film by the Authority and any age restriction imposed must be adhered to.

Where large numbers of unaccompanied children are likely to be present, for example, at a children's show or pantomime, conditions may be imposed requiring the presence of an appropriate number of adult staff to ensure public safety and protection from harm. The Council would expect applicants to address these matters in their risk assessments and operating schedule submissions.

The Council will consider attaching conditions to licences and certificates to prevent harm to children, and these may include conditions drawn from the Pool of Model Conditions.

8. PLANNING CONSIDERATIONS

The planning and licensing functions of the Council will be separated to avoid duplication and any possible conflicts of interest. The Council will not allow licensing applications to be a re-run of planning applications.

The Planning and Development committee and the Licensing committee may provide reports relating to licensed premises to each other, thereby ensuring communication between those exercising licensing, planning and building control functions.

In general the Council expects that prior to the submission of a licensing application, the appropriate planning permission will have been granted. The Council acknowledges the ability of an applicant for a premises licence to seek a provisional statement in accordance with section 29 of the Licensing Act 2003.

9. TEMPORARY EVENT NOTICE

A Temporary Event Notice (TEN) can be used to authorise relatively small-scale, ad hoc events, held in or on any premises involving no more than 499 people at any one time. The premises user must apply for a TEN no later than 10 working days before the day on which the event is to start**.** This period does not include the day the notice is received by the Licensing Officer, or the date of the event. The Council would advise applicants to submit their applications at least three weeks before the event, to ensure they are received by the Licensing Officer in good time, although we cannot insist on this time frame. Each event covered by a TEN can last up to 96 hours and no more than twelve TENs can be given in respect of any particular premises in any calendar year, subject to a maximum total of 15 days in any year. There must be a minimum of 24 hours between events notified by a premises user or associates of that premises user in respect of the same premises.

Anyone aged 18 years or over can give a maximum of five TENs per calendar year. Personal licence holders can give a maximum of fifty TENs per calendar year.

A TEN can be given in respect of both indoor and outdoor events. "Premises" for the purposes of the Act means any place, whether indoors or outdoors. For example, it could cover a town square, part of a park, or a street. But the limits in relation to permitted temporary activities (for example the number of people who can be on the premises at any one time) will apply.

Only the police may intervene to prevent an event covered by a TEN taking place, or agree a modification of the arrangements for such an event, and then only on crime prevention grounds. A copy of the notice must therefore be sent to the Licensing Officer, Lancashire Constabulary, Clitheroe Police Station, King Street, Clitheroe BB7 2EU at the same time the notice is submitted to the Council. In the event that the police object to a TEN, then the Council's Licensing Sub-Committee will determine the matter.

10. LICENCE REVIEWS

The grounds for an application for a review of a premises licence must be relevant to one or more of the four licensing objectives. The Council itself cannot initiate a review, only an Interested Party (e.g. a local resident, local organisation and Councillor) or a Responsible Authority can, at any time. The Council must be satisfied that any ground for a review is relevant to one or more of the licensing objectives, or in the case of an application made by an interested party, that the ground is not frivolous, vexatious or is a repetition (e.g. similar to representations considered when determining an original application for a premises licence, or similar to a ground for review specified in an earlier application made in respect of the same premises). The Council's role is to administer the process and determine its outcome at a hearing. Having regard to the application and any relevant representations, the Authority can modify the conditions of a licence; exclude a licensable activity from the scope of the licence; remove the Designated Premises Supervisor, suspend the licence for a period not exceeding three months or revoke the licence. For this purpose, the conditions of a licence are modified if any of them is altered or omitted or any new condition is added.

11. ENFORCEMENT

Enforcement action will be taken by the Authority where required, in accordance with any agreed protocol with local police or other statutory bodies on enforcement issues. Regard will also be had to the Council's Licensing Enforcement Policy adopted in November 2006 (as

amended). This will ensure the effective and efficient deployment of enforcement staff and police officers, to avoid duplication when carrying out enforcement duties or inspections of licensed premises. The protocol will provide for the targeting of agreed problem or high-risk premises which require greater attention, while providing a lighter touch in respect of low-risk premises which are well-run.

This will allow for flexibility in the approach of enforcement officers and police officers, particularly where attention may be drawn to areas which require greater attention whilst areas with less problem/nuisance/disturbance will receive less attention. The Council is committed to consistent, effective and efficient licensing enforcement policies and procedures, and recognises the importance of enforcement to the overall effectiveness of the policy. The Authority is committed to continue to undertake enforcement measures, in partnership with the police and other enforcement agencies where appropriate.

12. DELEGATION

The Authority will deal with applications under the Act in accordance with the Scheme of Delegation contained in Appendix 3.

13. MONITORING/REVIEW

The Council will carry out a review of the Policy when appropriate, and in any case every three years or such period as required by legislation, and will gather and maintain information specific to the Council to assess the impact of the Policy on the local community.

APPENDIX 1

CONSULTEES

The Chief Constable, Lancashire Constabulary;

The Chief Officer, Lancashire Fire and Rescue Services;

The holders of current Premises licences;

The holders of current club premises certificates;

All councillors of Ribble Valley Borough Council;

All town and parish councils in Ribble Valley;

Neighbouring local authorities, namely, Blackburn with Darwen, Burnley, Craven, Hyndburn, Pendle, Preston, Rossendale and South Ribble Valley Borough Council;

Clitheroe Chamber of Trade;

Whalley Chamber of Trade;

Area Child Protection partnership;

Relevant officers of Ribble Valley Borough Council;

Lancashire County Council Trading Standards and Social Services Departments;

Musicians' Union;

Equity;

Jazz Services Ltd;

thenorth@beerandpub.com

British Beer and Pub Association

Clitheroe Pubwatch

Longridge Pubwatch

Longridge Chamber of Trade

APPENDIX 2

Matters which should be considered by applicants when preparing their operating schedules and when considering submitting any application for new licences or variations of existing licences which are relevant to the four licensing objectives.

The lists are not exhaustive but provided for guidance only. Not all the matters listed will be relevant to every type of premises and regard must be had to the size, style, characteristics and activities taking place at the premises which is the subject of the application.

Protection of Children from Harm

- Restricting access of children to cigarette machines/ensuring procedures in place to prevent sale of tobacco to under 18's.
- Restricting access of children to any gaming machines.
- Restricting 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 any customer coming on to the premises is 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.
- Large and outdoor event organisers to undertake and record a suitable and sufficient risk assessment and fire risk assessment, and develop and implement an effective Event Safety Management Plan.
- All event organisers are advised to view the Council's Safer Event Policy, which promotes and encourages safe, successful and considerate events being held in the Ribble Valley, details of which can be found on the Ribble Valley Borough Council Website.

Public Nuisance

- The proximity of any residents.
- The provision of DJ announcements or other public announcements asking people to leave quietly, having regard to residential neighbours.
- The provision of signage at all exits from the premises asking patrons to leave quietly and to have regard to residential neighbours.
- The effective monitoring of queues and methods of dealing with people who are causing a disturbance in the queue.
- The introduction of a written dispersal strategy.
- 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 (including, where appropriate, provision for keeping the premises/premise frontage free of litter).
- 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 premises 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.
- 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 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 will close within half an hour of the end of the last licensable activity.
- 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 outside areas including by patrons using the areas for smoking. By way of guidance only, the Council would expect that after 11pm all persons outside the premises would move indoors and any amplified sound would be inaudible in neighbouring domestic properties. However, each application will be considered on its merits.

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 a policy which addresses the issues of a minimum drinks price, binge drinking, shows a responsible attitude to the sale of intoxicating liquor and avoids irresponsible promotions.
- The introduction of plastic glasses and bottles for major events.
- Adopting as a statement of best practice, initiatives such as the “Night Safe initiative”; “Best Bar None”; “Altern8” and “Think 21 campaign”.

- Using radio links/pagers as a means of connecting to other licensed premises.
- Joining any local Club Watch or Pub Watch initiative and being an active participant.
- Introducing CCTV both internally and externally and ensuring any advice given by any crime prevention officer is complied with.
- Introducing a maximum safe capacity for the premises.
- Providing a minimum number of door supervisors on the basis of an appropriate ratio of registered door staff to customers. A ratio of 2 supervisors for the first 100 customers and then 1 supervisor for each subsequent 100 customers or part thereof is suggested.
- The supervision by a personal licence holder of any person under the age of 18 on a till.
- The complete exclusion of any person under the age of 18 from being able to sell alcohol.
- Closing the premises at the request of the police during specific times on any football match day.
- The introduction of toughened glass.
- Adopting the guidance recommended in the “Safer Clubbing” guide as a statement of best practice.
- Adopting a trade code of practice covering irresponsible drinks promotions, for example BBPA’s guidelines on drinks promotions or the Portman Group 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 a microphone to record any conversations at any entrances/exits to the premises.

APPENDIX 3

Scheme of Delegation

Matter to be dealt with	Full committee	Sub Committee	Officers
Application for personal licence			All cases
Application for personal licence with unspent convictions		If a police objection	All other cases
Application for premises licence/club premise certificate		If a representation is made	If no representation is made
Application for provisional statement		If a representation is made	If no representation is made
Application to vary premises licence/club premises certificate		If a representation is made	If no representation is made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer for premises licence		If a police objection	All other cases
Applications for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	