

LICENSING ACT 2003
Part A - Premises Licence

Premises licence number - PR01942 (App to Vary Premises Licence)

Part 1 - Premises details

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

**allpay Ltd
Fortis et Fides
Whitestone Business Park,
Whitestone
Hereford
HR1 3SE**

Telephone number: **01432 852 431**

Where the licence is time limited the dates:

Not applicable

Licensable activities authorised by the licence

**Films (Indoors)
Live Music (Indoors/Outdoors)
Recorded Music (Indoors/Outdoors)
Late Night Refreshment (Indoors)
Sale/Supply of Alcohol (consumption on and off the premises)**

The times the licence authorises the carrying out of licensable activities

**Films, Live Music, Recorded Music
Monday – Sunday 10:00 – 24:00**

**Late Night Refreshment
Monday – Sunday 23:00 – 02:00**

**Sale/Supply of Alcohol
Monday – Sunday 10:00 – 02:00**

The opening hours of the premises

Monday – Sunday 10:00 – 02:00

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

For consumption on and off the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Allpay Limited
Fortis et Fides,
Whitestone Business Park,
Whitestone
Herefordshire
HR1 3SE**

Registered number of holder, for example company number, charity number (where applicable)

Registered Number: **02933191**

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Hannah McVicar

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

**Licence Number – LN/000009716
Issuing Authority – Colchester City Council**

Annex 1 - Mandatory conditions**Mandatory conditions where licence authorises supply of alcohol****Irresponsible Drinks Promotions**

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

Free Drinking Water

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Age verification

3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
 - (b) an ultraviolet feature.

Small Measures

4. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Below Cost Price

A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

Mandatory conditions where licence authorises supply of alcohol

No supply of alcohol may be made under the premises licence-

- (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Door supervision

Each individual required to carry out a security activity must be licensed by the Security Industry Authority

Mandatory condition: exhibition of films

Admission of children to the exhibition of any film must be restricted in accordance with any recommendation made by the film classification body or that body specified in the licence unless

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question

admission of children must be restricted in accordance with any recommendation made by that licensing authority

In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification)

Annex 2 - Conditions consistent with the operating Schedule**Licensing conditions****General****The Prevention of Crime and Disorder**

CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale/ supply of alcohol occurs. A monitor shall be mounted on the wall at the premises where it is clearly visible to all members of the public. The monitor shall show the live CCTV footage being recorded. Equipment MUST be maintained in good working order , be correctly time and date stamped , recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand. The Club must ensure that at all times an appointed member of staff is capable and competent at downloading CCTV footage in a recordable format EITHER DISC or VHS to the Police/Local Authority on demand. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the Club or other responsible named individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded. In the event of technical failure of the CCTV equipment the Club MUST report the failure to the Police on contact number 101 immediately.

The premises licence holder, DPS or a person nominated by them in writing for the purpose will employ SIA door staff on a risk assessed basis. The risk assessment shall be in writing and shall be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police

The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors, their badge numbers and shall be signed by the door supervisors as they commence and conclude duty. The register shall be made available on demand for inspection by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), or the Police or an authorised officer of the SIA.

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service

All staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of BIIAB Level 1 or any equivalent training course within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence. No person shall be authorised to sell or supply alcohol until this training is completed. Refresher training will be conducted at 12 monthly intervals. Training records shall be kept on the premises and produced to the police of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand

No members of the public will be permitted to carry glasses or bottles from one bar area to another.

All drinks breakable glasses/vessels must be transported by a member of staff if leaving the area outlined in red on the outside plan.

Public Safety

First aid

A First Aid Kit capable of treating for 21-50 people shall be kept fully stocked at the premises and kept behind the bar. Such kit shall contain:

- 1 x Guidance Leaflet
- 60 x Washproof Plasters
- 6 x Eye Pads with Bandage
- 8 x Triangular Bandages
- 12 x Safety Pins
- 16 x Assorted Sterile Dressings
- 20 Moist Wipes
- 3 Pairs Disposable Gloves

The Prevention of Public Nuisance

Noise or vibration shall not emanate from the premises so as to cause a nuisance.

The Premises Licence Holder or DPS must immediately comply with any request to adjust noise levels/ frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to any beer garden, patio area, smoking area or similar, requesting the public to respect the needs of local residents and to be quiet.

The Protection of Children from Harm

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act 2003) or the police or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

A written register of refusals will be kept including a description of the people who have been unable to provide required Identification to prove their age. Such records shall be kept for a period of 12 months and will be collected on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally include topless bar staff, striptease, lap-table, or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language).

Annex 3 - Conditions attached after a hearing by the licensing authority

Not applicable

Annex 4 - Plans

As attached – received 06.06.2024

**LICENSING ACT 2003
Part B - Premises licence summary**

**Premises licence number - PR01942 (App to Vary Premises DPS)
Premises details**

Postal address of premises, or if none, ordnance survey map reference or description

**allpay Ltd
Fortis et Fides
Whitestone Business Park,
Whitestone
Hereford
HR1 3SE**

Telephone number: **01432 852 431**

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Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

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Fortis et Fides,
Whitestone Business Park,
Whitestone
Herefordshire
HR1 3SE**

Registered number of holder, for example company number, charity number (where applicable)

Registered Number: **02933191**

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Hannah McVicar

State whether access to the premises by children is restricted or prohibited

The premises shall operate a Challenge 25 Policy

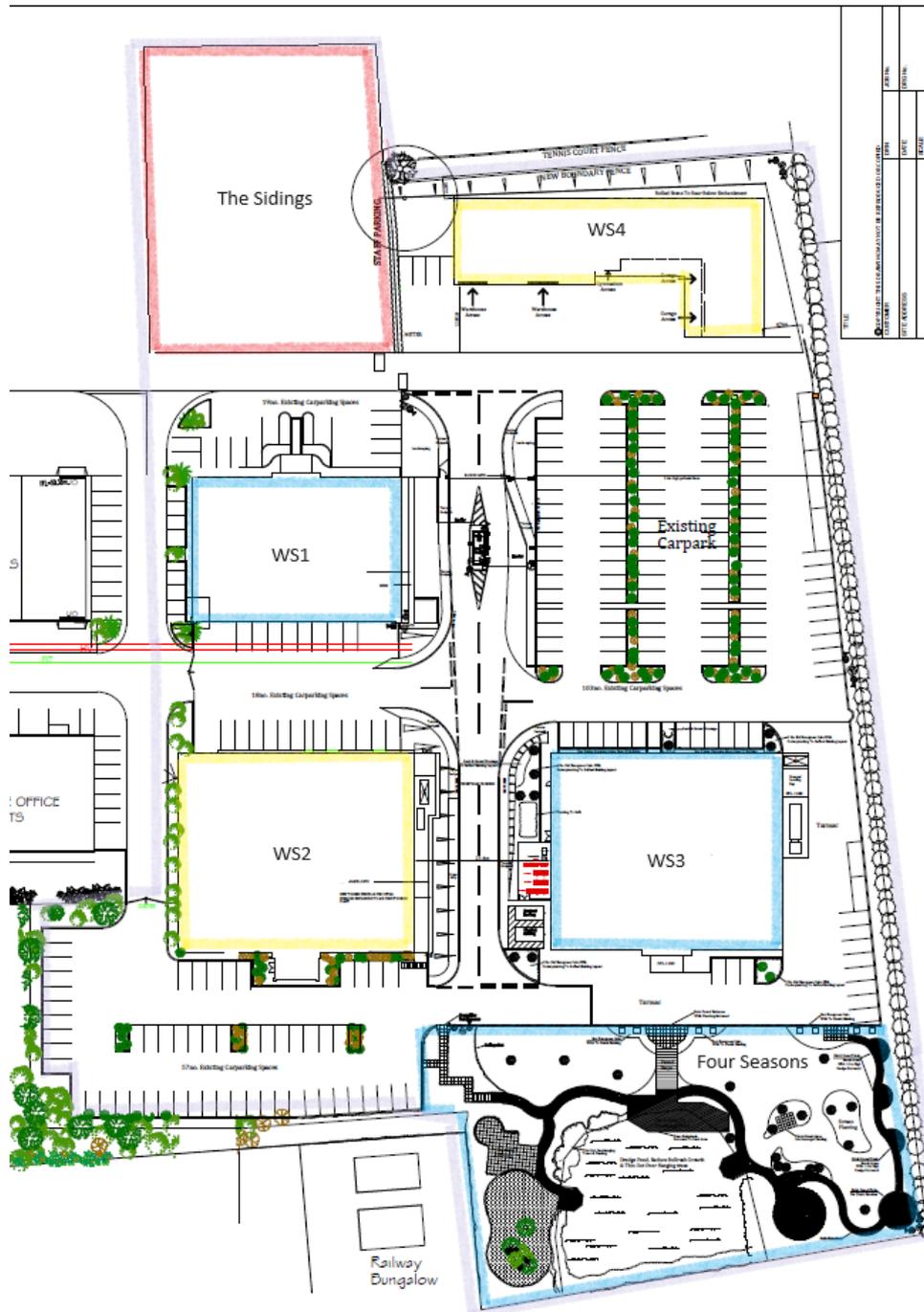
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allpay site – June 2024

The below plan represents the allpay site as of June 2024 from a licensing perspective and in relation to the recent license variation application.

- The areas in blue, namely WS1, WS3 and Four Seasons are already licensed and more detailed plans are already in existence showing the licensed areas of those.
- The buildings in yellow, namely WS2 and WS4, are not licensed and are out of scope of the current variation as well.
- The area in red, namely The sidings, is the area within scope of the current variation.
- Purple line is indicating the boundary of the allpay site.



Collins
Design & Build
& Project Management

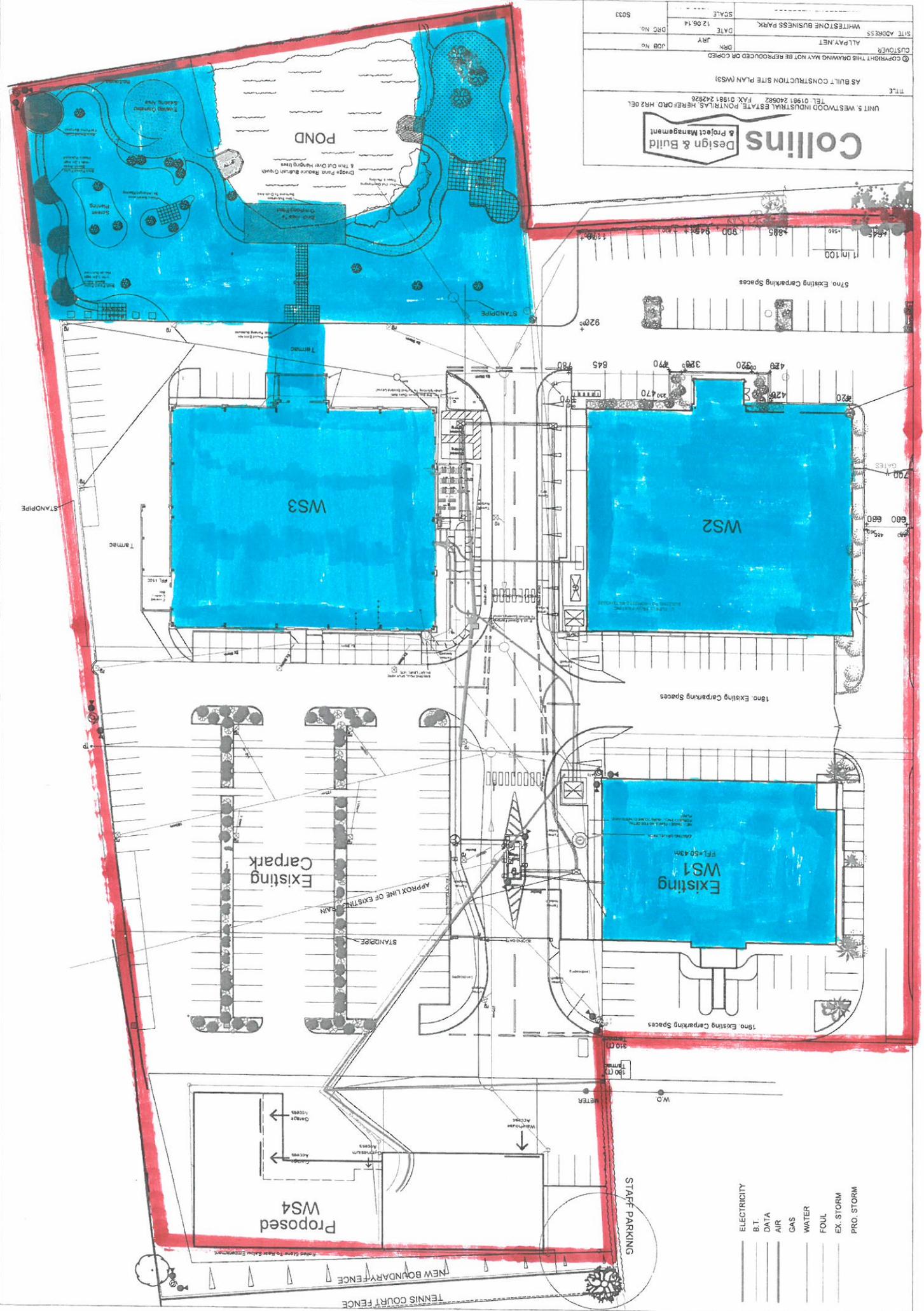
UNIT 5, WESTWOOD INDUSTRIAL ESTATE, PONTRILAS HEREFORD HR2 0EL
TEL: 01981 240882 FAX: 01981 242926

TITLE AS BUILT CONSTRUCTION SITE PLAN (WS3)

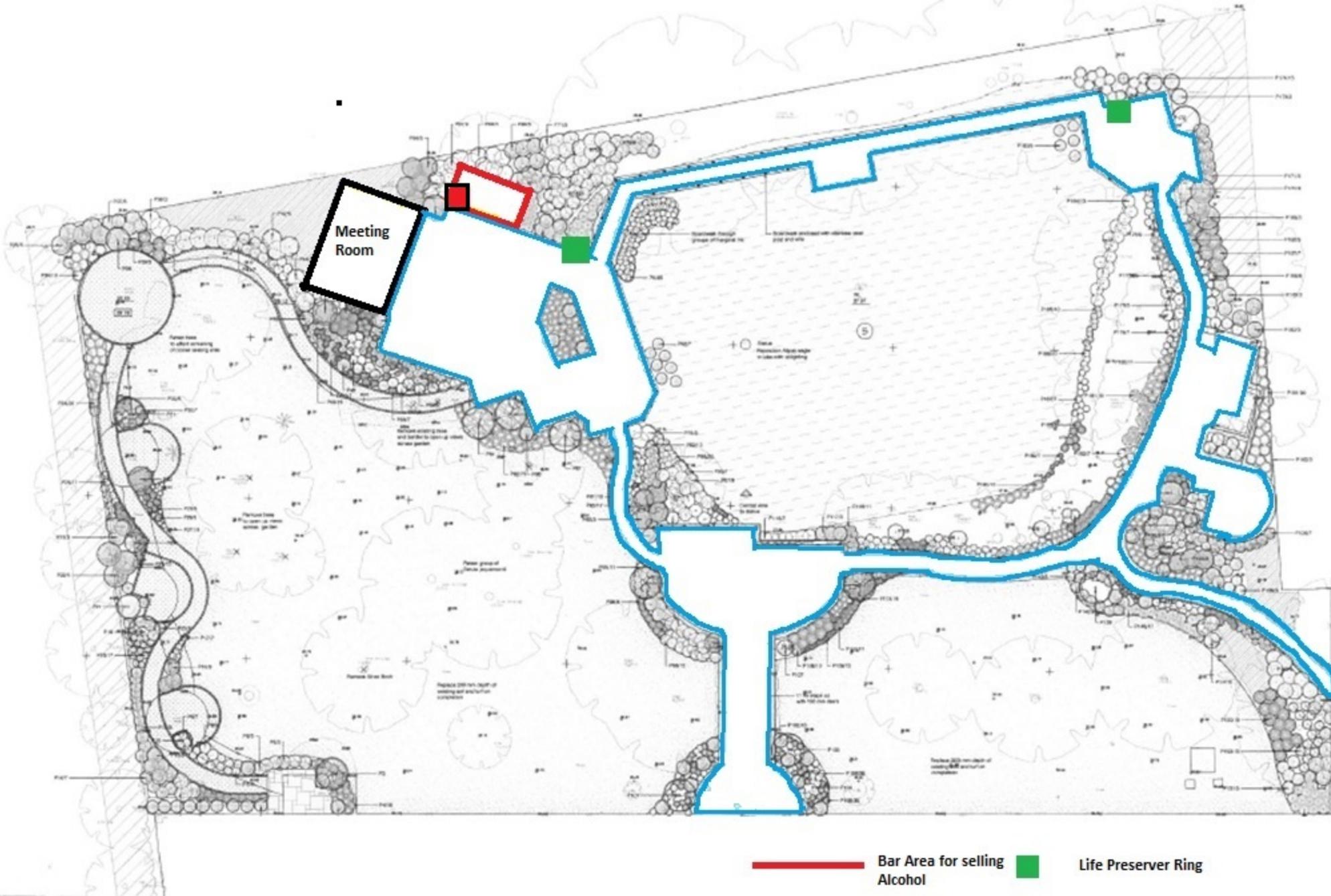
CUSTOMER ALLPAY.NET
JOB No. DRN JRY

SITE ADDRESS WESTSTONE BUSINESS PARK
DATE 12.06.14
SCALE 1:200
S033

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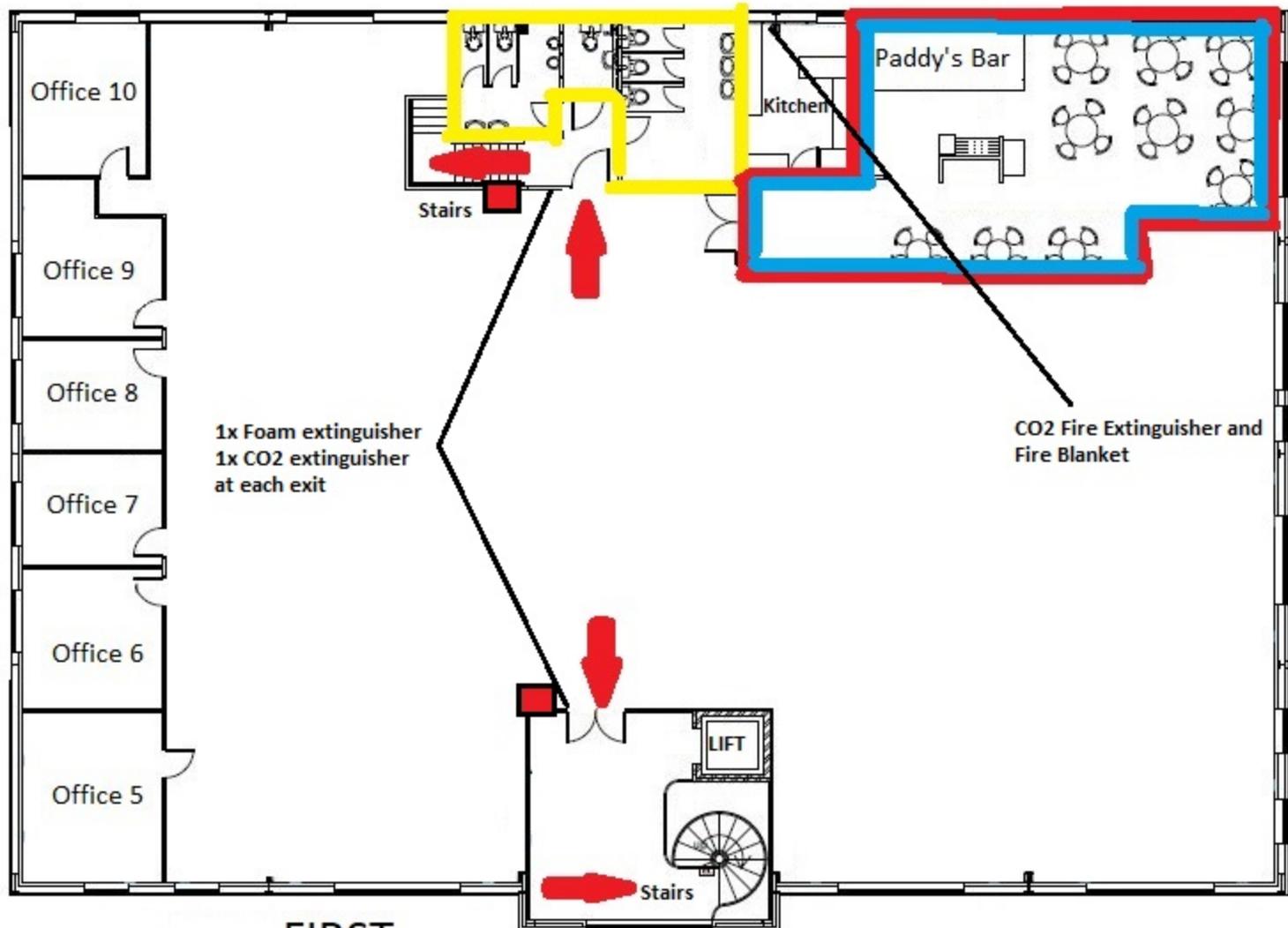


- ELECTRICITY
- B.T.
- DATA
- AIR
- GAS
- WATER
- FOUL
- EX. STORM
- PRO. STORM



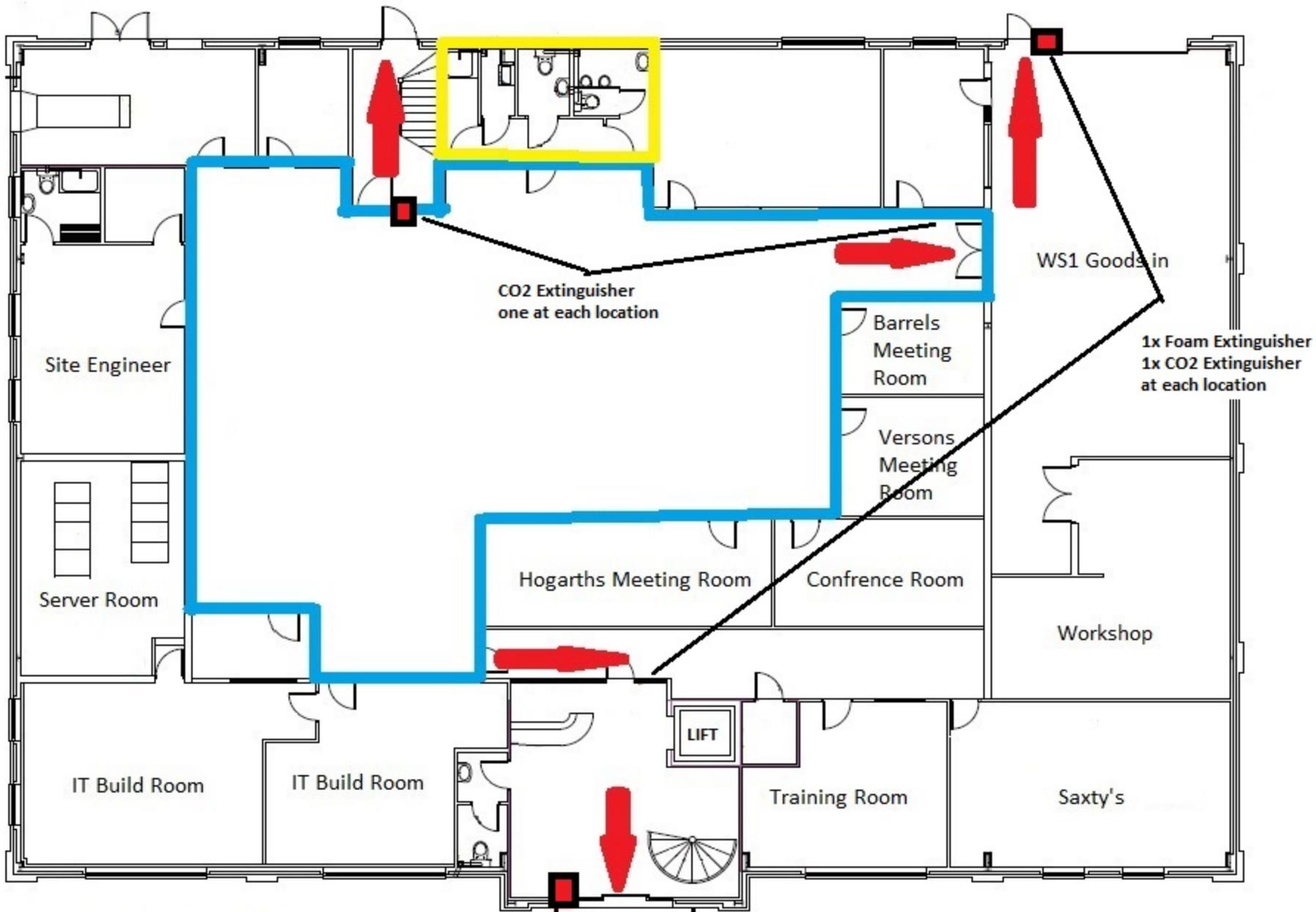
Allpay - 4 Seasons

- Bar Area for selling Alcohol
- Life Preserver Ring
- Area for consuming Alcohol
- 1x Fire Blanket
 1x CO2 Fire Extinguisher
 1x Wet Chemical Fire Extinguisher



FIRST FLOOR PLAN

-  Area Alcohol to be served and consumed
-  Toilet Facilities
-  Fire Escape route
-  Fire Alarm Call point



GROUND FLOOR PLAN

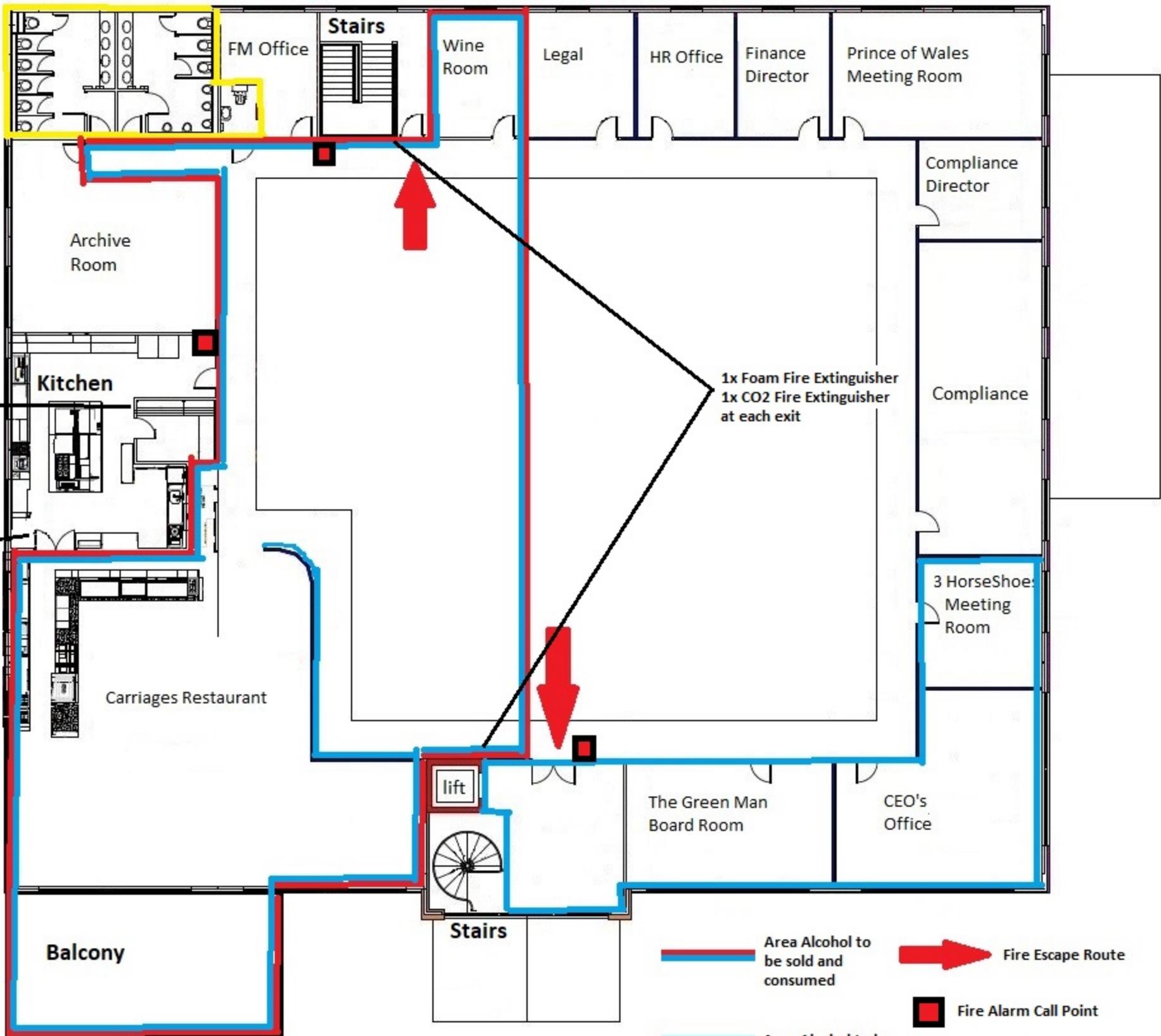
Allpay.net Unit 12

 Toilet Facilities

 Alcohol to be consumed in this area

 Fire Exit

 Fire Alarm Call Point



Allpay Unit 12A

FIRST FLOOR PLAN

- Area Alcohol to be sold and consumed
- Area Alcohol to be consumed
- Toilet Facilities
- ➔ Fire Escape Route
- Fire Alarm Call Point