





## **COMING INTO EFFECT 1**st February 2011

LICENSING UNIT
COUNTY OFFICES
BATH STREET
HEREFORD
HR1 2ZF

Email: Licensing@herefordshire.gov.uk

Tel: 01432 260105

## **CONTENTS**

Forward		Foreword By Councillor John Hope, MBE,	
		Chair Of Licensing Committee	
1		Introduction	1 – 3
2		Scope of this Policy	4 – 5
3		Policy Consultation and Review	6 – 7
4		Determinations of Applications	8
5		Administration, Exercise and Delegation	9 – 11
6		Responsible Authorities, Interested Parties	12 – 17
		and Representations	
	6.6	Relevant Representation	14 – 17
7		Application Consultation	18 – 20
8		Premises Licence	21 – 26
	8.1	New Applications	21 – 22
	8.7	Variations to existing Premises Licences	23
	8.8	Designated Premises Supervisor	23
	8.11	Wholesale of Alcohol	23
	8.12	Internet and mail order sales	24
	8.13	Regulated Entertainment	24
	8.14	Late Night Refreshment	24
	8.15	Bingo Clubs	25
	8.16	Petrol Stations	25
	8.17	Vehicles and Moveable Structures	25
	8.18	Vessels and Ships	25
	8.19	Sports Grounds	26
	8.20	Hotel Mini Bars	26
9		Club Premises Certificates	27
10		Provisional Statements	28
11		Conditions on Premises Licences and Club	29
		Premises Certificates	
12		Film Classification	30 – 31
13		Hours of Licensed Activities	32 – 33

14		Opening Hours	34
15		Personal Licences	35 – 36
16		Temporary Event Notices	37 – 38
17		Appeals	39
18		Reviews and Complaints About Licensed	40 – 42
		Premises	
	18.3	Failed Test Purchases	41
	18.6	Premises Persistently Selling	41
	18.7	Crime and Disorder	41
	18.5	Reviews launched by members of the	42
		public	
19		Enforcement Policy	43
20		Prevention Of Crime and Disorder	44 – 57
	20.1	General	44
	20.5	Training	45
	20.9	Designated premises supervisor (DPS)	45
	20.10	Risk Assessment for the Police	45
	20.12	Behaviour of Customers Outside Licensed	46
	20.14	Premises Door Supervisors	46
	20.18	Incident Report Book	47
	20.19	Radio Pagers	48
	20.24	The use of glass in licensed premises	49
	20.29	ССТУ	50
	20.33	Open containers not to be taken from the	51
	20.34	premises Capacity limits	51
		Proof of age cards	52
		Crime prevention notices	52
		Signage	52
		High Volume Vertical Drinking	52
		Premises in the Hereford City - Football	53
		Adult Entertainment & Services	54 <b>–</b> 57
21		Public Safety	58 – 65
	21.1	General	58 – 59

	21.7	Safer Clubbing Guide	<b>59 – 60</b>
	21.11	Safety Advisor Group	60
	21.12	Escape Routes	60 – 61
	21.13	Safety Checks	61
	21.14	Capacity limits	61
	21.15	Emergency action notices	61
	21.16	Access for emergency vehicles	61
	21.17	First Aid	62
	21.18	Lighting	62
	21.19	Temporary electrical installations	62
	21.20	Indoor sporting events	63
	21.21	Alterations to the premises	63
	21.22	Special effects	64
	21.23	similar places	64
22		Prevention of Public Nuisance	66 – 70
	22.1	General	66
	22.5	Planning Building Control	67
	22.9	Zoning	67 – 68
	22.14	Management and control of customers	68
	22.15	Hours	68 – 69
	22.17	Noise and vibration	69
		Litter	69 – 70
	22.19	Noxious smells	70
	22.20	Light Pollution	70
23		The Protection of Children from Harm	71 – 85
	23.1	General	71 – 75
	23.17	Adult Entertainment Services	75 – 76
	23.20	Access for children to licensed premises – in general	77 – 77
	23.21	•	78 – 79
	23.24	Theatres	79
	23.26	Performances especially for children	80
	23.29	Children in performances	80 – 81
	23.30	Challenge 25	81 – 83

24		Information Sharing	84
	24.1	Licensing Act 2003	84
	24.2	Data Protection Act	84
	24.4	Requests for Information	84
25		Other references & Guidance	85
26		Other Policies and Objectives	86 – 91
	26.4	The Human Rights Act 1988	87
	26.5	The Disability Discrimination Act 1995	87
	26.6	Herefordshire's Race Equality Strategy	88
	26.7	Government Drinking Strategy	88
	26.8	Herefordshire's Crime & Disorder Strategy	88
	26.9	Government & Police Guidance for Clubs	89
		and other licensed premises	
	26.10	Tourism & Employment	89
	26.11	Fire Protocol	90
	26.12	Planning Permissions	90 – 91
		ANNEX 1 - SPECIAL CUMULATIVE IMPACT	92 – 95
		POLICY	

Index

## FOREWORD BY COUNCILLOR JOHN HOPE, MBE, CHAIR OF LICENSING COMMITTEE

This is the third Statement of Licensing Policy produced by the Herefordshire Council as the Licensing Authority under the Licensing Act 2003. It is a legal requirement that this policy should be reviewed at least every three years or more frequently if required.

Over the preceding two policies the act has continued to evolve and in some respect matters have become clearer whilst in others what appeared to be clear has been diluted through legal challenge. I am not convinced that the Act has achieved all that it set up to do so. However, in the very near future undoubtedly some aspects of the act will change and again this will mean a revisiting of this policy. This product is the product of wide consultation from all sections of the community.

The scope of this Policy covers the following:

- · Retail sales of alcohol
- The supply of alcohol by or on behalf of a club, or to the order of a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment

The purpose of the Statement is to set out the policies and procedures that Herefordshire will apply in relation to its functions under the Act, most particularly regarding applications for new licences, applications to vary existing licences and applications to review licences.

Everything the Council does is underpinned by the requirement to promote the four licensing objectives. These four fundamental objectives are:

- The prevention of crime and disorder,
- Public safety,
- · The prevention of public nuisance, and
- The protection of children from harm.

All parties have a duty to promote these objectives and we will continue to work closely with statutory responsible authorities, licence holders and their staff, SIA door staff and other interested parties to include members of the public. The Policy highlights the need for those operating licensed premises to be aware of the effect their premises may have on local residents and to make every effort to minimise anything that adversely affects residents' quality of life.

We will expect anyone appearing in front of a Licensing Sub-Committee that adjudicates on opposed applications to be fully aware of the terms of this policy in order to show that they too are fulfilling their statutory duty to promote the licensing objectives.

In particular, in reviewing its Licensing Policy the Council consulted on whether there was a need to continue with the Cumulative Impact Policy in relation to Hereford City. In essence this decision applies a presumption against extending or granting licences in the areas to which the policy applies. This special policy will not prevent applications being made in these areas and each case will be determined on its own merits but applicants will have to comprehensively demonstrate in their application that their proposals will not add to existing problems in the area. Full details and maps of the areas are contained in the text of the policy.

We recognise the very positive contribution that well managed premises can make to the Council's wider objectives through contributing to the economy and helping to tackle crime and disorder.

Through the implementation of the Licensing Act, Statutory Government Guidance and this Licensing Policy and by working closely with both regulatory and business partners we will continue to provide advice and guidance as well as compliance of standards for both residents and businesses in the County to ensure that licensed premises are well managed

and have a positive impact on the cultural, community, leisure and entertainment facilities within Herefordshire.

This Statement will be widely circulated and will be available at all times on the Council's website.