



LICENSING ACT 2003
Part A - Premises Licence

Premises licence number - PR01666 (App to Vary Premise Licence)

Part 1 - Premises details

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

**The Venue
1 Gaol Street
Hereford
HR1 2HU**

Telephone number: **07976 729333**

Where the licence is time limited the dates:

Not applicable

Licensable activities authorised by the licence

**FILMS (INDOORS)
INDOOR SPORTING EVENTS
LIVE MUSIC (INDOORS)
RECORDED MUSIC (INDOORS)
PERFORMANCE OF DANCE (INDOORS)
ANYTHING SIMILAR TO REGULATED ENTERTAINMENT (INDOORS)
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

Monday – Sunday 20:00 – 04:00

Indoor Sporting Events

Monday – Sunday 17:00 – 02:00

Live Music, Recorded Music, Performance of Dance, Sale/Supply of Alcohol

Monday – Saturday 12:00 – 04:00

Sunday 12:00 – 03:00

Anything Similar to Regulated Entertainment,

Monday – Sunday 10:00 – 03:00

Provision of late night refreshment

Monday – Saturday 23:00 – 04:30

Sunday 23:00 – 03:30

The opening hours of the premises

**Monday – Saturday 12:00 – 04:30
Sunday 12:00 – 03:30**

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

For consumption both on and off the premises

Part 2

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

Steven Lloyd Harrison

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

Not applicable

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

Judd Vivash

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 – PL2949
Issuing Authority - Herefordshire Council**

Annex 1 - Mandatory conditions

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

Annex 2 - Conditions consistent with the operating Schedule

Licensing conditions

General

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 occur. 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 Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format EITHER DISC or VHS to the Police, an authorised Herefordshire Trading Standards Officer or the Local Authority on demand. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number '101' immediately.

The Premises Licence Holder or DPS will employ SIA door supervisors as follows:

Children events (defined as age 12–17yr events): a minimum of 3 SIA door supervisors to be engaged at the premises, at least one of whom shall be female, for the first 200 persons. Additional SIA door supervisors at a ratio of 1:100 persons thereafter.

Youth events/16yrs+ events: a minimum of 2 SIA door supervisors to be engaged at the premises, for the first 200 persons. Additional SIA door supervisors at a ratio of 1:100 persons thereafter.

Club nights (where regulated entertainment and dancing take place): a minimum of 2 SIA door supervisors to be engaged at the premises, for the first 200 persons. Additional SIA door supervisors at a ratio of 1:100 persons thereafter.

Comedy nights/seated events (no audience dancing): 1 SIA door supervisor to be engaged at the premises, for the first 100 persons. Additional SIA door supervisors at a ratio of 1:100 persons thereafter.

Adult entertainment (sexual entertainment) events: a minimum of 2 SIA door supervisors to be engaged at the premises, for the first 200 persons. Additional SIA door supervisors at a ratio of 1:100 persons thereafter.

Private events & functions: SIA door supervisors to be engaged at the premises subject to written risk assessment, such risk assessment to be produced to West Mercia Constabulary or the Licensing Authority upon request

On all other occasions SIA door supervisors will be engage on a risk assessed basis. This risk assessment will be made available on demand to both the police and the Licensing Authority.

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. Incident log records will be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the Police, which must record the following:

- All crimes reported to the venue
- All ejections of patrons
- Any incidents of disorder
- Seizures of drugs or offensive weapons
- Any faults in the CCTV system or searching equipment or scanning equipment
- Any refusal of the sale of alcohol

All staff (including SIA registered door staff) dealing with customers/guests will be trained in 'drug awareness' (drug awareness skills will involve the recognition of suspected illegal substances, their seizure and security until handed to the police and procedure to follow with regards to dealing with a member of the public who is suspected of being under the influence of an illegal drug, or in possession of a suspected illegal drug). This training will be provided within 4 weeks of employment and will be refreshed every 12 months. All existing staff will be trained within 4 weeks of this condition being applied to the premises licence. Training records will be made available on demand to the Licensing Authority, the police or other authorised person defined by s13 Licensing Act 2003. All training records will be retained for 12 months.

The venue shall operate a last entry time for all customers. There will be no re-entry to premises allowed after these time.

When licensed for licensable activities to 0300hrs, last entry will by 0230hrs.
When licensed for licensable activities to 0400hrs or later, last entry time will be 0300hrs.

A minimum of 1 (one) SIA registered door supervisor will be deployed at the front (main) door to the venue 30 minutes prior to the commencement of the last entry time, until the end of all licensable activities.

The premises licence holder or designated premises supervisor will give a minimum of 14 days notice to the police and the Licensing Authority of any children event and teen/16+ event (as defined as at 2 above)

The DPS and all other staff shall ensure that no open containers are taken off the premises by customers.

The premises shall be an active member of the HAND Scheme (Pubwatch) for as long as it continues to exist.

The DPS will ensure that a minimum of 1 (one) 'Pubwatch' radio will be turned on and monitored at all times when licensable activities are undertaken

Public Safety

First aid

A HSE Compliant Industrial High Response First Aid Kit 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

A documented search policy shall be in place, and will be available for inspection by West Mercia Police and the Licensing Authority upon request. Details of the search policy to be adopted for any event/function is to be contained in the written risk assessment.

A documented dispersal policy shall be in place, and will be available for inspection by West Mercia Police and the Licensing Authority upon request.

The maximum permitted numbers of persons in the premises including staff shall be in accordance with the premises Fire Risk Assessment.

A system shall be in place which is capable of showing the number of persons on the premises at any one time. This number shall be given immediately on demand to an officer from the Licensing Authority or police.

The Licensed premises shall not be used for any exhibition, demonstration or performance of hypnotism unless the hypnotist has been licensed by the relevant Local Authority in England or Wales. Any performance must comply in accordance with any conditions attached to that licence.

The installation and use of laser beams, pyrotechnics or real flames, explosive or highly flammable or smoke producing agent, for any purpose shall not be permitted without written notification to the Licensing Authority. Notification, together with a detailed description of the method of use, should be made to the Licensing Authority not less than 14 days prior to the day on which the equipment is to be used. The use of foam shall not be permitted unless the Licensing Authority has been notified prior to its use.

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 or the responsible person 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

After 2400hrs, any external areas of the premises used for licensable activities shall be monitored by the designated premises supervisor or appointed member of staff, to prevent public nuisance.

No regulated entertainment will take place in external areas on any day after 2400hrs (midnight)

Prominent, clear and legible signage 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.

No waste such as bottles or refuse shall be placed outside the premises between 23:00 and 07:00.

Protection of Children

Children events - (defined as age 12 – 17yr events)

No alcohol shall be visible and alcohol dispensers rendered unusable for the duration of the event. Non-alcoholic beverages only shall be made available and the premises shall offer a free supply of drinking water;

A search policy will be implemented, any drink containers found will be removed from individuals seeking to gain entry;

At each and every event and for the full duration of the event there shall be present within the entertainment area a person who has received training as approved by Herefordshire Council in respect of the Safeguarding of Children to a minimum of Level 2.

Additional persons who have received safeguarding awareness skills shall be present at a ratio of 1:100 for the first 100 children and 1:50 thereafter. Such safeguarding awareness skills to be documented and records retained for a period of 12 months.

With the exception of staff and performers, an upper age of 17 years will be in place for customers and guests attending the premises.

Youth events/16+ nights:

Any bar at the premises shall be separate from the area used for regulated entertainment (as defined by the Licensing Act 2003);

No person under 18 shall be permitted access to the bar area unless accompanied by a parent, guardian or responsible person aged over 21;

Each and every person entering the bar shall on every occasion on entry be subject to the Challenge 25 policy;

A valid driver's licence, a valid passport or an identity card carrying the PASS hologram shall be the only acceptable documentation in respect of proof age;

No alcohol shall be removed from any bar area;

A bar area, which will contain non-alcoholic beverages shall be made available at the premises and shall offer a free supply of drinking water;



At each and every event and for the full duration of the event there shall be present within the entertainment area a person who has received training as approved by Herefordshire Council in respect of the Safeguarding of Children to a minimum of Level 2;

Additional persons who have received safeguarding awareness skills shall be present at a ratio of 1:100 for the first 100 customers and 1:50 thereafter. Such safeguarding awareness skills to be documented and records retained for a period of 12 months.

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), an authorised Herefordshire Trading Standards Officer or the police. 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.

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 approved by Herefordshire Council Trading Standards 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. Training records shall be kept at the premises and produced to West Mercia Police, an 'authorised person' (as defined by s13 of the Licensing Act 2003) or an authorised trading standards officer of Herefordshire Council.

Save for events where there is no sale or supply of alcohol, no person under the age of 16 shall be permitted on the premises after 2300hours unless accompanied by a person over the age of 18 years

The terms and conditions that are shown on this licence shall have no effect during the period that the premises are used for adult entertainment. In these circumstances reference should be made to premises licence PRO1136.

**Annex 3 - Conditions attached after a hearing by the licensing authority
Not applicable**

**Annex 4 - Plans
As attached - dated 09.02.15**

LICENSING ACT 2003
Part B - Premises licence summary

Premises licence number - PR01666 (App to Vary Premise Licence)

Premises details

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

**The Venue
1 Gaol Street
Hereford
HR1 2HU**

Telephone number: **07976 729333**

Where the licence is time limited the dates:

Not applicable

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**FILMS (INDOORS)
INDOOR SPORTING EVENTS
LIVE MUSIC (INDOORS)
RECORDED MUSIC (INDOORS)
PERFORMANCE OF DANCE (INDOORS)
ANYTHING SIMILAR TO REGULATED ENTERTAINMENT (INDOORS)
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

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Indoor Sporting Events

Monday – Sunday 17:00 – 02:00

Live Music, Recorded Music, Performance of Dance, Sale/Supply of Alcohol

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Anything Similar to Regulated Entertainment,

Monday – Sunday 10:00 – 03:00

Provision of late night refreshment

Monday – Saturday 23:00 – 04:30

Sunday 23:00 – 03:30

The opening hours of the premises

**Monday – Saturday 12:00 – 04:30
Sunday 12:00 – 03:30**

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

For consumption both on and off the premises

Part 2

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

Steven Lloyd Harrison

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

Not applicable

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

Judd Vivash

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

Children events - (defined as age 12 – 17yr events)

With the exception of staff and performers, an upper age of 17 years will be in place for customers and guests attending the premises

The premises shall operate a Challenge 25 Policy

Save for events where there is no sale or supply of alcohol, no person under the age of 16 shall be permitted on the premises after 2300hours unless accompanied by a person over the age of 18 years