

**LICENSING ACT 2003  
Part A - Premises Licence**

**Premises licence number - PR01938 (App to Vary Premises DPS)**

**Part 1 - Premises details**

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

**Trilogy (formerly Play Nightclub)  
51-55 Blue School Street  
Hereford  
HR1 2AR**

Telephone number:

Where the licence is time limited the dates:

**Not applicable**

Licensable activities authorised by the licence

**Films (Indoors)  
Live Music (Indoors)  
Recorded Music (Indoors)  
Performance of Dance (Indoors & Outdoors)  
Anything Similar to Live, Recorded Music & Performance of Dance (Indoors & Outdoors)  
Late Night Refreshment (Indoors)  
Sale/Supply of Alcohol (For consumption both on and off the premises)**

The times the licence authorises the carrying out of licensable activities

**Films**

**Tuesday 19:00 – 03:30**

**Wednesday - Monday 20:30 – 03:30**

**Live Music, Recorded Music, Performance of Dance, Anything Similar to Live, Recorded Music & Performance of Dance, Sale/Supply of Alcohol**

**Monday – Sunday 18:30 – 03:30**

**Late Night Refreshment**

**Monday – Sunday 23:00 – 03:30**

**Non standard timings:**

**An additional hour to the terminal hour of licensable activities on Fridays, Saturdays and Sundays preceding all Bank**

**Holidays and the Saturday before Christmas.**

**An additional hour to the standard and non-standard timings on the day when British Summertime commences.**

**From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day**

The opening hours of the premises

**Monday – Sunday 18:30 - 04:00**

**Non standard timings**

**An additional hour to the terminal hour of licensable activities and closing of the premises on Fridays, Saturdays and Sundays preceding all Bank Holidays, the Saturday before Christmas.**

**An additional hour to the standard and non-standard timings on the day when British Summertime commences.**

**New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.**

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

**Consumption on and off the premises**

**Part 2**

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

**Epic Bars (Hereford) Limited  
3 Bath Mews  
Bath Parade  
Cheltenham  
Gloucestershire  
GL53 7HL**

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

Registered Number: **14897813**

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

**Thomas James Danson  
20 Ullswater Road  
Cheltenham  
Gloucestershire  
GL51 3PR**

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/199305592  
Issuing authority: Harrogate Borough 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

**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****Prevention of Crime & 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.

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;

If the request is made due to a serious incident (as defined by a senior police officer of the rank of Police Inspector or above); on all other occasions it will be provided within a period of no more than 48hrs., from the time the request is made.

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

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 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 they have completed this training. All trained staff will be retrained every 6 months. 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.

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. (Save for 'late night workers' who will provide written information that they have come from a place of work which has concluded after the last entry time). There shall be no re-entry to premises allowed after these times.

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 written notice a minimum of 14 days to the police and the Licensing Authority prior to any children event and teen/16+ event.

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

The premises shall be an active member of any locally operating pub watch scheme while such a scheme or similar exists.

A minimum of 1 (one) 'pub watch' radio shall be held on the premises. It will be switched on and monitored at all times when the premises is open and undertaking licensable activities.

A personal licence holder will be on the premises from 2100hrs on all days from opening until the end of licensable activities.

The premises licence holder will have a floor walker policy which will be provided on request to the police and Licensing Authority.

The premises use pet glassware for wines, spirits and draught beer throughout except the Botanic bar where toughened glass will be used

The premises licence holder and all other staff shall ensure that no open vessels are taken off the premises by customers with the exception of bottled water in plastic bottles.

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

### **Public Safety**

#### **First Aid**

An accredited First Aid Trained person must be on duty at all times when the premises operate for licensable activities. An accredited First Aid trained person is defined as a person who holds a current certificate in first aid at work (FAW) issued by a training organisation approved by the Health & Safety Executive (HSE) or a current certificate in emergency first aid at work (EFAW) issued by a training organisation approved by the HSE or by a recognised awarding body of Ofqual or the Scottish Qualifications Authority or any other equivalent qualifications accepted by the Licensing Authority.

A HSE Compliant Industrial High Response First Aid Kit for 21-50 people shall be kept fully stocked at the premises.. 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

#### **Hypnotism**

The Licensed premises shall not be used for any exhibition, demonstration or performance of hypnotism without the express written consent of the Licensing Authority and in accordance with any conditions attached to such consent.

Any and all gas appliances (except cellar gas) used in the premises must be tested at least once a year and signed off by a competent person whose name appears within the current Gas Safety

register (GSR). The sign off certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police.

#### Electrical & Gas Installations

All electrical wiring and distribution systems shall be tested at least once a year and signed off by an NICEIC competent person.

#### Maintenance, Repair and Cleanliness

All parts of the premises and all fixtures and fittings therein including seating, door fastenings, notices, floors, carpets and furniture shall be kept clean and maintained in good order.

#### Special Effects

The installation and use of laser beams, pyrotechnics or real flames, for any purpose shall not be permitted without prior notification to the Licensing Authority. Notification, together with a detailed description of the method of use, shall be made to the Licensing Authority not less than 14 days prior to the day on which the laser equipment is to be used.

Strobe lights shall be operated on a fixed rate of not more than four flashes per second. Where more than one strobe light is used, the flashes shall be synchronised.

The use of foam shall not be permitted without prior notification, in writing, to the Licensing Authority.

#### Disabled people

When disabled people are present, arrangements must exist to enable their safe evacuation in the event of an emergency. Details of the arrangements shall be recorded in writing and shall be made immediately available to the Licensing Authority or Police on demand.

Disabled people on the premises must be made aware of the evacuation procedure.

#### Lighting

Automatic emergency lighting, powered by an independent source, shall be provided. Any emergency lighting batteries shall be fully charged before the admission of the public, members or guests. In the event of the failure of normal lighting, arrangements shall be in place to ensure that the public, members or guests leave the premises within the period of one-third of the total predicted life of the emergency lighting battery, unless within that time normal lighting has been restored and the battery has been fully re-charged.

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 from 2030hrs until the end of licensable hours. This number shall be given immediately on demand to an officer from the Licensing Authority or police

#### **Prevention of Public Nuisance**

The Trilogy outside bar will cease to sell alcoholic drinks by 02:00hrs.

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

Staff at the premises must ensure that patrons leaving the premises do so in an orderly manner and that they do not cause annoyance/disturbance to occupiers of premises in the vicinity which is likely to give rise to complaint.

The Botanic's outside smoking area must be closed by 01:00hrs.

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 (midnight), 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.

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 'bottling out' will take place at the venue between the hours of 2300hrs and 0700hrs between 23:00 and 07:00.

'Noise' from the premises should not be 'audible or discernable' within an occupied permanent structure where people normally reside or sleep, when assessed with windows and doors closed. 'In this condition; 'Noise' -is defined as sound which is created by entertainment consisting of either vocal (recorded or live) or instrumental music (recorded or live) or a combination of both. Audible or discernable' -is defined as 'noise' which is distinct above the general hubbub of activity on the site which can be identified by the human ear as originating from discrete sources from the licensed site'.

All external doors to the beer garden must be kept closed except for entrance and exit at all times from 2200hrs. Windows shall be closed at 23:00 hours and adequate ventilation provided.

A dispersal policy agreed with the Police and Local Authority to be in place.

Staff at the premises shall ensure that the immediate vicinity of the premises are cleared of any rubbish or litter after the premises have closed.

The additional outside smoking area for the Botanic's Cocktail Bar area must be closed by 01:00hrs

After 2400hrs (midnight), 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 amplified music to be played in any of the external areas.

Loudspeakers shall not be located in the entrance lobby or external to any part of the premises.

### **Protection of Children of Harm**

No person under the age of 18 years (save for employees or performing artists) will be allowed on the premises at anytime when the premises undertakes licensable activities – (save for times when teen events or 16+ events take place.) In addition when performers are engaged at the premises and they are under the age of 18 years, they will be accompanied by a responsible person of the age of 21 years or above

Children events - (defined as age 14 – 18yr 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 18 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.

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**

None

**Annex 4 – Plans**

**As attached — Drawing Number EH-23-301 dated September 2023**

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

**Premises licence number -PR01938 (App to Vary Premises DPS)**

**Premises details**

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

**Trilogy (formerly Play Nightclub)  
51-55 Blue School Street  
Hereford  
HR1 2AR**

Telephone number:

Where the licence is time limited the dates:

**Not applicable**

Licensable activities authorised by the licence

**Films (Indoors)  
Live Music (Indoors)  
Recorded Music (Indoors)  
Performance of Dance (Indoors & Outdoors)  
Anything Similar to Live, Recorded Music & Performance of Dance (Indoors & Outdoors)  
Late Night Refreshment (Indoors)  
Sale/Supply of Alcohol (For consumption both on and off the premises)**

The times the licence authorises the carrying out of licensable activities

**Films**

**Tuesday 19:00 – 03:30**

**Wednesday - Monday 20:30 – 03:30**

**Live Music, Recorded Music, Performance of Dance, Anything Similar to Live, Recorded Music & Performance of Dance, Sale/Supply of Alcohol**

**Monday – Sunday 18:30 – 03:30**

**Late Night Refreshment**

**Monday – Sunday 23:00 – 03:30**

**Non standard timings:**

**An additional hour to the terminal hour of licensable activities on Fridays, Saturdays and Sundays preceding all Bank**

**Holidays and the Saturday before Christmas.**

**An additional hour to the standard and non-standard timings on the day when British Summertime commences.**

**From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day**

The opening hours of the premises

**Monday – Sunday 18:30 - 04:00**

**Non standard timings**

**An additional hour to the terminal hour of licensable activities and closing of the premises on Fridays, Saturdays and Sundays preceding all Bank Holidays, the Saturday before Christmas.**

**An additional hour to the standard and non-standard timings on the day when British Summertime commences.**

**New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.**

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

**Consumption on and off the premises**

**Part 2**

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

**Epic Bars (Hereford) Limited  
3 Bath Mews  
Bath Parade  
Cheltenham  
Gloucestershire  
GL53 7HL**

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

Registered Number: **14897813**

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

**Thomas James Danson**

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

**The premises shall operate a Challenge 25 Policy**

**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**

**No adult entertainment or services or activities must take place at the premises**

**No person under the age of 18 years (save for employees or performing artists) will be allowed on the premises at anytime when the premises undertakes licensable activities.**

**Children events - (defined as age 14 – 18yr events)**

**No alcohol shall be visible and alcohol dispensers rendered unusable for the duration of the event**

**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**