

Proposed conditions Event Management Plan

A full and comprehensive Event Management Plan, which has detailed sections relating to Fire Safety, Emergency Planning, Crowd Management, First Aid, Health and Hygiene, Food Safety, Risk Assessments and method statements will be produced.

The Event Management Plan will be circulated to the Licensing Authority and responsible authorities at least 28 days in advance of the first event. Following the circulation of this document as part of the event planning process, the premises licence holder shall liaise with all emergency services including the police and act on advice given.

Incident book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.

Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.

If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry.

At the close of business on each day of any event at the premises the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

Refusals book

A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated daily by the manager on occasions where the licence is used

The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority.

The record of refusals will be retained for 12 months.

Challenge 21

There will be a Challenge 21 policy operating at the premises. Challenge 21 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 21 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.

Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and the persons date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

'Challenge 21' posters shall be displayed in prominent positions at the premises.

Training

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication. Records will be kept of such training which must be signed and dated by the member of staff who has received that training.

All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training.

In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol. The test will consist of a minimum of ten questions of which the pass rate is 80%. Anyone who fails to reach the prescribed pass rate will be retrained and retested.

Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol until the pass rate is attained. There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session.

All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible Authority upon request. Training records will be kept for a minimum period of two years.

Training records will be kept on the licensed premises to which they relate to.

Door staff

The Designated Premises Supervisor shall maintain a duty register giving details of each and every person employed in the role of a security/door person and shall provide upon request by any Police Officer or Council Officer the following details:-

- (i) The SIA registration number, name, date of birth and residential address of that person;
- (ii) The time at which he/she commenced that period of duty, with a signed acknowledgement by that person;
- (iii) The time at which he/she finished the period of duty, with a signed acknowledgement by that person;
- (iv) any times during the period of duty when he/she was not on duty;
- (v) if that person is not an employee of the Designated Premises Supervisor, the name of the person by whom that person is employed or through whom the services of that person were engaged;
- (vi) the register shall be so kept that it can be readily inspected by an authorised officer of the Police or Council
- (vii) the duty register shall comprise a bound, consecutively page-numbered book and the Designated Premises Supervisor shall ensure that this register is kept in a secure environment in order to prevent unauthorised access or alterations.

There will be the following number (s) (as a minimum) of SIA licensed door supervisors on duty at the premises;

During events there shall be a minimum of 2 door staff on duty and in any case a ratio of one door staff per 125 customers on any day of the week after 21.00hrs.

The premises licence holder will ensure that a safe occupancy figure is calculated for events that are operated within temporary structures four weeks prior to opening. The safe occupancy figure will be calculated by looking at a number of factors including both the customer floor area and the number of final exit doors and their width, known as the means of escape capacity.

Once the safe occupancy figure has been determined it will be notified to the police and to the licensing authority.

Door staff will ensure that capacity numbers are restricted to the maximum number by the use of "counters".

Each member of door staff shall have a radio link to other door staff and managerial staff at the premises.