



STANDING INSTRUCTIONS FOR MEETING LICENSING OBJECTIVES

PREVENTION OF CRIME

Our aim is to prevent underage drinking; drunkenness on premises; public drunkenness; drugs; and violent and antisocial behaviour.

The use of the Challenge 25 procedure is mandatory at all times for proof of age to prevent under age drinking.

Where the sale of alcohol is involved, alcohol is not to be served to anyone under 18 or anyone who appears drunk.

Anyone authorised to supply alcohol on the premises is to adhere to the changes to the mandatory premises licence conditions made under the Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 covering (1) irresponsible promotions; (2) free drinking water; (3) age verification, and (4) small measures (beer or cider is to be available by the half pint; gin, rum, vodka or whisky in 25ml or 35ml measures, and still wine in a glass in 125ml measures).

We have eight CCTV cameras in and around the premises, automatic door access control so that only members or approved persons can gain immediate entry, and security lighting outside premises.

Volunteers and staff are to use the CCTV system to monitor the use of the car park to ensure people do not congregate in this area and cause annoyance.

Where appropriate for larger events, access is to be controlled at the door.

PUBLIC SAFETY

The premises is to comply with all statutory fire safety controls.

The premises is to comply with all food safety regulations.

The premises is to provide the required disabled access and internal facilities.

Health and safety

Annual Health and Safety reviews are completed to understand and minimise the relevant hazards.

All Fire Alarm System and Fire Extinguisher equipment is inspected and certified regularly.

Emergency exits are tested weekly and checked daily to ensure that they are clear.

Overheating

Air-conditioning and ventilation is to be used to control temperature and humidity in the main areas.

Car parking

Car parking is to be supervised when larger numbers of people are expected.

PREVENTION OF PUBLIC NUISANCE

Noise

Noise or vibration will be monitored to prevent unreasonable disturbance to persons in the neighbourhood.

Speakers are to be mounted away from walls adjacent to residential properties.

Noise levels within the premises are to be monitored to protect the hearing of any person therein.

No explosives, pyrotechnics and fireworks which could cause disturbance in surrounding areas are permitted.

The placing of refuse, such as bottles, into receptacles outside the premises is to take place at times that to prevent disturbance to nearby properties.

Deliveries of kegs, bottles, food or other materials necessary for the operation of the business are to be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.

Volunteers and staff arriving early morning or departing late at night are to avoid causing disturbance to nearby residents.

Doors and windows should be kept shut after 9pm during entertainment to reduce noise break out. (Heating, ventilation and air conditioning will be set appropriately in the main hall and bar.)

People are to be asked not to stand around talking in the street outside the premises or in the car park; and asked to leave the vicinity quickly and quietly to respect the needs of local residents..

A notice is to be kept at the front door asking those leaving the premises to be as quiet as possible, and not to stand around outside talking late at night.

The volume of all amplified music inside the hall is to be monitored by the designated committee member, taking due regard of the nearest residential premises

Bottle skips and bins containing cans or bottles are not to be emptied outside after closing but will be dealt with the next day during normal office hours.

The movement of bins and rubbish outside the premises is to be kept to a minimum after 11.00pm to reduce the levels of noise produced by the premises.

No music or speech is to be relayed by external amplified speakers.

The premises are to remain open for at least half an hour after alcohol is served to allow people to disperse gradually.

Cooking, noxious or persistent smells from the premises is to be monitored to prevent causing a nuisance to nearby properties.

Lighting

No flashing or bright lights are to be positioned on or outside licensed premises.

The use of lighting outside the premises is to cease at 9pm, except for health and safety or security reasons.

Refuse, litter and waste

All the rubbish produced by the premises is to be stored securely in the allocated area in bins with tight fitting lids to help prevent litter being blown around.

Facilities for depositing litter and the collection of litter generated by hall users are to be available and maintained both inside and outside the building.

THE PROTECTION OF CHILDREN FROM HARM

Our aim is to protect children from moral, psychological and physical harm. This includes protecting them from early exposure to: strong language, sexual expletives, adult entertainment, drinking alcohol, drug-taking, gambling, violence.

Volunteers and staff are to be briefed to be alert to the need to protect children from harm.

Children under 16 years of age are not permitted inside the premises on their own, and are required to be under the supervision of their parents or a youth leader or other responsible person.

Age Verification policy

The Age Verification policy for the Cadbury Hall is the mandatory use of Challenge 25.

Any person who appears to be under the age of 25 is to be asked, before being served alcohol, to produce identification that shows their **photograph, date of birth, and a holographic mark or ultra-violet feature.**

This could be a photo card driving licence, a passport or proof of age card bearing the PASS hologram, or a military ID card, or another form of ID that meets the three criteria above.

Volunteers and bar staff are to be made aware of the existence and content of the age verification policy before serving alcohol in the Cadbury Hall.

Hirers are to be briefed on the Cadbury Hall policy and the need to prevent the supply of alcohol to children under 18.

A refusal book is to be kept on the premises for volunteers and staff to record details of everyone who has been refused alcohol. This is similar to an incident book.

Other Issues

The fruit machine and lottery card machine in the bar are to be carefully monitored to prevent their use by under age children.

In the unlikely event that films/plays are shown, the British Board of Film Classification is to be enforced.

Children are not to be present in the unlikely event of nudity or semi-nudity.

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