

Statutory Licensing Sub-Committee

11th October 2018

Application to Vary a Premises Licence



Report of Ian Thompson, Corporate Director, Regeneration and Local Services

**Name and Address of Premises: Chaplains 17-21 Front Street, Consett,
Co Durham, DH8 5AB**

1. Summary

The Sub-Committee is asked to consider and determine the application from Mr Francis Kearney for the variation of a premises licence for:

Chaplains
17-21 Front Street
Consett
Co Durham
DH8 5AB

A plan showing the location of the premises is attached at Appendix 1.

For Members information, the application was scheduled to be heard on 24th September 2018, however, members adjourned the meeting to allow all parties to have sufficient time to view the additional information which was submitted by the applicant's solicitor on 19th September 2018. The hearing was re-scheduled for 11th October 2018 and all parties were advised to submit any additional paperwork by 4th October 2018.

2. Details of the Application

The application to vary the premises licence was received by the Licensing Authority on 3rd August 2018.

The application is to request a variation to the premises licence as follows:

- To extend the current hours for the Sale of Alcohol on a Friday and Saturday night, also Bank Holiday Sundays and Boxing Day until 04:00 hrs.
- To extend the current hours for the Provision of Live and Recorded Music, Performance of Dance and Similar entertainment all indoors, on a Friday and Saturday night, also Bank Holiday Sundays and Boxing Day until 04:30 hrs.

The applicant did not propose any additional conditions on the operating schedule.

A copy of the variation application is attached at Appendix 2.

The application is deemed by the Licensing Authority to be correctly served and advertised in accordance with the Licensing Act regulations.

The current premises licence activities are listed below together with the proposed variation (changes in bold type):

Current Licensable Activities	Days & Hours
Provision of Plays and Boxing or Wrestling (indoors)	Monday to Sunday: 10:00 until 02:30 hrs
Provision of Films, Indoor Sporting Events, Live Music, Recorded Music, Performance of Dance, Other Entertainment similar to Live or recorded music or dance performance (all indoors)	Monday to Sunday: 10:00 until 03:30 hrs
Late Night Refreshment (indoors)	Monday to Sunday: 23:00 until 03:30 hrs
Sale by retail of alcohol (on the premises)	Monday to Sunday: 10:00 until 03:00 hrs An additional hour on the day when British Summertime commences. New Year: from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day
Current opening times	Monday to Sunday: 10:00 until 03:30 hrs. An additional hour on the day when British Summertime commences. New Year: from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.
Proposed Licensable Activities	Days & Hours
Provision of Plays and Boxing or Wrestling (indoors)	Monday to Sunday: 10:00 until 02:30 hrs
Films and Indoor Sporting Events (indoors)	Monday to Sunday: 10:00 until 03:30 hrs

<p>Live Music, Recorded Music, Performance of Dance, Other Entertainment similar to Live or recorded music or dance performance (all indoors)</p> <p>Late Night Refreshment (indoors)</p> <p>Sale by retail of alcohol (on the premises)</p>	<p>Sunday to Thursday: 10:00 until 03:30 hrs Friday and Saturday: 10:00 until 04:30 hrs Bank Holiday Sundays and Boxing Day: 10:00 until 04:30 hrs.</p> <p>Monday to Sunday: 23:00 until 03:30 hrs</p> <p>Sunday to Thursday: 10:00 until 03:00 hrs Friday and Saturday: 10:00 until 04:00 hrs Bank Holiday Sundays and Boxing Day: 10:00 until 04:00 hrs.</p> <p>An additional hour on the day when British Summertime commences. New Year: from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p>
<p>Proposed Opening Times</p>	<p>Sunday to Thursday: 10:00 until 03:30 hrs Friday and Saturday: 10:00 until 04:30 hrs Bank Holiday Sundays and Boxing Day: 10:00 until 04:30 hrs.</p> <p>An additional hour on the day when British Summertime commences. New Year: from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p>

3. The Representations

The Licensing Authority received two representations during the consultation period.

One representation is from a Responsible Authority, namely Durham Constabulary and the other was from one of the local taxi firms. However, the representation from the local taxi firm was later withdrawn.

The remaining representation for consideration from Durham Constabulary relates to the following licensing objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance

A copy of the representation is attached at Appendix 3.

Additional information was provided by the applicant's solicitor on 19th September 2018 which is attached as Appendix 4.

For Members information – Responses were received from the following Responsible Authorities, confirming that they had no comments to make in relation to the application:

- Durham County Council Planning Authority
- Durham Local Safeguarding Children Board
- Durham County Council Environmental Health Authority
- Durham County Council Public Health Department
- Fire Safety Authority

Copies of these responses are attached as Appendix 5 for information only.

4. Parties

The Parties to the hearing will be:

- Mr Francis Kearney (Applicant / Licence Holder)
- Mr Matt Foster – Mincoffs (Applicant's Solicitor)
- Durham Constabulary – Harm Reduction Unit (Responsible Authority)

5. Durham County Council Statement of Licensing Policy

The Sub-Committee's attention is drawn to the following relevant parts of the Policy:

- 7.0 The Prevention of Crime and Disorder
- 8.0 Public Safety
- 9.0 The Prevention of Public Nuisance
- Appendix B - Framework Licensing Hours

Relevant information is attached as Appendix 6.

6. Section 182 Guidance

The Sub-Committee's attention is drawn to the relevant parts of the Guidance issued under section 182 of the Licensing Act 2003 as follows:

- 2.1 - 2.6 Crime and Disorder
- 2.7 - 2.14 Public Safety
- 2.15 - 2.21 Public Nuisance

Relevant information is attached as Appendix 7.

7. For Decision

The Sub-Committee is asked to determine the variation application in light of the representation received.

Background Papers:

- Durham County Council's Statement of Licensing Policy
- Guidance issued under section 182 of the Licensing Act 2003 (as amended April 2018)

Contact: Helen Johnson

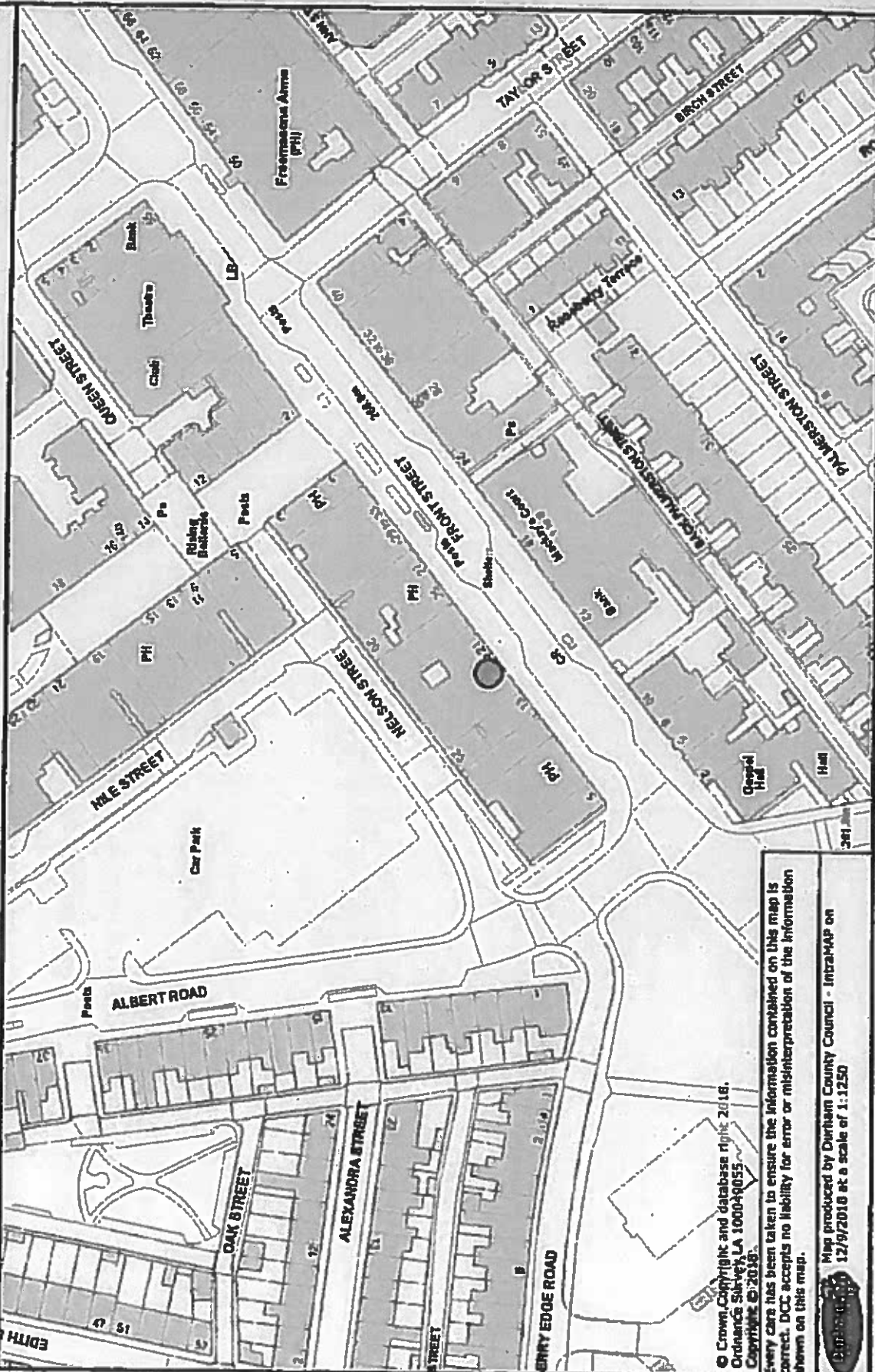
Tel: 03000 265101

Email: helen.johnson2@durham.gov.uk

APPENDIX 1 – LOCATION PLAN

Plan for identification purposes only; not to be used for scaling or formal documentation

Durham County Council - IntraMAP



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Ordnance Survey, LA 100040055
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Every care has been taken to ensure the information contained on this map is correct. DCC accepts no liability for error or misinterpretation of the information shown on this map.

Map produced by Durham County Council - IntraMAP on 12/9/2018 at a scale of 1:1250

APPENDIX 2 – VARIATION APPLICATION FORM



County Durham
Application to vary a premises licence
Licensing Act 2003

For help contact
licensing@durham.gov.uk
Telephone: 03000 261016

* required information

Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

FRANCIS

* Family name

KEARNEY

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☐ Applying as a business or organisation, including as a sole trader

☒ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text"/>
* Country	<input type="text"/>

Section 2 of 18

APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name	<input type="text" value="CHAPLAINS"/>
Street	<input type="text" value="17-21 FRONT STREET"/>
District	<input type="text"/>
City or town	<input type="text" value="CONSETT"/>
County or administrative area	<input type="text" value="CO DURHAM"/>
Postcode	<input type="text" value="DH8 5AB"/>
Country	<input type="text" value="United Kingdom"/>

Premises Contact Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="14,250"/>

Section 3 of 18

VARIATION

Continued from previous page...

Do you want the proposed variation to have effect as soon as possible?

☒ Yes ☐ No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

☐ Yes ☒ No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

VARY THE HOURS RELATING TO FRIDAY AND SATURDAY NIGHTS TO GAIN AN EXTRA HOUR , ALSO ON BANK HOLIDAY SUNDAYS AND BOXING DAY
EVERYTHING ELSE TO REMAIN AS IT CURRENTLY IS

Section 4 of 18

PROVISION OF PLAYS

See guidance on regulated entertainment

Will the schedule to provide plays be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 5 of 18

PROVISION OF FILMS

See guidance on regulated entertainment

Will the schedule to provide films be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 6 of 18

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Continued from previous page...

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

☐ Yes

☒ No

Section 7 of 18

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

☐ Yes

☒ No

Section 8 of 18

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will the schedule to provide live music be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

REMAIN AS CURRENTLY AUTHORISED

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

VARIED HOURS TO APPLY ON BANK HOLIDAY SUNDAYS AND BOXING DAY

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

AS ABOVE

Section 9 of 18

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

AS CURRENTLY AUTHORISED

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

VARIED HOURS TO APPLY ON BANK HOLIDAY SUNDAYS AND BOXING DAY

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

AS ABOVE

Continued from previous page...

Section 10 of 18

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start 10:00

End

Start

End 04:30

SATURDAY

Start 10:00

End

Start

End 04:30

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

AS CURRENTLY AUTHORISED

Continued from previous page...

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

VARIED HOURS TO APPLY ON BANK HOLIDAY SUNDAYS AND BOXING DAY

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

AS ABOVE

Section 11 of 18

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Provide a description of the type of entertainment that will be provided.

AS CURRENTLY AUTHORISED

Will this entertainment take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

VARIED HOURS TO APPLY ON BANK HOLIDAY SUNDAYS AND BOXING DAY

Non-standard timings. Where the premises will be used for entertainment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

AS ABOVE

Continued from previous page...

PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☐ Yes

☒ No

Section 13 of 18

SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

Will the sale of alcohol be for consumption?

☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

VARIED HOURS TO APPLY ON BANK HOLIDAY SUNDAYS AND BOXING DAY

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

AS ABOVE

Section 14 of 18

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

REMAIN AS IS

Section 15 of 18

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

VARIED HOURS TO APPLY ON BANK HOLIDAY SUNDAYS AND BOXING DAY EVERYTHING ELSE TO REMAIN AS CURRENTLY IS

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

AS ABOVE

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

NONE

☒ I have enclosed the premises licence

Continued from previous page...

☐ I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

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Section 16 of 18

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

REMAIN AS CURRENTLY IS

b) The prevention of crime and disorder

REMAIN AS CURRENTLY IS

c) Public safety

REMAIN AS CURRENTLY IS

d) The prevention of public nuisance

REMAIN AS CURRENTLY IS

e) The protection of children from harm

REMAIN AS CURRENTLY IS

Section 17 of 18

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific regulated entertainments please note that:

- **Plays:** no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- **Indoor sporting events:** no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
 - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
 - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- **Dance:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- **Cross activity exemptions:** no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience; and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000-14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.



Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Continued from previous page...

* Full name

* Capacity

* Date / /
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/county-durham/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed ☐

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Next >

APPENDIX 3 – REPRESENTATION FROM DURHAM CONSTABULARY

From: Daniel Darnton
Sent: 31 August 2018 11:16
To: Carol Graham - Licensing Assistant (N'hoods)
Cc: AHS Licensing
Subject: FW: Licensing - variation of premises licence application received
Attachments: Chaplains Consett.pdf; Chaplains - variation.pdf

Categories:

Good Morning,

Durham Constabulary would like to object to the application to vary a premises licences for Chaplains, Consett under the prevention of Crime and Disorder, the prevention of public nuisance and Public safety.

Chaplains have applied to extend the sale of alcohol until 4:00am on a Friday and Saturday and any Sunday's preceding a bank holiday, with the opening hrs until 04:30am. Regulated entertainment to include dance, live and recorded music until 4:30am on a Friday and Saturday and any Sunday's preceding a bank holiday.

Durham County Council statement of Licensing 2014 to 2019, Appendix 8, Framework Licensing Hours recommend the hours for operation of licensable activity (sale of alcohol and the provision of late night refreshment) to be between 07.00 – 01.00 for weekends with an extra hours for Good Friday and for all other Bank Holidays an extra hour of the day preceding the bank holiday. This premises already operates outside of this framework for the recommended times with the sale of alcohol authorised until 0300hrs, what reason do they have to operate further outside of these hours?

At present Chaplains have the facility to apply for 15 TEN's throughout the year to extend their licensable hours until 04:30hrs, these 15 events / nights are manageable by both the community and Police however If the extension of hours is granted then these 15 events / night become at 104 nights plus the Sunday night prior a Bank Holiday plus 15 Tens, taking the total to at least 123 nights.

The increased hours of trading will have a significant bearing on the likelihood for crime and disorder.

Our objection is not a reflection on the current management of the premises, the premises themselves are a controlled environment, the nuisance generated by late night premises which impacts on the amenity of residents is more likely to take place outside that controlled environment and therefore not related to the Applicant.

I believe all but one takeaway in the area closes at 3am putting increased pressure onto the one that is open later with potential to lead to disorder as a number of intoxicated customers descend upon the one open venue.

I have concerns on what transport facilities are in place to get people out of Consett town centre. I have contacted the 3 main taxi companies who have offices within the area. All 3 companies expressed concerns regarding the trading hours of Chaplains being increased. One company has no drivers willing to operate after 03:00 hrs due to the behaviour of drunken customers, another who have an average of 12-15 drivers/cars operating until midnight only have 2-3 drivers/cars willing to operate after 03:00hrs and the final one only have 3 drivers/cars willing to operate after 03:00hrs. The lack of transport available will create disorder as people compete for the limited transport available. Many people will inevitably walk home, putting themselves at risk along dark roads, and increasing the noise and disruption to the residents who live in the area.

The Increase of trading hours could also impact on Consett Street Friends who are a group of volunteers aged between 21- 70 who patrol the night time economy helping vulnerably people. The Increase could put pressure on these volunteers to stay out later.

Consett is a town centre which has a mixture of residents and commercial premises. This increase in hours will inevitably impact on those residents. Customers leaving the venue at the new time of 0430hrs will find limited resources available to them; few, if any, taxis and only one take away venue. Customers naturally congregate at the end of an evening saying their goodbyes and heading for food/taxis. The impact this will have on the local community cannot be ignored as late night revellers make their way home, compete for taxis or wait for food in the one remaining takeaway which is open.

On behalf of Licensing Officer Michelle Williamson.

Harm Reduction Unit
Meadowfield Office tel 101 ext
Darlington Office tel 101 ext



Durham Constabulary
Altogether Better Policing

APPENDIX 4 – ADDITIONAL INFORMATION TO APPLICANTS SOLICITORS

FRANCIS KEARNEY – CHAPLAINS CONSETT LTD

17-21 Front Street, Consett, DH8 5AB

Appellant

And

DURHAM COUNTY COUNCIL

Respondent

CORE BUNDLE

Item	Document	Page
1.	Statement of Applicant – Francis Kearney	1-5
	- Appendix 1 – List of Temporary Event Notices	1-11
	- Appendix 2 – Policies and Procedures and Training	1-24
	- Appendix 3 – ID Scanner	1-33
	- Appendix 4 – Refusals Register	1-4
	- Appendix 5 – Thwaites Case	1-72

Witness Statement

(Criminal Justice Act 1967, Sect 9; Magistrates' Court Act 1980, ss.5A (3) (a) and 5B; M.C. Rules, 1981, r.70)

Statement of Francis KEARNEY – Chaplains Consett Ltd

Age if under 18: Over 18

Occupation: Business owner

This statement (consisting of: 5 pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

1. I am Francis Kearney and I am the operator Chaplains Consett. I have recently applied for a Variation of the Premises Licence to extend the hours and this statement is made in connection with a hearing convened to consider that application. I am making this statement to provide a little bit of background for the Committee and to respond to some of the comments that have been made in opposition my application.
2. My background is that I ran a large haulage company in Consett for 20 years employing 60 people with 45 lorries and a large site with an additional storage business. I sold that business around 1995, but as a result of running that business for such a long time and with so many employees, I am familiar with working with regulations and policies and procedures, and the importance of training which has become a way of life. This is something that I brought to the licensed trade.
3. Towards the end of running my haulage business, my son who had recently turned 18 at the time, expressed an interest in operating a pub. So we bought a pub which my son operated, as the youngest publican in the area and possibly the country at the time. The company that we set up was called AK Leisure Ltd. We then bought a few more pubs which coincided with my selling the haulage business. At one point in Consett we had Brannigans, the New Market Street, Trades (Night Club (1100 capacity), The Braes, Business (Night Club), Area 51 (now Red Velvet) and Chaplains, which at the time used to be called Churchills. We sold the whole portfolio apart from The Braes, Brannigans and Trades to in or

Signed Francis Kearney

Date

around 2000, and I retired when we sold them. My son kept running the remaining premises, eventually selling those as well.

4. During this time I had also been running a Greyhound Team, buying and selling Greyhounds. I decided to do more of that, and we have a kennels attached to our home and I still run the Team.
5. Chaplains had been sold to _____ they then subsequently sold it to S G _____ who experienced some licensing issues in regards to illicit alcohol I understand. Subsequently, my son bought the remaining term of the lease off S C _____. This lease ran out in February and _____ decided to take a break from the licensing trade.
6. I was then talking to the Landlord, who I have known for some years through my haulage business. He now lives in Australia but was back for a short time, and we got talking about Chaplains. He was struggling to sell the lease and offered it to me for a zero premium and a five year lease with break clauses. I took the premises in April 2018 and have been running it since.
7. I am obviously familiar with Chaplains as a business and how it operates, although the market has changed somewhat since I operated Chaplains. Customers now tend to go out much later, hence businesses operating as bars and night clubs need to be open later, otherwise those businesses simply aren't viable. I have 'tested the water' in terms of extending my hours with 11 Temporary Events Notices, a schedule of those Temporary Events Notices is attached at Appendix 1. I am not aware of any issues caused as a result of the Temporary Events Notices which have operated, or wasn't until we recently received a representation from the neighbouring taxi firm. The Police have raised no issues in relation to our Temporary Events Notices, but did visit the premises once we have submitted a Variation Application to make it very clear that they will be opposing the application. The Police, in their representation though, have acknowledged that they have no problems with the management of the premises, and I would intend to operate the premises in a very similar way to which I have already operated premises without any issues. I therefore don't think there is any basis for or evidence for the objection from the Police to my application.

Signed Francis Kearney

Date

8. Further to receiving the representation from N: G on behalf of Taxis, I have given some thought to how we are going to deal with concerns about people leaving the premises and dispersing. One of my ideas has been to put on a bus shuttle which operated successfully when I ran Simply 70's which was a 70's Club. I have received prices for that to operate from 02:30 to 05:00 on Fridays and Saturdays when we would intend to sell alcohol until 04:00 and close at 04:30.
9. Another idea I had was to liaise with Taxis. I have spoken to the owner of the taxi company, L -I, who I have known for a number of years. His partner is M C who put in the representation. I have since worked with them on the weekend of the 8th and 9th September when we had one of our late Temporary Events Notices. We employed two Taxi Marshalls for the taxi company (which is located at the rear of our premises) from 02:30 until 05:00. L agreed on the basis that we were providing Taxi Marshalls and drivers couldn't expect the level of abuse that they had apparently been receiving, and he will provide more taxis. There were some 12 taxis that we used, the taxi marshalling operated extremely well and I understand there were no issues. We would propose to continue this as a measure on any night when operate until 04:30, and that will be done so at our cost. We would also be happy to agree a Condition of along the lines of "the Premises will provide two Taxi Marshalls for the taxi firm at the rear of the Premises to be employed between the hours of 02:30 and 05:00 in order to assist in the dispersal of customers from the area and to prevent public nuisance and any crime and disorder that might occur in the taxi queue."
10. I do feel I am a good operator, and this was acknowledged when we won the Best Bar None on several occasions. This was a competition ran in Consett which no longer operates, but was run for a number of years. In the first two years of the Best Bar None Competition running in Consett, I won the categories for the best Pub, Bar and Club and overall winner putting us into the national competition where I was runner-up in the national Best Bar None final.
11. I went to the Houses of Parliament for the final and the presentation by Lord Redesdale. There was one winner and five runners up. I was one of the runners up and was also presented with a personal Special Recognition Award from Chief Constable Mike Barton on behalf of Durham Constabulary and Durham County

Signed Francis Kearney

Date

Council Licensing Authority. I am extremely proud of these achievements. I currently operate the premises with policies and procedures developed over a period of time and which are nationally acknowledged with the awards I have received.

12. We have enclosed within our evidence copies of our Policies and Procedures and a Record of Training carried out for staff at Appendix 2. The staff are trained on all of our Policies and Procedures and the Premises Licence and that training is carried out by my brother of Safety Set (NE) Ltd. He has been a Safety Officer in industry for decades, formerly working at Amoco Fabrics. He has operated his own company for the past 10 years and travels all over the country providing training and safety advice.
13. You will see from the information that we have provided that we operate a Refusals Register, but we also operate a scanning system for ID. This has been very successful, not only determining persons under the age of 18 from attempting to get into our premises, but also in detecting those persons. Since we have opened, we have regularly delivered to the Police Station every week over a dozen IDs that have been confiscated at the premises, and you can see from the records, that we have kept a number of refusals that have been made. Details of our scanning system are attached at Appendix 3 and refusals register at Appendix 4.
14. The reason for asking for the extension is, as I said earlier, because customer behaviour has changed. We took over the lease in April 2018 and it was only after trading for a few weeks that I realised the business was not viable because customers don't arrive until midnight. Staff are working from 22:00, but only a dozen people are in the bar until after midnight. We cannot get staff to start at midnight for only 3½ hours, so I realised that I needed an extra hour of trading as there is customer demand, and extra trade is needed to support the business. This is the reason that I decided to apply for a series of Temporary Events Notices to test the market and to see if there would be any problems with nuisance, drunkenness or anti-social behaviour. I have no interest in operating a business that has an adverse impact upon the licensing objectives and, if that was the case and I didn't think that I could operate this business in a responsible manner, then I just simply wouldn't bother.

Signed Francis Kearney

Date

15. I have now ran 11 Temporary Events Notices staying open and serving alcohol until 04:00 with music and drinking up time until 04:30, and we have found no problems aside from those resolved with . Taxis. I have found that customers drift away gradually over the last hour ie the last half hour of serving alcohol and drinking up time. This is the only way that the bar is a viable business.
16. Members of the Committee may be aware that over recent times the pubs and clubs in Consett catering for the 18-30 year old market have closed and are up for sale, and are still for sale. A lot of premises are standing empty, causing an eyesore on Front Street, for example, The Soviet and Union Decades, Trades and most recently Time Bar. The only venues catering for the market of 18-30 year olds and Chaplains and Singers (formerly Red Velvet).
17. If my application for an extension isn't granted I will have no alternative but to close the bar with a loss of 16 jobs and further impacting on the night time economy in the town, with less work for local taxi companies, takeaways and staff. The premises that I operate is genuinely for local people who otherwise would take their business to Durham or Newcastle.
18. I am happy to answer any of the questions that the Committee might have in relation to my application, or the way in which I run the business and hope this brief summary of how the premises operates and how I have gone about dealing with issues that have been raised by Taxis is of assistance to the Committee.

Signed Francis Kearney

Date

Appendix 1

List of Temporary Event Notices

Signed Francis Kearney

Date

TEMPORARY EVENTS NOTICES

Monday	7 th May 2018 (Bank Holiday)
Sunday	8 th July 2018
Sunday	15 th July 2018
Sunday	22 nd July 2018
Sunday	29 th July 2018
Sunday	5 th August 2018
Sunday	12 th August 2018
Sunday	19 th August 2018
Monday	27 th August 2018 (Bank Holiday)
Sunday	2 nd September 2018
Sunday	9 th September 2018

Contact: Ms Valerie Craig
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 070180



Mr Francis Kearney

26 June 2018

Dear Sir/Madam

APPLICATION FOR 'LATE' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84795
CHAPLAINS

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Francis Kearney
Premise Address	Chaplains, 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	08/07/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol - Yes Regulated Entertainment - Yes Late Night Refreshment - Yes
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Contact: Ms Kelly Watson
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 070285



Mr Francis Kearney
Chaplains
17-21 Front Street
Consett
Co Durham
DH8 5AB

28 June 2018

Dear Sir/Madam

**APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84807
CHAPLAINS**

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Francis Kearney
Premise Address	Chaplains, , 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	15/07/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

Cont'd.....

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Contact: Mr Daniel Mudd
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 071997



Mr Francis Kearney

06 July 2018

Dear Sir/Madam

**APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84831
CHAPLAINS**

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Francis Kearney
Premise Address	Chaplains, 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	22/07/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

If a representation is received the licensing authority will arrange a committee hearing within 7 working days to determine the notification.

If a standard TEN is refused at a hearing the premises user may appeal against the decision. Appeals must be made to the local Magistrates' court within 21 days. An appeal

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

www.durham.gov.uk

Contact: Ms Karen Baker
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 072173



Mr Frank Kearney

12 July 2018

Dear Sir/Madam

APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84840
CHAPLAINS 17 – 21 FRONT STREET CONSETT COUNTY DURHAM DH8 5AB

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Frank Kearney
Premise Address	Chaplains, 17-21 Front Street, Consett, County Durham DH8 5AB
Event Date(s) and Time(s)	29/07/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol (to 04.00 hours) Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (i.e. Licensing Officer, Fire Officer or Environmental Officer).

If a representation is received the licensing authority will arrange a committee hearing within 7 working days to determine the notification.

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Contact: Ms Kelsey Bates
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 072377



Mr Frank Kearney

20 July 2018

Dear Sir/Madam

**APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84855
CHAPLAINS**

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	
Premise Address	Chaplains, 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	05/08/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

If a representation is received the licensing authority will arrange a committee hearing within 7 working days to determine the notification.

If a standard TEN is refused at a hearing the premises user may appeal against the decision. Appeals must be made to the local Magistrates' court within 21 days. An appeal

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

www.durham.gov.uk

Contact: Mr Daniel Mudd
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 072752



Mr Frank Kearney

26 July 2018

Dear Sir/Madam

**APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84876
CHAPLAINS**

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Frank Kearney
Premise Address	Chaplains, 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	12/08/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

If a representation is received the licensing authority will arrange a committee hearing within 7 working days to determine the notification.

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Contact: Ms Mary-Anne Hunter
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 073322



Mr Frank Kearney

07 August 2018

Dear Sir/Madam

**APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84907
CHAPLAINS, 17-21 FRONT STREET, CONSETT**

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Frank Kearney
Premise Address	Chaplains, , 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	19/08/2018 - 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

If a representation is received the licensing authority will arrange a committee hearing within 7 working days to determine the notification.

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Contact: Ms Mary-Anne Hunter
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 073670



Mr Frank Kearney

10 August 2018

Dear Sir/Madam

**APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84914
CHAPLAINS, 17-21 FRONT STREET, CONSETT**

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Frank Kearney
Premise Address	Chaplains, 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	27/08/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Contact: Ms Valerie Craig
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 074002



Mr Francis Kearney
Chaplains
17-21 Front Street
Consett
DH8 5AB

17 August 2018

Dear Sir/Madam

**APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84932
CHAPLAINS, FRONT STREET, CONSETT**

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Francis Kearney
Premise Address	Chaplains, 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	02/09/2018 03:00 - 04:30
Nature of Event	Special Dance Event with Guest DJ
Licensable Activities	Sale of Alcohol - Yes Regulated Entertainment - Yes Late Night Refreshment - Yes
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (ie Licensing Officer, Fire Officer or Environmental Officer).

If a representation is received the licensing authority will arrange a committee hearing within 7 working days to determine the notification.

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Contact: Ms Karen Baker
Direct Tel: 03000 261016
email: licensing@durham.gov.uk
Your ref:
Our ref: MAU 074459



Mr Frank Kearney
Chaplains
17-21 Front Street
Consett
DH8 5AB

22 August 2018

Dear Sir/Madam

APPLICATION FOR 'STANDARD' TEMPORARY EVENT NOTICE
TEN REFERENCE NO: DCCTEN84941
CHAPLAINS 17-21 FRONT STREET CONSETT COUNTY DURHAM DH8 5AB

I acknowledge receipt of your notification and confirm it will be processed as detailed below:

Premises User	Mr Frank Kearney
Premise Address	Chaplains, 17-21 Front Street, Consett, DH8 5AB
Event Date(s) and Time(s)	09/09/2018 03:00 - 04:30
Nature of Event	Special Event with Guest DJ
Licensable Activities	Sale of Alcohol (until 04.00 hours) Regulated Entertainment Late Night Refreshment
Maximum Number of People at the Event	499

The authority must receive responses from the Responsible Authorities, namely Durham Constabulary and Environmental Health within 3 working days of receipt of the notification. If no representations are received within this time period your event will be permitted to proceed. It is important that you keep this letter for future reference and read and understand the notes attached. On the event date, it should be kept at the premises and be available for inspection by a Police Constable or other authorised person (i.e. Licensing Officer, Fire Officer or Environmental Officer).

If a representation is received the licensing authority will arrange a committee hearing within 7 working days to determine the notification.

Regeneration and Local Services

Durham County Council, EHCP (Licensing Services), PO Box 617, Durham, DH1 9HZ
Main Telephone 03000 261016

Appendix 2

Policies and Procedures and Training

Signed Francis Kearney

Date

OPERATIONS POLICY AND PROCEDURES

Chaplins

*Front Street
Consett*

First Issue 2018

This policy was prepared by Mr. J Kearney *DipSM, MIIRSM*, of

**For
Consett Chaplins Limited**

CONTENTS

Page 3	Introduction
Page 4	Overview
Page 5	Policy Statement
Page 6	Organisation
Page 7	Roles & Responsibilities
Page 9	Prevention of Crime and Disorder
Page 13	Drug & Weapons Policy Statement
Page 14	Public Safety
Page 15	Fire and Emergency Procedures
Page 20	First Aid
Page 21	Safety And Security
Page 22	Prevention of Public Nuisance
Page 22	Protection of Children from Harm
Page 23	Complaints Procedure

INTRODUCTION

This document was produced by Mr. J Kearney *FIPI, DipSM, MIIRSM*, of Limited for and on behalf of Consett Chaplins Ltd.

The purpose of the document is to state the policies of Consett Chaplins Ltd and to outline the systems in place to manage them in accordance with the licensing objectives.

The policies and procedures intend to give transparency and accountability to the way we manage our affairs.

We intend to monitor performance against our policy objectives to drive an improvement process.

Information for the construction of the policy was gained from:

- Directors and Management of Consett Chaplins Ltd
- Management and staff at the venues
- Various site visits
- The Licensing Act 2003
- Durham County Council Statement Of Licensing Policy
- Local Government (*Miscellaneous Provisions*) Act 1982
Public Entertainments Licensing
The Legislation
- Drugs Misuse Action Plan
- Derwentside Licensee Association
- The Health and Safety at Work etc. Act 1974
- General Data Protection Regulations

OVERVIEW

General Description

Chaplins is a club / bar catering for a mixed clientele.

Set in the heart of Consett town centre the building has been totally refurbished with new state of the art décor fixtures and fittings.

The modern style club /bar is frequented mainly by mixed groups and has full disabled access.

Location

Chaplins is located on Front Street in the commercial centre of Consett.

Front Street has other licensed premises and food outlets and shops.

The Premises

The premises is the ground floor of a three story building which was formally a church.

The business installed a new electrical system and services and fitted a full extraction / air conditioning system, fire detection and alarm and CCTV systems as well as acoustic triple glazing and sound filtered equipment.

Chaplins operates as a single open plan room on the ground floor that include a bar, seating areas DJ Stand and small dance floor area. It also provides disabled access and toilets.

An external Smoking Area is situated at the front of the building accessed by patrons from a doorway within the premises.

Operations

The building is refurbished with new fixtures and fittings. It is aimed at a mixed clientele and is frequented by couples and mixed groups.

The venue provides the sale of alcoholic and non-alcoholic drinks

Chaplins provides recorded entertainment.

The current Premises Licence list the licensed hours as:

Monday to Saturday 10.00am to 03:30am

Sunday 10.00am to 03:30am

The business operates Thursday till Sunday

Consett Chaplins Ltd
Operating

Chaplins

POLICY STATEMENT

Our aim is to provide a quality service and an enjoyable experience in a safe and friendly environment and to fulfil the four objectives of licensing policy

To achieve this objective we will put in place systems and procedures to ensure that we are working towards continuous improvement in areas of customer service, health and safety and licensing objectives.

Every manager, supervisor and employee must be aware of our aims and is responsible to contribute to these objectives.

We expect our staff to be smart, with high standards of personal hygiene and responsive to customer needs, in a polite and friendly manner.

We will adequately maintain facilities and equipment to ensure they remain top class and in good condition.

We will manage systems to identify hazards and control risk for our employees, our customers and of others who might be affected by our activities.

We will provide appropriate First Aid skills, knowledge and equipment to care for our patrons should any emergency occur.

We operate within the terms of our entertainments licence and will cooperate with enforcing authorities to remain a quality provider, a valued resource and a good neighbour.

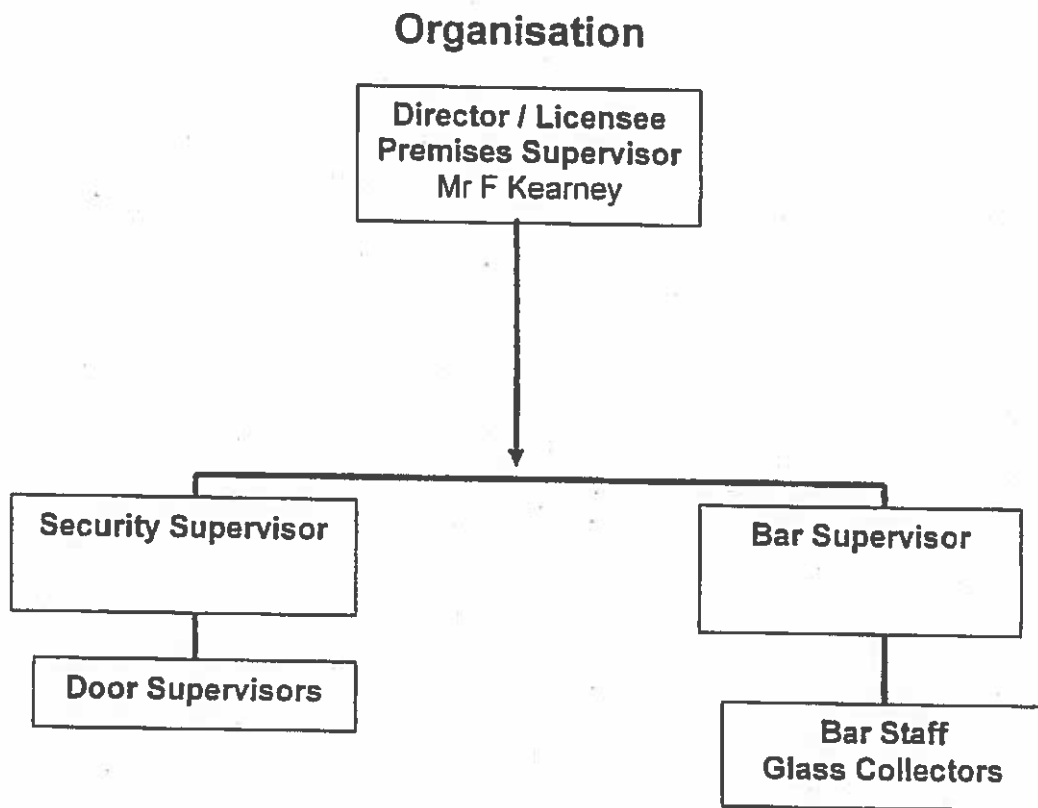
We will operate systems as agreed by Derwentside Licensee Association for the control of those barred by local licensed premises.

We will take active steps in close consultation with the Durham County Constabulary the local Police Force and Durham County Council to prevent the possession or use of both drugs and weapons at our premises and to minimise the affect if it should occur.

ORGANISATION

The bar / club is refurbished with new fixtures and fittings. It is frequented by couples and mixed groups.

The management intend to build a reputation as a high quality entertainment outlet free from violence, drugs and other antisocial concerns and welcome any relevant input to improve our operations as a responsible service within the community.



ROLES AND RESPONSIBILITIES

Licensee

The Licensee is responsible for operating the premises and activities within the terms of the licence.

He has direct responsibility for compliance with the terms of the licence and other requirements such as Fire Regulations, Health and Safety Regulations and general employment practices.

These responsibilities include the implementation and monitoring of company policies and procedures.

The Licensees role is the general management of the outlet including: cash handling and accounting, stocks and supplies, security and safety, general maintenance etc.

The Licensee will make safety and security checks before the premises are opened to the public including fire exits, fire equipment, emergency lighting, staircases, toilets and for general hazards.

The Licensee will check Door Supervisors badges and forward names and numbers to the Head office to be checked against the SIA national data base.

The Licensee is assisted and supported in this role by the Bar Supervisor, Security Supervisor and the Day manager.

Security Supervisor

The Security Supervisor is responsible for general safety and security of the premises and its operations.

He has further responsibilities to assist the management as appropriate reporting to the Director / Licensee.

These responsibilities include ensuring that all Door Supervisors must be registered and operate within the terms of Security Industry Association Door Supervisor guidelines.

Operation of systems and procedures within the terms of the Genesis Scheme and systems agreed by Derwentside Licensee Association Pub Watch.

He is further responsible for making regular patrols and positioning Door Supervisors according to need and ensures that company policies and procedures are maintained.

The Security Supervisor will make appropriate reports in the event of any significant occurrence.

Bar Supervisor

The Bar Supervisor is responsible for the general supervision of the Bar Staff and bar operations reporting to the Manager.

The Bar Supervisor is further responsible to ensure the companies policies and procedures are maintained.

Bar Staff

The Bar Staff are responsible for the bar operation reporting to the Bar Supervisor and the Manager.

Glass Collectors

The Glass Collectors are responsible for the collection of empty glasses, bottles and waste and for the immediate removal of broken glass and clean up of spillages etc. reporting to the Bar Supervisor and Manager.

Glass Collectors will make regular inspections of all areas including toilets and external areas to check for condition, cleanliness and safety and hygiene.

Glass collectors are prohibited from customer service.

Door Supervisors

The Door Supervisors are responsible for security and order within the premises under the terms of the SIA Licensing System reporting to the Security Supervisor.

Door Supervisors will make regular visible checks on toilets and other areas to prevent any drug sale or use and when appropriate a member of security staff will be permanently positioned in such areas.

All Door Supervisors are trained in drug awareness.

Prevention of Crime and Disorder

Cooperation

In accordance with the Prevention of Crime and Disorder objective we have put in place and maintain appropriate measures and controls.

These controls may be enhanced or additional controls introduced as a result of consultations with The Police and Durham County Council and other stakeholders.

We work closely with the local police force and the council in the prevention of crime and disorder on and in the vicinity of our premises. We see this cooperation and open communication as vital to the success of our operations and the enhancement of quality of life in Derwentside.

Consett Chaplins Ltd and Chaplins are active members of Derwentside Licensee Association.

The premises have two way radio communication as part of the Genesis system.

Entrance

The premises are accessed by a single entrance on Front Street.

The front entrance access ensures that patrons remain within the scope of Consett Chaplins Ltd CCTV system and within Genesis and other CCTV systems.

CCTV

The premise operates its own CCTV system.

The recordings are maintained for a period of 28 days and are made available to the Police and the Local Authority on written request in accordance with the General Data Protection Regulations (GDPR).

Overt cameras monitor various areas of the premises and view front external entrance and the rear of the building.

The CCTV system is operational during all opening hours.

Cameras operate both internally and externally.

The cameras are monitored from both behind the bar and from the office.

ID SCANNER

Identification is checked at the entrance by the use of a ID Scanner system which checks the document provided and uses facial recognition to confirm that the document and the person are the same.

Searches

Patrons may be searched at any time for drugs or weapons as a condition of entry. Door staff have available a metal detection paddle to check for metallic objects such as knives or guns.

Capacity Limits

The TOTAL capacity of the premises is 320

Numbers are controlled by the Door Supervisor using counters who will inform the Licensee / Manager when about 75% of the limit is reached.

Door Supervisors

Door Supervisors report directly to the Security Supervisor.

Door Supervisors may take instructions from the Licensee, the Manager and Bar Supervisor.

All Door Supervisors are trained, registered and hold badges as required by the Security Industry Authority (SIA).

A minimum of 4 Door Supervisors will be on the premises Friday and Saturday.

All Door Supervisors will be appropriately dressed and immediately recognisable.

All Door Supervisors will operate within the terms of SIA licensing inside and at the entrance of the premises.

On the street they will cooperate with the Police, Ambulance, Fire & Rescue and Local Authority officers as members of the public.

Door Supervisors are instructed to observe for and prevent patrons removing bottles and glasses from the premises.

Door Supervisors will remain on duty until the premises has completely emptied and closed.

All security, other staff and visitors are required to sign appropriate logbooks / registers.

Dress Code

We expect our clientele to be dressed "smart, casual" tracksuit bottoms and sports wear are prohibited.

Drunken Persons

Drunken persons are refused entry.

Bar staff are instructed to refuse to serve any person becoming drunk on the premises.

We are aware of our Duty of Care to our patrons and where appropriate staff will arrange a taxi for persons becoming drunk and allow them to remain in the premises until it arrives.

Bottles and Glasses

All drinks glasses used outside are polycarbonate.

Both signs and Door staff will dictate that all drinks both bottles and glasses are decanted to polycarbonate if they are to be taken outside.

Dedicated Glass Collectors patrol all areas of the premises to collect any empty glasses and bottles and clear up spillages etc.

Patrons are prohibited from taking glasses or bottles to the smoking area any drink must be decanted to a plastic glass.

Door Supervisors prevent patrons removing bottles and glasses.

Serious Incidents

In the event of a crime or other serious incident it is critical that we respond appropriately to care for the victim, protect the crime scene, collect any evidence and identify any action to prevent reoccurrence.

We operate under the terms of the Genesis system.

Crime Scene

Where appropriate the crime scene and any evidence such as weapons will be protected by Door Supervisors and cordoned off with Red / white tape to preserve it.

The police will be informed immediately and if necessary an ambulance called.

Witnesses will be identified and details of names / addresses will be taken.

Where possible the suspected perpetrator will be detained where this is not possible a clear description to identify the person should be given to the police. CCTV evidence will be checked.

Care of the Victim

It is likely that the crime victim will be traumatised to some degree and may require first aid and protection.

The victim should be removed from the scene to the first aid room where possible and give appropriate first aid and support. The victim should remain under the care of a staff member until the police arrive.

After the Incident

In the event of any significant incident the Licensee, Security Supervisor, Director and any other relevant staff should hold a meeting to identify what happened, any failures within our systems and what actions could prevent the same or similar occurrence from happening again.

This meeting should be recorded in the Incident log book.

All significant incidents will be recorded in the log book and where appropriate a meeting will be held between the Licensee, Door supervisors and other relevant people.

General Public Safety

Various public safety signs and notices will be posted in the premises to include issues such as:

- Drink Driving
- Binge Drinking
- Drug Abuse
- Anti-social behaviour
- Theft
- Personal safety
- Domestic violence
- Good neighbour
- Noise etc.

These notices will be changed regularly to prevent familiarisation.

Chaplins
Drug and Weapons
POLICY STATEMENT

It is the policy of Chaplins management to ensure the health, safety and well being of our patrons and others who might be affected by our activities.

Our stance is: **Zero Tolerance**

We strictly prohibit the possession, sale or use of drugs or offensive weapons.

Our security, management and staff will actively observe for any suspicious drug related or violent activities, which will not be tolerated.

Those found with illegal drugs or weapons will be reported immediately to the police and detained if appropriate

Door Supervisors and the Manager will make random checks of toilets using a drug detection torch.

Those who are known to have previous drug related convictions are excluded from the premises.

Any persons barred by Derwentside Licensee Association will be refused entry.

We will provide appropriate First Aid skills, knowledge and equipment to care for our patrons should any such emergency occur.

We will take active steps in close consultation with the Durham County Constabulary the local Police Force and Derwentside District Council to prevent the possession or use of both drugs and weapons at our premises and to prevent other antisocial behaviour.

We further reserve the right to search any person entering our premises and eject or refuse entry if they will not allow this.

Patrons must check in through the Id Scanner and may be subject to searches to enter.

We will also use metal detection wands to make random checks for concealed weapons.

Any drugs or weapon found will be locked in the safe and passed to the police.

We welcome all input in our objective to achieve a quality nightlife experience safe from the risk of drugs weapons or injury.

PUBLIC SAFETY

Insurance

The premises hold appropriate insurances including Public Liability (PL) and is subject to various independent inspections.

Electrical Systems

Electrical systems within the premises are maintained and inspected by contract with a reputable and qualified specialised contractor.

Current Electrical Inspection Report Certificate is available and maintained.

In the event of a power cut or other electrical failure the premises will be evacuated.

Fire Alarm

The Detection and Fire Alarm system within the premises is maintained and inspected by contract with a reputable and qualified specialised contractor.

Current Test Inspection Report is available and maintained.

Emergency Lighting

Emergency Lighting system within the premises is maintained and inspected by contract with a reputable and qualified specialised contractor.

Current Emergency Lighting Test Inspection Report is available and maintained.

Fire Fighting Equipment

Fire Fighting Equipment within the premises is maintained and inspected by contract with a reputable and qualified specialised contractor.

Fire Exits

Fire Exits, Fire Doors, Walkways, Fire Escapes and ways will remain clear and unobstructed at all times.

Safety Checks

Prior to every opening to the public The Licensee / Manager will make a full safety tour of the premises.

The tour will cover the full premises visually inspecting and practically operating (as appropriate) Fire Doors, walkways, Emergency Exits, Fire Fighting Equipment, Lighting, general hazards etc.

Extraction

The premises is fitted with a modern extraction / air conditioning system to control temperature. This system is fitted with sound filters to prevent nuisance noise.

FIRE

DISCOVERING A FIRE

On discovering a fire.

- Sound the alarm.
- Attack the fire with extinguishers only if you are trained to do so and are NOT at personal risk.
- Leave the building by the nearest safe exit and report to the assembly point.
- Report to your supervisor who will call role

DO NOT

- Do Not stop to collect personal belongings
 - Do Not re-enter the building
 - Do Not put your self or others at risk.
-

HEARING THE ALARM

If you hear the fire alarm:

- Leave the building by the nearest safe exit and report to the assembly point.
- Report to your supervisor who will call role

DO NOT

- Do Not stop to collect personal belongings
- Do Not re-enter the building
- Do Not put your self or others at risk.

IN THE EVENT OF A FIRE

The health and safety of our customers and employees is our **FIRST** priority.

In the event of a fire or other emergency the company does not expect or wish any employee to take unnecessary risks.

The Licensee / Manager will call the Fire Brigade and Police immediately the alarm is raised.

The Manager will report to assembly point and check with the Security Supervisor, and Bar Supervisors that all employees and visitors are accounted for, that all members of the public have been evacuated and ascertain any other relevant information.

On arrival of the Fire Brigade the Manager will brief the Fire Chief as to:

- Are all persons are accounted for.
- The extent and location of the fire.
- Cause of the fire if known.
- Any particular risks to the Fire Fighters *i.e.* Position of gas bottles, fuels or other hazardous materials, obstructions, etc.

The Manager will liaise with the Fire Officer and Police and give any requested support.

Once the "All Clear" is given by the Fire Officer the Licensee / Manager and other relevant staff will assess the result of the fire and take appropriate action.

The Manager will allow employees to return as appropriate.

The Manager will record the incident in the Fire Log Book.

The Manager will initiate an investigation into the cause of the fire assisted by the Security Supervisor, Day Manager and Safety Consultant as appropriate to ascertain the basic causation and put in place any further preventative and / protective measures necessary.

The Manager will inform the directors as soon as possible.

The Bar Supervisor will immediately turn on the house lights and clear the area of staff if safe to do so and evacuate to the fire assembly area.

He will role call and account for all bar staff and report to the Manager.

The Security Supervisor will evacuate the premises checking toilets, bar and report via the Genesis system.

He will position Door Supervisors as appropriate to secure the building and report to the Manager.

The Door Supervisors will immediately throw open the fire exit doors and evacuate patrons and staff and secure the entrance to prevent anyone from re-entering the building.

On hearing the alarm **Bar Staff** and **Glass Collectors** will immediately evacuate the building. Do not stop to collect personal belongings etc. Report to your Supervisor at Fire Assembly point.

BOMB THREAT

Bomb threat is a real and significant danger and we must be prepared if it should happen. All employees must be aware of this potential and be alert for suspicious and un-attended packages being left in or at the premises

LETTER AND PACKAGE BOMBS

Typical characteristics of a mail or package bomb.

Feel and Balance. Letters that feel rigid, appear uneven or lopsided, or are bulkier than normal, Is there any springiness or undue pressure that can be felt through the package. Contents of parcel make a sloshing sound.

WARNING - EXAMINE MAIL GENTLY.'

Foreign Packages. If the item is from another country, ask yourself if it's expected. Do you have relatives or friends travelling? Did you buy something from business associates, charitable or religious groups, international organisations, etc.?

Place of Origin. Is it a familiar one? Note the delivery postmark.

Unrequested Deliveries. Is correspondence from the sender expected? Do the characteristics of the envelope or package resemble the expected contents? The addressee normally doesn't receive personal mail at the office.

Unusual addressing or Delivery Instructions. There are unusually restrictive endorsements such as "Personal" or "Private." Unprofessionally wrapped parcel is endorsed "Fragile-Handle with Care" or "Rush-Do not Delay." Name and title of addressee aren't accurate. The sender is unknown. There's no return address.

Smell. Mailing emits a peculiar odour. There's a smell of almonds or marzipan or any other strange smell coming from the package or letter.

Sender's Writing. Any mail should be treated with caution if it features a foreign style of writing, not normally received, on the address, This goes along with the Place of Origin.

Protruding Wires. Are there any protruding wires, tinfoil, or strings present.

Suspicious packaging. Wrapping exhibits previous use such as traces of glue, mailing labels, return addresses or tape. The parcel is secured with several types of tape. Outer container is shaped irregular or asymmetric or has soft spots or bulges. Use of excessive amount of postage stamps.

Sound. If there's any unusual sound or noise coming from the package such as a buzzing or ticking noise, the package should be treated with caution.

If a package exhibits any of these warning clues, you must follow these procedures.

If the suspicious package has not been touched.

If a suspicious delivery is spotted, do not touch it, and don't allow anyone else

touch it. Evacuate the room. If the device appears to be very large,

surrounding rooms should also be evacuated.

During evacuation, leave doors and windows open, to reduce any blast effects.

Keep people away from the area.

CALL POLICE

Do not handle the suspicious object, and do not try to carry it outside.

Do not place the device in water.

If an item is suspected during handling.

Place the suspicious item in a corner of the room, handling it very gently and making sure not to turn it over or unbalance it.

Make sure the device is placed away from windows, and that the windows are open.

Evacuate the room, and surrounding rooms if necessary. During evacuation, leave doors and windows open.

Keep people away from the area.

CALL POLICE

Do not try to carry the device outside.

TELEPHONE BOMB THREATS

Real or Hoax?

Most bomb threats are hoaxes which are made in an effort to disrupt normal business. However, no bomb threat should be dismissed as a hoax without notifying the proper authorities immediately.

Upon receiving a telephone bomb threat it is important to notify Outlet Manager immediately and the Police as soon as the caller hangs up.

Be Calm. Be Courteous. Listen, do not interrupt the caller.

Date: _____

Time: _____

EXACT words of person calling: _____

QUESTIONS TO ASK:

When is to bomb going to explode? _____

Where is the bomb? _____

What kind of bomb is it? _____

What does it look like? _____

Why was the bomb placed? _____

Try to determine the following (Circle as appropriate)

Callers identity:	Male	Female	Adult	Juvenile	Age
Voice	Loud	Soft	High pitch	Deep	Intoxicated
Accent	Local	Region	Foreign		
Speech	Fast	Slow	Distorted	Slurred	Stutter
Language	Excellent	Good	Fair	Poor	Foul
Manner	Calm Incoherent	Angry Deliberate	Rational Emotional	Irritated Righteous	Coherent Laughing
Background Noises	Office Music Mixed	Factory Voices Party	Airplanes Trains Traffic	Street Quite Animals	Other:

Additional information: _____

Receiving Telephone No. _____

Person Receiving the call. _____

Bomb Threat Evacuation Procedure

On discovering .

- Inform security staff.
- Turn on house lights.
- Announce that the premises are being evacuated.
- Tell patrons and staff to pick up personal belongings and bags.
- Leave the building by the nearest safe exit and report to the assembly point.
- Report to your supervisor who will call role

DO NOT

- Do Not re-enter the building
- Do Not put your self or others at risk.

FIRST AID

Whilst our policy is to prevent accidents and injuries to our employees, our customers and others we will maintain appropriate first aid provision both in providing suitable equipment and trained people to use it.

The Licensee / Manager will ensure that at least one person trained in first aid is available at all opening times.

The Manager will check the contents of the first aid boxes and record weekly.
The Manager will replenish the box contents as appropriate.

First Aid boxes will NOT contain any medicines, tablets, creams etc. in accordance with the Health and Safety (First Aid) Regulations 1981

All staff First Aid treatments will be recorded in the First Aid Book by the First Aider the information will be maintained by the Manager under the requirements of the Data Protection Act.

All First Aid treatments given to patrons will be recorded in the First Aid Log.

Any person suffering accident, injury or suffering from drug abuse will be offered a place of safety to recuperate or await transport.

SAFETY AND SECURITY

It is our policy to protect our employees, customers and others from the risk of harm from our activities by both preventative and protective measures.

Every Manager, Supervisor and Employee holds responsibility for health, safety and security, we expect all to work in ways that reduce risk and prevent harm.

All must be aware of health and safety rules and must strive to follow them and to report any uncontrolled hazard.

As responsible operator we will use various initiatives both as a company and in conjunction with the Police, Derwentside District Licensing, Derwentside Licensee Association and other relevant authorities.

Organisation

- The Directors hold the overall responsibility for health and safety and security issues.
- The Manager / Licensee is responsible for the health and safety management of the premises, equipment and facilities.
- The Security Supervisor is responsible for safety and security controlling and deploying Door Supervisors reporting to the manager.
- The Manager is responsible for the general maintenance of the premises and facilities and control of contractors and service personnel working at the premises reporting to the Licensee and / or Manager as appropriate.

Arrangements

At the start of the working day the Manager / Licensee will brief the staff and will make various random patrols.

At the start of each working day and on regular patrols throughout opening hours the Manager and or his assistant will inspect all areas.

She will brief staff as to any concerns and issue any health, safety and security information instruction and training as appropriate.

The Security Supervisor will brief personnel under their control as to any safety or security risk and will provide them with appropriate information, instruction, training and supervision.

The Security Supervisor will liaise as per the Genesis scheme and Derwentside Licensee Association and timely share appropriate information with others.

The Security Supervisor will ensure that all Door Supervisors are trained and registered under the SIA Licensing System and appropriately dressed.

All security, other staff and visitors are required to sign appropriate logbooks / registers.

The Security Supervisor will make regular but random patrols of all areas. He will deploy Door Supervisors according to need in fixed position and / or by patrol.

Fixed overt and covert CCTV is in operation and recorded. Video recording is maintained for a minimum period of 28 days.

In the event of any significant occurrence the Security Supervisor will contact the police and arrange appropriate action.

The company takes appropriate health and safety advice from Safety Set (NE) Limited.

PREVENTION OF PUBLIC NUISANCE

The premises are fully triple-glazed to acoustic standards to prevent noise pollution.

The building faces other commercial properties.

The building was modified to facilitate front entrance only.

Air conditioning vents are provided with acoustic filters to prevent noise

Staff will book taxis on request and patrons are allowed to remain inside the premises for their transport.

Waste removed through the day to prevent noise pollution.

Class collectors will check and remove waste from outside the premises after closing.

Protection of Children from Harm

People under the age of 18 years are not allowed entry.

Door Supervisors will check appropriate identification with a photograph and date of birth such as a Passport or Driving Licence with the use of the Video Id System.

Any individual suspected of being under age will not be allowed access without first providing suitable proof of age.

When false or fake identification is presented it will be retained and given to the police to investigate and take appropriate action.

COMPLAINTS PROCEDURES

We strive to ensure that in our efforts to provide a quality service we shall treat people fairly and courteously whilst implementing our policies.

If any person should have complaint relating to our operations they should make it in writing to:

Mr. F Kearnev

Consett
Co Durham
DH8 5AQ

Complaint must be made as soon as possible after the incident, or in any case within three working days.

Consett Chaplins Ltd will acknowledge the complaint within seven working days of receipt.

The Licensee and the Managers will investigate the complaint within ten working days.

The investigation may view CCTV, Video Id, interview staff, interview witnesses and others, inspect previous complaints etc. and take appropriate advice to reach a conclusion.

The result of the investigation will be made known in writing to the complainant.

The management will complete any appropriate actions identified by the investigation.

Copies of the Complaints Procedure are available on request from the manager.

Notes:

Appendix 3

ID Scanner

Signed **Francis Kearney** **Date**