

# Lancaster City Council

## Application for a premises licence to be granted

under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We

[Redacted]

*(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
EDEN BAY BISTRO 281 MARINE ROAD			
Post town	MORECAMBE	Postcode	LA4 5BY

Telephone number at premises (if any)	[Redacted]
Non-domestic rateable value of premises	£6700

### Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |  |                                     |  |
|--|-------------------------------------|--|
| a) an individual or individuals *      | <input checked="" type="checkbox"/> | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual * |                                     |  |
| i. as a limited company                | <input type="checkbox"/>            | <input type="checkbox"/> please complete section (B) |
| ii. as a partnership                   | <input type="checkbox"/>            | <input type="checkbox"/> please complete section (B) |

- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes ✓

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input checked="" type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname <span style="background-color: black; color: black;">[REDACTED]</span>					
I am 18 years old or over				<input checked="" type="checkbox"/> Please tick yes	
Current postal address if different from premises address		<span style="background-color: black; color: black;">[REDACTED]</span>			
Post town	<span style="background-color: black; color: black;">[REDACTED]</span>			Postcode	<span style="background-color: black; color: black;">[REDACTED]</span>
Daytime contact telephone number <span style="background-color: black; color: black;">[REDACTED]</span>					
E-mail address (optional)		<span style="background-color: black; color: black;">[REDACTED]</span>			

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
05	01	2025

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

**A**

Plays Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon				<b>Please give further details here</b> (please read guidance note 3)	
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input type="checkbox"/>				
					Outdoors	<input type="checkbox"/>				
Both	<input type="checkbox"/>									
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)							
Mon										
Tue										
Wed							<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)			
Thur										
Fri							<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5)			
Sat										
Sun										

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
Both	<input type="checkbox"/>							
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur								
Fri								
Sat						<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun								



**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08-00	18-00	Please give further details here (please read guidance note 3) <i>DAILY OPENING TIMES 8.00AM TO APPROXIMATELY 5PM MAY BE LATER IN SUMMER</i>	Both	<input type="checkbox"/>
Tue	08-00	18-00			
Wed	08-00	18-00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	08-00	20-00			
Fri	08-00	20-00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	08-00	20-00			
Sun	08-00	20-00			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)			
Thur						
Fri						
Sat						
Sun						

H

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b>          Standard days and timings          (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p>		
Wed					
Thur			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)</p>		
Fri					
Sat			<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2) <i>PREDOMINANTLY DAYTIME INDOOR</i> <i>JUST TO COVER PRIVATE EVENTS</i> <i>EG: BIRTHDAY PARTIES</i>	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	09-00	20-00	Please give further details here (please read guidance note 3) <i>OPERATING AS A DAYTIME VENUE OFFERING A LIMITED CHOICE OF ALCOHOL. MAY OPEN LATER IN SUMMER UNTIL APPROX 20.00. 1 OR 2 NIGHTS PER WEEK</i>		
Tue	09-00	20-00			
Wed	09-00	20-00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4) <i>NEW YEARS DAY OPENING 9.00 TO 16.00</i>		
Thur	09-00	20-00			
Fri	09-00	20-00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09-00	20-00			
Sun	11-00	20-00			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption –</b> <b>please tick</b> (please read guidance note 7)		On the premises <input checked="" type="checkbox"/>
					Off the premises <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon	09.00	20.00	<i>WILL BE OPENING NEW YEARS DAY</i> <i>09.00 TO 16.00</i>		
Tue	09.00	20.00			
Wed	09.00	20.00			
Thur	09.00	20.00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	09.00	20.00			
Sat	09.00	20.00			
Sun	11.00	20.00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:


K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)  <i>WE WILL BE OPEN DAILY 09.00 TO APPROXIMATELY 17.00 BUT IN SUMMER MAY OPEN UNTIL 20.00 OFFERING FOOD AND DRINK.</i>
Day	Start	Finish	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5) Not applicable
Mon	08.00	20.00	
Tue	08.00	20.00	
Wed	08.00	20.00	
Thur	08.00	20.00	
Fri	08.00	20.00	
Sat	08.00	20.00	
Sun	09.00	20.00	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

AS THE LICENSEE I SHALL ENSURE THAT WHEN THE PREMISES ARE OPEN THERE ARE SUFFICIENT & COMPETENT STAFF ON DUTY ON THE PREMISES TO FULFILL THE TERMS & CONDITIONS OF THE LICENSE & FOR PREVENTING CRIME & DISORDER. ALL STAFF WILL UNDERTAKE TRAINING AS TO THEIR RESPONSIBILITIES IN RELATION TO THE SALE OF ALCOHOL, PARTICULARLY WITH REGARD TO UNDERAGE PERSONS & PERSONS UNDER THE INFLUENCE OF ALCOHOL. RECORDS WILL BE KEPT OF TRAINING & REFRESHER TRAINING.

b) The prevention of crime and disorder

ANY INCIDENTS OF A CRIMINAL NATURE WHICH MAY OCCUR ON THE PREMISES WILL BE REPORTED TO THE POLICE. I WILL MAKE A RECORD OF THE DATE, TIME & PLACE OF ANY INCIDENTS.

AT THIS TIME WE ARE A DAYTIME BISTRO & HAVE NO PLANS TO OPERATE PERMANENT EVENINGS.

c) Public safety

I WILL ENSURE THAT APPROPRIATE FIRE SAFETY PROCEDURES ARE IN PLACE INCLUDING EXTINGUISHERS (FOAM, H<sub>2</sub>O, & CO<sub>2</sub>), FIRE BLANKET, SMOKE ALARM & INTERNAL FIRE EXIT SIGNS. EMERGENCY EXITS WILL BE KEPT FREE FROM OBSTRUCTION AT ALL TIMES & THAT APPLIANCES ARE INSPECTED ANNUALLY. STAFF WILL RECEIVE RELEVANT TRAINING & A RECORD OF THIS WILL BE KEPT AS WELL AS ADDITIONAL FIRE TRAINING.

d) The prevention of public nuisance

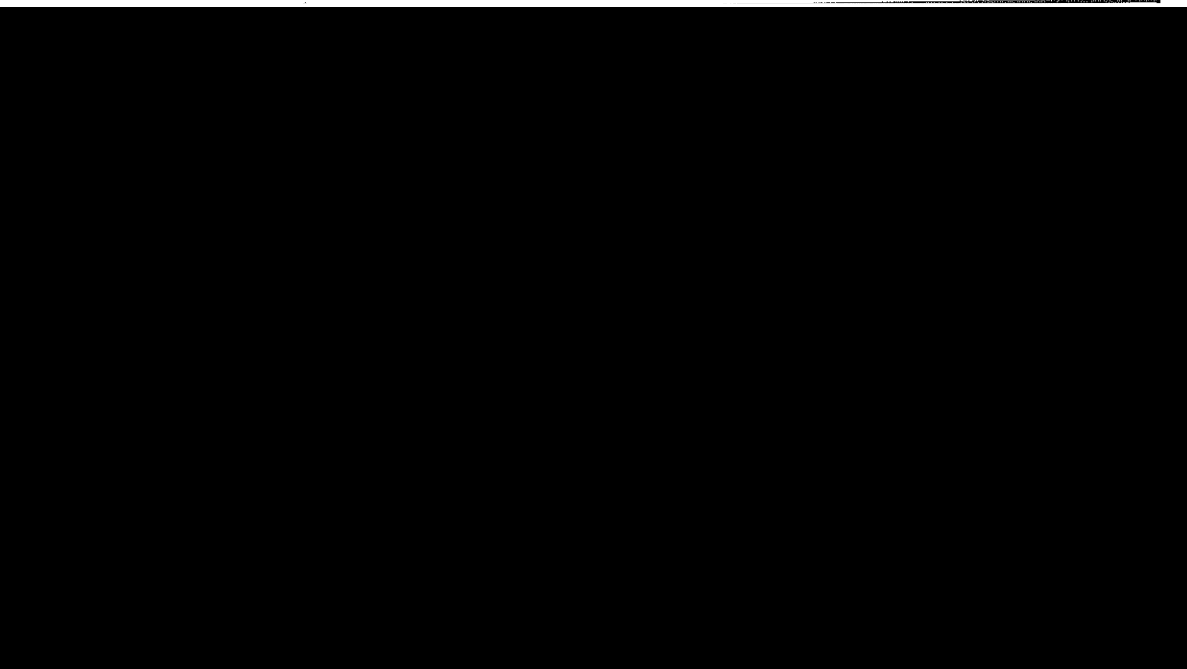
ALL CUSTOMERS WILL BE ASKED TO LEAVE QUIETLY & A CLEAR & LEGIBLE NOTICE WILL BE PROMINENTLY DISPLAYED TO REMIND CUSTOMERS TO LEAVE QUIETLY & HAVE REGARD TO OUR NEIGHBOURS

e) The protection of children from harm

MYSELF, THE LICENSEE & STAFF WILL ASK PERSONS WHO APPEAR TO BE UNDER THE AGE OF 25 FOR PHOTOGRAPHIC ID. SUCH AS PROOF OF AGE CARDS - CONNEXIONS OR CITIZEN CARDS, DRIVING LICENSE, PASSPORT, OR OFFICIAL IDENTITY CARD FOR HM FORCES OR AN EU COUNTRY BEARING THE PHOTOGRAPH & D.O.B. OF THE BEARER. ALL STAFF WILL BE TRAINED FOR UNDERAGE SALES PREVENTION REGULARLY. A REGISTER OF REFUSED SALES WILL BE KEPT & MAINTAINED ON THE PREMISES

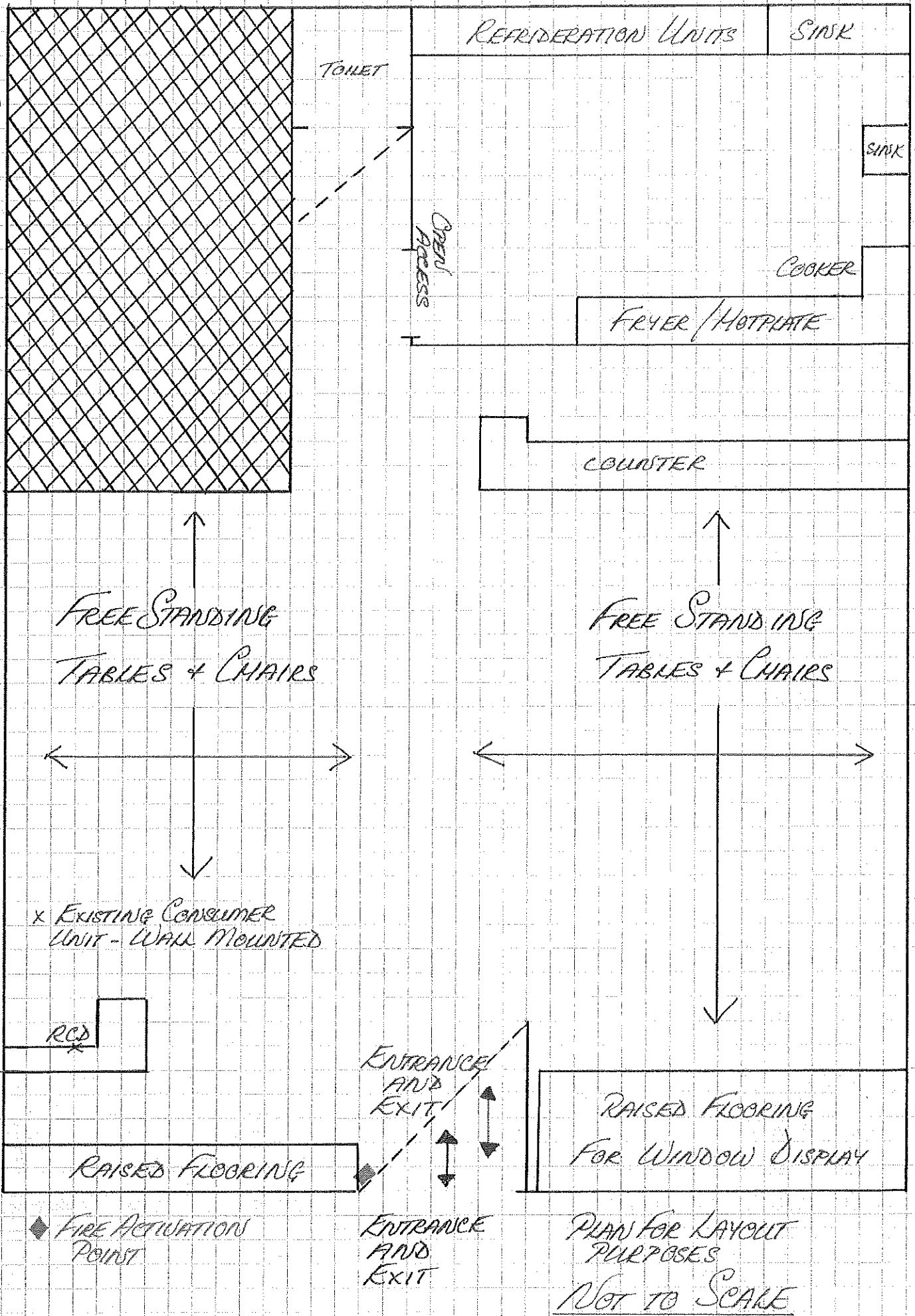


For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.



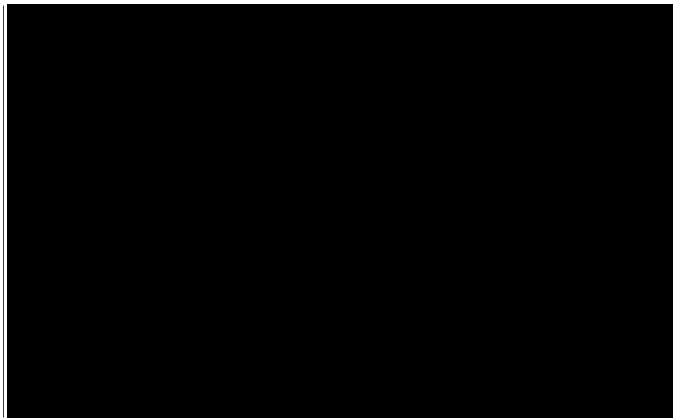
#### Notes for Guidance

1. 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.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



EDEN BAY BISTRO 281 MARINE ROAD, MORECAMBE LAK 5B4

Consent of individual to being specified as premises supervisor

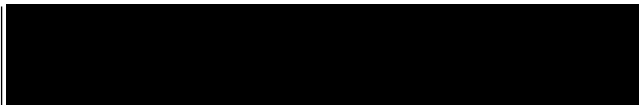


.....  
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

*PREMISES LICENSE - EDEN BAY BISTRO*  
.....  
[type of application]

by



.....  
[name of applicant]

relating to a premises licence

.....  
[number of existing licence, if any]

for

*EDEN BAY BISTRO  
281 MARINE ROAD  
MORECAMBE  
LA4 5BY*

.....  
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by



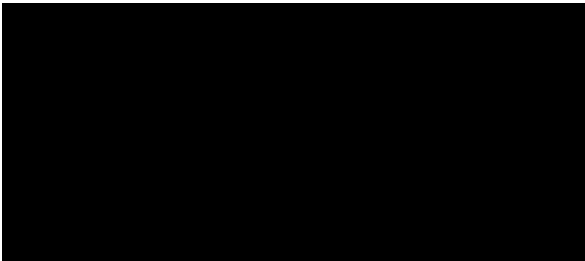
concerning the supply of alcohol at

EDEN BAY BISTRO  
281 MARINE ROAD  
MORECAMBE  
LAN 5BY

*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

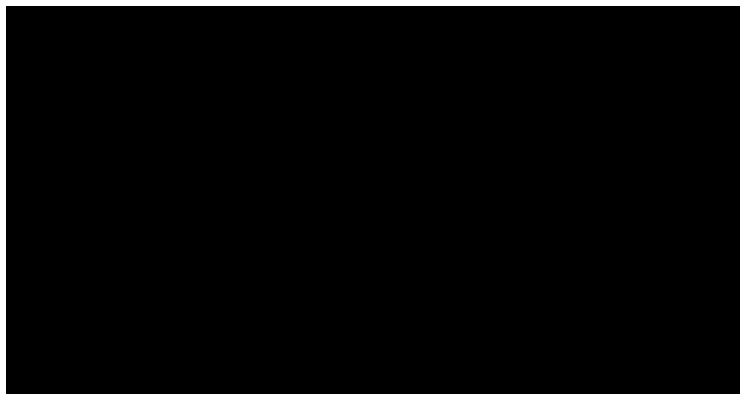


*[personal licence issuing authority, if any]*

Signed

Name (please print)

Date



**Checklist:**

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
  
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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.**

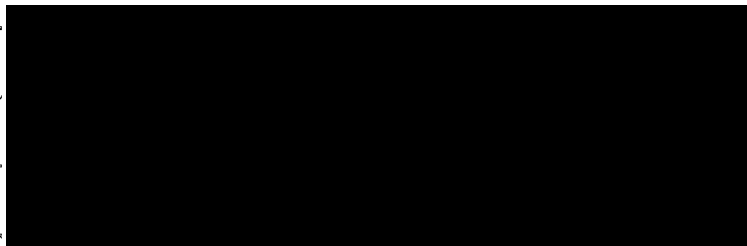
**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

I confirm that I am entitled to work in the UK and I am not subject to conditions preventing me from doing work relating to a licensable activity. I enclose a copy of my proof of entitlement to work.

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11).  
If signing on behalf of the applicant, please state in what capacity.

## **EDEN BAY BISTRO-POLICE CONDITIONS**

**An incident book will be maintained in which there will be recorded:**

**All incidents of crime and disorder**

**Refused sales to suspected under-age and drunken persons.**

**A record of any person asked to leave the premises.**

**Details of occasions on which the police are called to the premises.**

**A record of persons searched on suspicion that drugs are being carried and the reason for such suspicion.**

**The book will be available for inspection by a police officer or authorised person on demand.**

**Consideration for SIA Door Staff for Private Bookings or events such as Christenings, Birthdays, Funeral Wakes where there is a possibility of large numbers of patrons.**

**The DPS must risk assess these events and have in place sufficient SIA Door Staff cover to manage the premises and ensure the Licensing Objectives are being promoted.**

**Any bookings, events etc where large numbers expected (large numbers being in excess of what the DPS usually expects on any given day of trading) then the DPS is requested to email Police Licensing.**

**Management are welcome to contact Police Licensing for any advice on these matters.**

**All private bookings should be risk assessed by management.**

**Records of the booking should be kept, and any concerns passed to Police Licensing. These records should be available for inspection by Police or any other responsible authority.**

**CCTV equipment shall be installed and be maintained in good working order in accordance with the manufacturer's instructions. Training should be provided for staff members in the usage of the CCTV equipment. CCTV footage recorded must, as a minimum, cover each entry/exit point of the premises and be recording at all times when the premises is conducting licensable activities.**

**The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 30 days.**

**The Data Controller will make footage available within a reasonable time to a Police Constable or Authorised Officer, where such request is made in accordance with, and which satisfies the Data Protection Act 1998.**

**A documented Challenge 25 scheme will be operated at the premises. The Challenge 25 scheme shall be actively promoted and advertised at the premises and will ensure that any person supplied with alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to provide such identification will result in no supply of alcohol to that person.**

**The Proof of Age Standards Scheme (PASS) will be actively promoted at the premises by the display of Challenge 25 posters bearing the PASS logo.**

**A PASS accredited holographic proof of age card will be the main identification document accepted at the premises as proof of age. A PASS card must be accepted as proof of age if a client possesses one. Where a client does not possess a PASS accredited proof of age card, only the following alternative forms of alternative identification will be acceptable:**

- (a) Photo driving licence**

- (b) Passport or**
- (c) Her Majesty's Forces Warrant Card**

**All staff involved with the provision of alcohol will successfully complete training in age related products prior to operating a till. Refresher training will also be successfully completed not more than every 6 months, this will be fully documented and be available for inspection to police officers or other authorised persons.**

**Procedures are in place to ensure all staff are aware of their responsibilities in respect of serving alcohol and the relevant provisions of the Licensing Act 2003. All staff are made aware of their responsibilities in respect of the sale of alcohol and the potential for problems that can occur if too much is consumed and the effect that can have on the behaviour of customers. As much as possible care is taken to ensure all customers are safe and do not create disorder when leaving the premises.**

**A zero-tolerance approach to drugs will be promoted via appropriate signage in the premises. Any person found to be in possession of drugs must be reported to the police immediately upon being apprehended. Arrangements must be in place to include regular checks of toilet areas for drug usage.**



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**The book will be available for inspection by a police officer or authorised person on demand.**

**Consideration for SIA Door Staff for Private Bookings or events such as Christenings, Birthdays, Funeral Wakes where there is a possibility of large numbers of patrons.**

**The DPS must risk assess these events and have in place sufficient SIA Door Staff cover to manage the premises and ensure the Licensing Objectives are being promoted.**

**Any bookings, events etc where large numbers expected (large numbers being in excess of what the DPS usually expects on any given day of trading) then the DPS is requested to email Police Licensing.**

**Management are welcome to contact Police Licensing for any advice on these matters.**

**All private bookings should be risk assessed by management.**

**Records of the booking should be kept, and any concerns passed to Police Licensing. These records should be available for inspection by Police or any other responsible authority.**

**CCTV equipment shall be installed and be maintained in good working order in accordance with the manufacturer's instructions. Training should be provided for staff members in the usage of the CCTV equipment. CCTV footage recorded must, as a minimum, cover each entry/exit point of the premises and be recording at all times when the premises is conducting licensable activities.**

**The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 30 days.**

**The Data Controller will make footage available within a reasonable time to a Police Constable or Authorised Officer, where such request is made in accordance with, and which satisfies the Data Protection Act 1998.**

**A documented Challenge 25 scheme will be operated at the premises. The Challenge 25 scheme shall be actively promoted and advertised at the premises and will ensure that any person supplied with alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to provide such identification will result in no supply of alcohol to that person.**

**The Proof of Age Standards Scheme (PASS) will be actively promoted at the premises by the display of Challenge 25 posters bearing the PASS logo.**

**A PASS accredited holographic proof of age card will be the main identification document accepted at the premises as proof of age. A PASS card must be accepted as proof of age if a client possesses one. Where a client does not possess a PASS accredited proof of age card, only the following alternative forms of alternative identification will be acceptable:**

- (a) Photo driving licence**

- (b) Passport or**
- (c) Her Majesty's Forces Warrant Card**

**All staff involved with the provision of alcohol will successfully complete training in age related products prior to operating a till. Refresher training will also be successfully completed not more than every 6 months, this will be fully documented and be available for inspection to police officers or other authorised persons.**

**Procedures are in place to ensure all staff are aware of their responsibilities in respect of serving alcohol and the relevant provisions of the Licensing Act 2003. All staff are made aware of their responsibilities in respect of the sale of alcohol and the potential for problems that can occur if too much is consumed and the effect that can have on the behaviour of customers. As much as possible care is taken to ensure all customers are safe and do not create disorder when leaving the premises.**

**A zero-tolerance approach to drugs will be promoted via appropriate signage in the premises. Any person found to be in possession of drugs must be reported to the police immediately upon being apprehended. Arrangements must be in place to include regular checks of toilet areas for drug usage.**