

# NOTTINGHAMSHIRE POLICE

LICENSING ACT 2003

## ADVICE TO APPLICANTS

To ensure the process of ALL Applications and Statutory Notices, including Temporary Event Notices, are dealt with effectively and efficiently they should be addressed and forwarded to:

The Chief Constable  
Nottinghamshire Police  
HQ(CJ) Liquor Licensing  
Mansfield Police Station  
Great Central Road  
Mansfield  
Nottinghamshire  
NG18 2HQ

e-mail: [liquor.licensing@nottinghamshire.pnn.police.uk](mailto:liquor.licensing@nottinghamshire.pnn.police.uk)

Telephone 01623 483927  
Fax 01623 483968

Applications and Notices received at any other Police location in this force area will create administrative problems and their validity may be challenged.

The Licensing Authority, Trade and the public will be notified of any changes to the above.

With the exception of the statutory requirements if an applicant requires confirmation of receipt from the Police a stamped addressed envelope should be included with the application.

*1 November 2005*

## **Plans.**

In addition to the statutory requirements and the requirements of the Local Authority the Police request applicants indicate on the plan.

- The location of the CCTV cameras together with monitors and recording devices serving the system.
- A site plan should be included clearly showing the area where the premises are situated.
- Locked storage areas and any shutters in place should be shown.

## **Conditions Attached To Licenses.**

The conditions that are necessary for the promotion of the licensing objectives should initially be the steps that the prospective licensee or certificate holder includes in the risk assessment which should be undertaken by applicants or clubs before making their application for a premises licence or club premises certificate. These would then be recorded in the operating schedule that will be submitted to promote the licensing objectives.

Whilst each application will be considered on its merits Nottinghamshire Police expect applicants to voluntarily include conditions when submitting their operating schedule.

In the absence of conditions and in order to promote the licensing objectives particularly with regard to the prevention of crime and disorder Nottinghamshire Police will enter into dialogue with applicants to agree suitably worded conditions.

**It is the applicants responsibility to show that the licensing objectives have been fully considered when submitting applications failure to do so could result in an avoidable Police Objection!**

**These measures could include the following:**

- 1) CCTV – Specification may vary according to type of premise and proposed use.
- 2) The employment of Door Supervisors.
- 3) Searching and Dispersal Policies.
- 4) Capacity Condition.
- 5) Bottle Bans.
- 6) Plastic Containers and Toughened Glass.
- 7) Drink Pricing Policies.
- 8) Drinking areas.
- 9) Proof of age cards.
- 10) Crime prevention notices.
- 11) Music and Dancing Policy.
- 12) Large capacity drinking venues.
- 13) Queuing to enter premises.
- 14) Last admission time.
- 15) Access Control.
- 16) Minimum staffing levels.

**The list is not exhaustive and applies to all premises carrying out Licensable Activities and which are explained in more detail in Appendix 1.**

### **Designated Premises Supervisor (DPS)/Personal License Holders (PLH).**

In the absence of the DPS the Police will expect to see a person nominated to hold the position of the person who is authorised to oversee the sales of alcohol. The nominated person should be trained in that position and not be selected randomly. A management system in the form of a document should be in place to clearly identify the procedures in place.

### **Club Premises Certificates.**

Clubs are not required under the act to employ personal license holders or appoint a Designated Premises Supervisor. The Police request that changes in a Club Secretary or Steward (person in day to day control of the supply of alcohol) be notified within seven days of the change.

### **Variation of Hours.**

Applicants wishing to vary the hours their premises propose to operate should check that there are no planning or other restrictions which would not permit this. The Police will deal with each application for extended hours, particularly with regard to the sale/supply and consumption of alcohol, upon its merits.

### **Risk Rating of Premises.**

The Police will assess the rating using the following criteria:

- Nature of activity
- Customer base
- Level of confidence in the management of the premises
- Compliance record
- Previous history.
- Consultation with other authorities

**The Police will have particular regard to the following areas when responding to the Local Authority in respect of all licensing applications. The Police acknowledge that other relevant authorities may wish to respond or comment on these issues also.**

### **Crime and Disorder:**

- Text/Radio/ Pagers and Ring Round systems; Door Supervisors; Bottle Bans; Plastic Containers; Toughened glass; CCTV; Signage; Seating; Capacity limits; Proof of age cards; Notices; Drinks promotions; “Vertical” consumption.

### **Safety:**

- Escape routes; Safety checks; Capacity; Emergency vehicle access; Lighting; Indoor sports entertainments; Alterations to premises; Special effects; Indoor games.

**Promotion of public safety- Theatres, Cinemas and similar places:**

- Door supervisors/attendants;
- Occupancy levels;
- Drinks consumption;
- Seating.

**Information Sharing.**

The Police will exchange information with the licensing authority and the other responsible authorities in line with current legislation and existing information sharing protocols.

## **Appendix 1.**

### **1) CCTV.**

The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Conditions should not just consider a requirement to have CCTV on the premises, but also the precise siting of each camera, the requirement to maintain cameras in working order, and to retain recordings for an appropriate period of time.

The Police recommend a CCTV system be installed in accordance with the following guidelines:

- The number and locations of the cameras/monitors and recording equipment to be agreed with the Police.
- The recordings should be stored in a safe environment for a period of 31 days and made available to an authorised officer of the Licensing Authority or Police.
- The system should be maintained and images stored in accordance with the Data Protection Act and any other legislation covering the use of the system.

### **2) Door Supervisors.**

Where door supervisors conducting security activities are to be a condition of a licence, which means that they would have to be registered with the Security Industry Authority, conditions may also need to deal with the number of such supervisors, the displaying of name badges, the carrying of proof of registration, where and at what times they should be stationed on the premises, and whether at least one female supervisor should be available (for example, if female customers are to be the subject of body searches). Door supervisors also have a role to play in ensuring public safety.

Conditions relating to the provision of door supervisors and security teams may be valuable in.

- Preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder.
- Keeping out excluded individuals (subject to court bans or imposed by the license holder).
- Searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons.
- Maintaining orderly queuing outside of venues prone to such queuing.

### **3) Search and Dispersal Policies.**

The Police would wish to see where it is considered appropriate a document detailing procedures to be applied at the premises.

Such documents would detail the proposals of customer entry to and exit from the premises and will include policies to minimise the potential for crime and disorder.

#### **4) Capacity Condition.**

Although most commonly made a condition of a license on public safety grounds, consideration should also be given to conditions which set capacity limits for licensed premises or clubs, where it may be necessary to prevent overcrowding which can lead to disorder and violence. Where such a condition is considered necessary, consideration should also be given to whether door supervisors would be needed to ensure that the numbers are appropriately controlled.

The Police encourage operators to include in the operating schedule the maximum number of persons allowed on the premises at any one time. Without a pre determined figure being available operators should demonstrate that they have policies and procedures in place to meet crime and disorder objectives.

#### **5) Bottle Bans.**

Glass bottles may be used as weapons inflicting more serious harm during incidents of disorder. A condition can prevent sales of drinks in glass bottles for consumption on the premises. It is recommended that a condition requiring that no sales of beverages in glass bottles for consumption on the premises should be expressed in clear terms and include the following elements:

- No bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff service away from the bar. Plastic bottles may be an alternative option.
- No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public. Exceptions would apply e.g. where off-sales take place and in appropriate circumstances, e.g. bottles containing wine may be sold for consumption with a table meal to be consumed by customers who are seated in an area set aside from the main bar area for the consumption of food.
- Drinks purchased in licensed premises or clubs may be taken from those premises for consumption elsewhere. Where premises are licensed for the sale of alcohol for consumption off the premises that would be entirely lawful. However, consideration should be given to a condition preventing the taking of alcoholic and other drinks from the premises in open containers (e.g. glasses and opened bottles). This may again be necessary to prevent the use of these containers as offensive weapons in surrounding streets after individuals have left the premises.

## **6) Plastic Containers and Toughened Glass.**

Glasses containing drinks may be used as weapons during incidents of disorder and in untoughened form, can cause very serious injuries. Consideration could therefore be given to conditions requiring either the use of plastic containers or toughened glass which inflicts less severe injuries where considered necessary. Location and style of the venue and the activities carried on there would be particularly important in assessing whether a condition is necessary.

For example, the use of glass containers on the terraces of some outdoor sports grounds may obviously be of concern, and similar concerns may also apply to indoor sports events such as boxing matches. Similarly, the use of such plastic containers or toughened glass during the televising of live sporting events, such as international football matches, when high states of excitement and emotion fuelled by alcohol might arise, may be a necessary condition.

It should be noted that the use of plastic or paper drinks containers and toughened glass may also be relevant as measures necessary to promote public safety.

## **7) Drink Pricing Policy.**

Conditions to control the prices of alcoholic drinks are very important. Conditions tailored to the individual circumstances of particular premises which address **irresponsible** drinks promotions may be requested. It is therefore vital that such matters are considered objectively in the context of the licensing objectives.

The Police will consider supporting drink-pricing schemes and encourage the adoption of voluntary codes covering **irresponsible** promotions, e.g.

- Minimum pricing.
- Happy Hours.
- Two (or more) for the price of one.
- Upon payment of an entry fee drink as much as you can.

This policy will contribute to the reduction in crime and disorder.

## **8) Restrictions on Drinking Areas.**

It may be necessary to restrict the areas where alcoholic drinks may be consumed in premises after they have been purchased from the bar. An example would be at a sports ground where the police consider it necessary to prevent the consumption of alcohol on the terracing of sports grounds during particular sports events. Such conditions should not only specify these areas, but indicate the circumstances in which the ban would apply and times at which it should be enforced.

## **9) Proof of Age Cards.**

It is unlawful for children under 18 to attempt to buy alcohol just as it is unlawful to sell or supply alcohol to them. To prevent such crimes, it may be necessary to require a policy to be applied at certain licensed premises requiring the production of “proof of age” before such sales are made. This should not be limited to recognised “proof of age” cards, but allow for the production of other proof, such as photo driving licenses and passports.

## **10) Crime Prevention Notices.**

It may be necessary at some premises for notices to be displayed, which warn customers of the prevalence of crime, which may target them. Some premises may be reluctant to volunteer the display of such notices for commercial reasons. For example, in certain areas, a condition attached to a premises license or club premises certificate might require the displaying of notices at the premises which warn customers about the need to be aware of pickpockets, vehicle crime or bag snatchers, and to guard their property. Similarly, it may be necessary for notices to be displayed which advise customers not to leave bags unattended because of concerns about terrorism.

Consideration could be given to a condition requiring a notice to display the name of a contact for customers if they wish to report concerns.

## **11) Music and Dancing Policy.**

The provision of music and dancing in a premise increases the risk of violence or disorder. Dance floors are a potential flashpoint and therefore should be risk assessed. Certain premises are not designed to offer dancing.

The Police would encourage operators to have regard to providing safe designated areas for dancing, DJ’s and live artists.

## **12) Large Capacity Venues.**

Large capacity “vertical drinking” premises, sometimes called High Volume Vertical Drinking establishments (HVVDs), are premises with exceptionally high capacities, used primarily or exclusively for the sale and consumption of alcohol, and have little or no seating for patrons. This type of establishments has been identified as a root cause of crime and disorder. Seating in premises reduces the potential for crime and disorder. The Police therefore encourage the provision of adequate seating facilities. Where necessary and appropriate, conditions can be attached to premises licenses for the promotion of the prevention of crime and disorder at such premises (if not volunteered by the venue operator and following representations on such grounds) which require adherence to.

- A prescribed capacity.
- An appropriate ratio of tables and chairs to customers based on the capacity.
- The presence of SIA registered security teams to control entry.

### **13) Queuing of Customers.**

It has been identified that customers waiting to enter premises can be a root cause for incidents of crime and disorder and the safety of those persons may be compromised. A condition that supervision of the queue by door supervisors employed at the premises would address these issues.

### **14) Last Admission Time.**

The migration of alcohol fuelled customers late at night are problematic and by adopting and advertising the latest time persons will be allowed entry into a licensed premises will address concerns in relation to crime prevention and public safety.

### **15) Access Control & Minimum Staffing Levels.**

These measures are aimed predominantly at outlets selling alcohol for consumption off the premises. The number of customers allowed in the premises at any one time and the staffing arrangements during the operating period should be considered. Both are vulnerable and measures need to be in place to protect staff and customers to address the crime prevention and public safety objectives.