

SETTING THE BAR APPLICATION FORM

Premises Name			
Premises Licence Number			
Premises Address			
		Postcode	
Applicant Name	Licensee <input type="checkbox"/> Manager <input type="checkbox"/> DPS <input type="checkbox"/>		
Applicant Phone Number			
Applicant Email Address (this will be used for contact during the application process)			
Licence Holder Name and Address			
Designated Premises Supervisor Name			
Manager Name			
Category of Premises	Pub <input type="checkbox"/>	Bar <input type="checkbox"/>	Restaurant <input type="checkbox"/> Club <input type="checkbox"/> Casino <input type="checkbox"/> Off-Sales <input type="checkbox"/>
Contact Name and Number to Arrange Assessment if Required			
Date of Last Fire Risk Assessment			
Did You Apply For This Scheme Last Year?			
Date Of Application			

1. THE PREVENTION OF CRIME AND DISORDER

Crime and disorder at licensed venues can include theft, conflict, violence or anti-social behaviour as a result of, for example: inadequate security provisions, poor design and layout, customers becoming drunk or being under the influence of drugs.

Measures must be in place at the premises to prevent, manage and respond to incidents of crime and disorder. Policies should be proportionate to your business.

Key	Standard	Evidence to support application	Assessor comments	
M 2.1	Do you provide regular staff briefings / debriefings to improve working practices at your premises? They can be informal but any problems identified and remedial action taken must be documented. There should be a minimum of 3 months records available	You must keep a record Applicant comments/evidence	Standard Achieved	Yes/No
M 2.2	Do you keep a log of all incidents at the venue, including refused or ejected customers, thefts, lost property, accidents and injuries? There should be a minimum of 3 months records available	You must keep a record Applicant comments/evidence	Standard Achieved	Yes/No
M 2.3	What appropriate measures do you have in place to reduce crime and disorder in your premises, for example: <ul style="list-style-type: none"> regularly walking the floor toilet checks employing glass collectors security devices e.g. CCTV & security mirrors lockers/cloakrooms Use of Polycarbonate plastics 	This will vary across different business but evidence should be provided which shows that appropriate additional measures have been used or considered Applicant comments/evidence	Standard Achieved	Yes/No

Key	Standard	Evidence to support application	Assessor comments
M 2.4	<p>This criterion is only applicable to premises that employ door staff.</p> <p>Are all Door staff SIA registered and easily identifiable by wearing a uniform, high visibility jacket or arm band? Is there a process for door staff to record security incidents, drug confiscations, violent incidents, thefts, accidents and banned customers?</p>	<p>You must make the register available for inspection and provide details of how you determine the number of staff to employ. Visual checks on uniform may be carried out by the assessor.</p> <p>Applicant comments/evidence</p>	Standard Achieved Yes/No
M 2.5	<p>You must have a Zero Tolerance Policy to drugs and weapons being brought into your premises. All items must be logged and stored securely and reported to the Police. You should display signs informing customers that they may be searched.</p>	<p>You must make the policy available for inspection and provide evidence of your policy in use including any documented checks that you conduct.</p> <p>Applicant comments/evidence</p>	Standard Achieved Yes/No
M 2.6	<p>Do you have a clear and effective staff training, policy and procedure relating to the legislation for serving those who are intoxicated preventing and dealing with intoxication ('drunkenness') at your premises?</p>	<p>You must be able to describe your policy and provide evidence of measures in place. It is expected that the policy will be documented and a copy of the policy must be made available for inspection.</p> <p>Applicant comments/evidence</p>	Standard Achieved Yes/No
D 2.7	<p>This criterion is only applicable to premises that employ door staff.</p> <p>Do you have effective search policies which minimise the opportunity for drugs and weapons to be brought into the premises and are all door staff trained on the premises search policy?</p>	Applicant comments/evidence	Standard Achieved Yes/No

Key	Standard	Evidence to support application	Assessor comments
D 2.8	<p>This criterion is applicable to premises that are a member of Pubwatch</p> <p>Do you attend meetings regularly (i.e. 4 out of 6 meetings)? Do you check the ban list regularly and keep a log that it has been checked and communicated to staff?</p>	Where applicable evidence should be provided which shows that your premises actively engages with the scheme	Standard Achieved Yes/No
D 2.9	Do you provide training in Conflict Management to all staff to give them the knowledge and confidence to deal with difficult situations and reduce crime and disorder at the premises?	Applicant comments/evidence	Standard Achieved Yes/No
E 2.10	<p>What appropriate additional measures do you have in place to reduce Crime and Disorder for example,</p> <ul style="list-style-type: none"> • ASB Policy • Toilet attendants • CCTV operator • Minimum drinks pricing • Table service • All seating • Dress code • Responsible Advertising • Follow the ASA CAP Code for Responsible Alcohol Sales 	<p>You must be able to describe your policy and provide evidence of measures in place. It is expected that the policy will be documented and a copy of the policy must be made available for inspection.</p> <p>Applicant comments/evidence</p>	Standard Achieved Yes/No
E 2.11	Do you provide training in crime scene preservation to all staff to give them the skills and knowledge to secure and protect a crime scene until police arrive?	Applicant comments/evidence	Standard Achieved Yes/No

2. ENSURING PUBLIC SAFETY

Licensable activities, in particular the provision of alcohol and some types of entertainment can increase the risk to public safety. Measures must be in place at the premises to promote public safety. Policies should be proportionate to your business.

Key	Standard	Evidence to support application	Assessor comments
M 3.1	<p>A Health and Safety Risk Assessment must be carried out for the premises to identify any risks posed to staff or customers and precautionary measures to manage those risks. Guidance can be found on the HSE website. The risk assessment must be reviewed regularly (at least annually).</p>	<p>You must make the risk assessment available for inspection.</p> <p>Applicant comments/evidence</p>	<p>Standard Achieved Yes/No</p>
M 3.2	<p>Fire safety regulations should be followed, this includes:</p> <ul style="list-style-type: none"> • Having a fire risk assessment for the premises • Having electrical equipment regularly maintained and PAT tested • Ensuring fire exits are clearly visible, unobstructed and maintained at all times • Ensuring the fire alarm and emergency lighting are tested and serviced • Having written emergency procedures 	<p>Applicant comments/evidence</p>	<p>Standard Achieved Yes/No</p>
M 3.3	<p>Do you have a policy in place to manage capacity at the premises and prevent overcrowding?</p>	<p>You must be able to describe your policy and provide evidence of measures in place. For larger premises, it is expected that the policy will be documented and a copy of the policy must be made available for inspection.</p> <p>Applicant comments/evidence</p>	<p>Standard Achieved Yes/No</p>

Key	Standard	Evidence to support application	Assessor comments
M 3.4	Do you have a glass policy in place at the premises, to include collection and disposal of used glasses/bottles, spillages and broken glass, alternatives to glass drinking vessels and clear staff responsibilities for tasks?	You must be able to describe your policy and provide evidence of measures in place. For larger premises, it is expected that the policy will be documented and a copy of the policy must be made available for inspection.	Standard Achieved Yes/No
		Applicant comments/evidence	
M 3.5	Do you maintain a fully stocked First Aid Kit?	This must be made available for inspection.	Standard Achieved Yes/No
M 3.6	Do you offer and promote to customers free drinking water?	Applicant comments/evidence	Standard Achieved Yes/No
M 3.7	Do you provide training in Fire Safety and have a premises safety policy which is available to all staff to give them the knowledge and confidence to deal with emergency situations, including raising the alarm, location and use of equipment in particular fire extinguishers, utilities and layout of premises?	Applicant comments/evidence	Standard Achieved Yes/No

Key	Standard	Evidence to support application	Assessor comments	
D 3.8	<p>Do you have written procedures, communicated to all staff on the action required to protect injured or vulnerable people?</p> <p>Have staff undergone Vulnerability Training?</p>	Applicant comments/evidence	Standard Achieved	Yes/No
D 3.9	<p>Do you promote safe transport options to customers? This may include for example:</p> <ul style="list-style-type: none"> • the location of official taxi ranks • contacts for licensed private hire vehicles • safe waiting areas • night bus information • designated Driver Scheme 	<p>You should demonstrate that customer safety is important even when they leave your premises</p> <p>Applicant comments/evidence</p>	Standard Achieved	Yes/No
D 3.10	Do you provide access to condoms in customer toilets?	Applicant comments/evidence	Standard Achieved	Yes/No
D 3.11	Do you have a designated space where vulnerable people can wait safely until help arrives?	Applicant comments/evidence	Standard Achieved	Yes/No

Key	Standard	Evidence to support application	Assessor comments	
D 3.12	<p>Do you participate in the Councils co-ordinated Pub Radio Scheme providing access to CCTV and the Stockton Town Pastors</p> <p>(Do the radios work in Billingham and Thornaby and Yarm)</p>	Applicant comments/evidence	Standard Achieved	Yes/No
D 3.13	<p>Do you provide staff with identifiable uniforms/name tags so that staff present a professional image?</p> <p>Do you maintain appropriate staffing levels</p>	Applicant comments/evidence	Standard Achieved	Yes/No
E 3.14	<p>Do you display/have available information or are you able to sign post customers to information on the following, for example;</p> <ul style="list-style-type: none"> • recommended levels of daily consumption • warnings of 'drink spiking' • support for local alcohol & drug services • domestic abuse • sexual assault • stop smoking • local campaigns 	Applicant comments/evidence	Standard Achieved	Yes/No

3. THE PREVENTION OF PUBLIC NUISANCE

Excessive noise and nuisance from licensed premises is a major concern for people living or working in the area. Measures must be in place to manage and prevent public nuisance from premises. Policies should be proportionate to your business.

Key	Standard	Evidence to support application	Assessor comments Score
The following criterion is not applicable to off - sale premises			
M 4.1	Do you have a Noise Management Policy in place that sets out the measures and procedures in place to ensure that noise does not cause a nuisance to neighbours? The policy should include, for example;: <ul style="list-style-type: none"> • the use of external areas • disposal of glass • periodic noise assessment / use of sound lighting devices where applicable • location of DJ's • 'wind down' periods 	You must be able to describe your policy and provide evidence of measures in place. It is expected that the policy will be documented and a copy of the policy must be made available for inspection.	Standard Achieved Yes/No
		Applicant comments/evidence	
M 4.2	Do you ensure that staff are aware of their general responsibilities under the Licensing Act 2003 particularly around spotting the signs and refusing to sell alcohol to customers becoming intoxicated or under the influence of alcohol?	Applicant comments/evidence	Standard Achieved Yes/No
D 4.3	Do you have measures and procedures in place to minimise noise disturbance to neighbours from customers queuing to access the premises or when leaving?	You must be able to describe your procedures and provide evidence of measures in place. It is expected that the policy will be documented and a copy of the policy must be made available for inspection	Standard Achieved Yes/No
		Applicant Comments/evidence	

Key	Standard	Evidence to support application	Assessor comments Score	
D 4.5	<p>Do residents or businesses have the opportunity to engage with you to ensure you are being good neighbours? Do you deal with problems as they arise? Do you for example:</p> <ul style="list-style-type: none"> • provide contact information • operate a complaints process • invite neighbours to drop in sessions 	Applicant comments/evidence	Standard Achieved	Yes/No
E 4.7	Do you carry out litter patrols around the curtilage of the premises at the end of trading?	Applicant comments/evidence	Standard Achieved	Yes/No
E 4.8	Is the external appearance of the premises appropriate and in keeping with the area?	Applicant comments/evidence	Standard Achieved	Yes/No

4. PROTECTION OF CHILDREN FROM HARM

Licensable activities, in particular the provision of alcohol and some types of entertainment can increase the risk of harm to children attending licensed premises. Measures must be in place to protect children at licensed premises.

Key	Standard	Evidence to support application	Assessor comments	
M 5.1	Do you have measures and procedures in place to prevent underage sales of alcohol?	You must be able to describe your procedures and provide evidence of measures in place. It is expected that the policy will be documented and a copy of the policy must be made available for inspection.	Standard Achieved	Yes/No
		Applicant comments/evidence		
M 5.2	Do you keep a refusals register which is reviewed regularly to identify trends and patterns?	The register should show the date, time, description of customer and name of staff member who refused the sale	Standard Achieved	Yes/No
		Applicant comments/evidence		
M 5.3	<p>Do you have training, policy and procedure on age related alcohol sales and proxy sales in place and is this documented?</p> <p>Do you provide training to all staff in the age related sections of the Licensing Act 2003? This includes the ability to competently check customers' identification where necessary.</p>	Applicant comments/evidence	Standard Achieved	Yes/No

Key	Standard	Evidence to support application	Assessor comments	
D 5.4	Do you provide safeguarding training to all staff?	Applicant comments/evidence	Standard Achieved	Yes/No
E 5.5	Do you have measures and procedures in place that restrict the promotion of alcohol sales to children	Applicant comments/evidence	Standard Achieved	Yes/No

ADDITIONAL MEASURES TAKEN

This section provides you with an opportunity to highlight areas of good practice that makes your premises over and above the standards set. This could include areas such as:

- Taking additional responsibility for the look and cleanliness around the outside of your premises, clearing up debris, litter or cigarette ends, providing additional bins, plants or other measures to keep the general area clean, tidy and attractive*
- Additional physical security measures such as additional CCTV or Club Scan etc.*

Additional measures will contribute to the overall scores

Description	What additional benefit this brings	Assessor comments

FOR STOCKTON ON TEES BOROUGH COUNCIL USE ONLY

Section	Mandatory		Desirable		Exceptional		Comments
	Possible	Total	Possible	Total	Possible	Total	
1. Reducing and Preventing Crime and Disorder							
2. Public Safety							
3. Prevention of Public Nuisance							
4. Protection of Children From Harm							
5. Additional							
TOTAL							