

From: matt@21stcenturylicensing.com <matt@21stcenturylicensing.com>

Sent: 08 October 2019 14:49

To: Licensing <licensing@brentwood.gov.uk>

Subject: Hearing documentation: 104, High Street, Brentwood

Dear sirs,

We have a number of documents upon which we may seek to rely at the forthcoming hearing for the above (15th October).

Knowing how some Local Authority email systems are subject to frailties when it comes to file sizes I have broken them down into bundles which will be sent separately according to best size distribution.

The below is the overview of what will be sent;

1. Premises licence held by the applicant: the Vine (Southend) -Decision notice
2. Premises licence held by the applicant: the Ravens -Decision notice
3. Premises licences held by the applicant: the Vine (Leigh) -Premises :Licence
4. The conditions and hours agreed with Essex Police
5. A portfolio of proposed operational policies
6. The proposed Challenge Book (containing amongst other things; Age Verification policy, incident, training, door staff and refusals records)
7. Examples of existing doorstaff training certificates
8. The proposed company to be used for SIA staff (extracted from the Approved Contractors Register)
9. The graphic that describes the proposed management structure
10. The previous Premises Licence Summary
11. A graphic of terminal hours in Brentwood High Street
12. The CV of the DPS and deputy
13. The Fire report relating to premises capacity

The first tranche of the above items (5&6) are attached. Further emails with others will follow later today

I still await items 3,10 and 11 which will follow as soon as they become available.

I ask that you acknowledge receipt of this email

Regards

Matt Bell

The Vine Southend, Ground Floor & Basement, 6-7 Clifftown Road,
Southend-on-Sea, Essex, SS1 1AB

DECISION NOTICE

The sub-committee has before it an application by Mr Andres Artemi for the grant of a Premises Licence at The Vine Southend, Ground Floor & Basement, 6-7 Clifftown Road, Southend-on-Sea, Essex, SS1 1AB.

We have listened to all the evidence and submissions, and have read all the documents.

We have had regard to the Statutory Guidance Notes and Southend-on-Sea Borough Council's Statement of Licensing Policy. We have considered the four licensing objectives namely the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

Each contested application is decided on its merits.

The application was presented by the Mr M Bell (Licensing Consultant). Mr Artemi (Applicant) was also in attendance at the hearing and gave evidence.

The sub-committee noted that representations had been received from three Responsible Authorities, namely Essex Police, the Environmental Protection Team and the local Planning Authority. Essex Police subsequently withdrew their objections, subject to the agreement of a number of amended and additional measures had been agreed between themselves and the Applicant, should the application be granted. These were set out in Appendix 2 to the report of the Deputy Chief Executive (Place). The Environment Protection Team also subsequently withdrew its representation.

The representation by the Local Planning Authority essentially related to concerns of public nuisance.

The sub-committee noted that whilst the Local Planning Authority, as a Responsible Authority did not need to provide any evidence to substantiate its representation, it heard from the Applicant's Representative that a series of Temporary Events Notices had been granted for a number of events on consecutive Saturdays and no complaints had been received in respect of these and no objections had been received from residents in respect of this application.

On the basis of the evidence presented to it, the sub-committee did not consider that the promotion of the licensing objectives would be undermined by the granting of this application. The application is therefore granted subject to:

(1) The Mandatory Conditions set out in Appendix 1 to the report of the Deputy Chief Executive (Place); and

(2) The proposed, amended and additional conditions agreed between the Applicant and Essex Police as set out in Appendix 2 to the report of the Deputy Chief Executive (Place), subject to the reference to Head Doorman to be changed to Head Door Supervisor in Condition 4.

SOUTHEND ON SEA BOROUGH COUNCIL**Licensing Sub-Committee B – 15th July 2019**

**Ravens, First Floor & Roof Terrace, 6-7 Clifftown Road,
Southend-on-Sea, Essex, SS1 1AB**

DECISION NOTICE

The sub-committee had before it an application by Mr Andres Artemi for the grant of a Premises Licence at Ravens, First Floor & Roof Terrace, 6-7 Clifftown Road, Southend-on-Sea, Essex, SS1 1AB.

The sub-committee noted that representations had been received from three Responsible Authorities, namely Essex Police, the Environmental Protection Team and the Local Planning Authority. Essex Police subsequently withdrew their objections, subject to the agreement of a number of amended and additional measures had been agreed between themselves and the Applicant, should the application be granted. These were set out in Appendix 2 to the report of the Deputy Chief Executive (Place). The Environment Protection Team had also subsequently withdrew its representation.

The representation by the Local Planning Authority essentially related to concerns of public nuisance. However, in the light of the decision in respect of the application for the grant of premises licence at The Vine Southend at the same address, the Local Planning Authority withdrew its objection at the hearing.

On this basis, and in accordance paragraph 9.2 of the Revised Guidance issued under section 182 of the Licensing Act 2003, the application is granted as unopposed, subject to:

- (1) The Mandatory Conditions set out in Appendix 1 to the report of the Deputy Chief Executive (Place); and
- (2) The proposed, amended and additional conditions agreed between the Applicant and Essex Police as set out in Appendix 2 to the report of the Deputy Chief Executive (Place), subject to the reference to Head Doorman to be changed to Head Door Supervisor in Condition 4.

**LICENSING ACT 2003
PREMISES LICENCE**

Premises Licence Number

19/00788/LAPREM

Postal address of premises or if none, ordnance survey map reference or description

The Vine
149 Leigh Road

Postal Town: Leigh-on-Sea

Postcode: S69 1JF

Telephone No: 01702 713890

Where the licence is time limited the dates

Not applicable

BOROUGH COUNCIL

Licensable activities authorised by the licence

- 1) The sale by retail of alcohol for consumption on and off the premises.
- 2) The provision of late night refreshment.
- 3) The provision of regulated entertainment comprising plays, films, indoor sporting events, live music, recorded music, performance of dance or any similar activity.

LICENSING ACT 2003

NOTICE OF GRANT OF PREMISES LICENCE

Southend-on-Sea Borough Council, acting as the Licensing Authority for the purposes of the Licensing Act 2003, hereby grants the attached Premises Licence:

Premises Licence Number

19/00788/LAPREM

Name(s) of Licence Holder (s):

Andres Artemi

Address of premises

149 Leigh Road
Leigh-On-Sea
Essex
SS9 1JF

Granted:

26 June 2019

Signed on behalf of The Licensing Authority

Team Leader – Regulatory Services

The times the licence authorises the carrying out of licensable activities

1) Alcohol shall not be sold or supplied except during permitted hours. In this condition, permitted hours means:

On Mondays to Thursdays from 8:00 to 00:00.

On Fridays and Saturdays from 8:00 to 01:00.

On Sundays from 8:00 to 00:30.

On New Years Eve from 8:00 until the start of permitted hours on the following day.

On the following days the permitted hours may be extended for an additional hour:

Maundy Thursday, Easter Saturday, Easter Sunday, Easter Monday
Friday, Saturday, Sunday and Monday of early May Bank holiday,
Friday, Saturday, Sunday and Monday of Spring Bank holiday,
Friday, Saturday, Sunday and Monday of August Bank holiday,
Christmas Eve, Christmas Day, Boxing Day, 27th and 28th December
Burns Night, Valentine's Day, 29th February (Leap year), Halloween (31st October)
St David's day, St. Patrick's day, St. George's Day, St Andrew's Day.

2) Late night refreshment may be provided from 23:00 until the terminal hour specified in condition 1) above.

3) Regulated entertainment (except films) may be provided:

On Sundays to Thursdays from 8:00 to 23:30.

On Fridays and Saturdays from 8:00 to 00:30.

On New Years Eve from 8:00 until the start of permitted hours on the following day.

On the following days the permitted hours may be extended for an additional hour:

Maundy Thursday, Easter Saturday, Easter Sunday, Easter Monday
Friday, Saturday, Sunday and Monday of early May Bank holiday,
Friday, Saturday, Sunday and Monday of Spring Bank holiday,
Friday, Saturday, Sunday and Monday of August Bank holiday,
Christmas Eve, Boxing Day, 27th and 28th December
Burns Night, Valentine's Day, 29th February (Leap year), Halloween (31st October)
St David's Day, St. Patrick's Day, St. George's Day, St Andrew's Day.

Films may be provided during the times specified in condition 1) above.

Note: Exemptions for regulated entertainment may apply under The Live Music Act 2012 and the Deregulation Act 2015.

The opening hours of the premises

The premises may be open to the public for non-licensable activities at any time.

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

The licence authorises supplies on and off the premises.

PART 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Mr Andreas Artemi

Phone:

Southend

Registered number of holder, for example company number, charity number (where applicable)

Not applicable.

BOROUGH COUNCIL

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mr Andreas Artemi

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal licence No:
Licensing Authority: Southend Borough Council

Annex 1 – Mandatory Conditions

- 1) No supply of alcohol may be made under the premises licence
 - a) at a time when there is no designated premises supervisor in respect of the premises licence or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- 2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- 3) Any individual who carries out security activities at the premises must be licensed by the Security Industry Authority.
- 4) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective; .
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective; .
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner; .
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

Annex 1 – Mandatory Conditions Continued

- 5) The responsible person shall ensure that free potable water is provided on request to customers where it is reasonably available.
- 6) a) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- b) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- c) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (i) a holographic mark, or
 - (ii) an ultraviolet feature.
- 7) The responsible person shall ensure that:—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
- (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- 8) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

Annex 1 – Mandatory Conditions Continued

9) For the purposes of the condition 8 —

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula— $P = D + (D \times V)$, where— (i)P is the permitted price, (ii)D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and (iii)V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence—
 - i. the holder of the premises licence,
 - ii. the designated premises supervisor (if any) in respect of such a licence, or
 - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994

10) Where the permitted price given by sub-section (b) of Condition 9 would (apart from this condition) not be a whole number of pennies, the price given by that sub-section shall be taken to be the price actually given by that sub-section rounded up to the nearest penny.

(i) Sub-section (ii) applies where the permitted price given by sub-section (b) of sub-section (ii) on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(ii) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

11) The admission of children to the exhibition of any film shall be restricted in accordance with the recommendations of the British Board of Film Classification.

Annex 2 - Conditions consistent with the operating Schedule

- 1) All areas of the premises shall be operated predominately as a restaurant with a minimum of 50 covers. This condition will not apply on 12 occasions a year (no more than 2 in a calendar month) where a pre-booked event is to take place and where the police licensing team and the licensing authority have been provided with at least two working days' notice of the event.
- 2) The maximum number of patrons permitted in the premises at any one time shall not exceed 220.
- 3) The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
 - i. CCTV shall be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
 - ii. CCTV cameras shall cover all public entrances and exits and all areas where the sale of alcohol takes place;
 - iii. Equipment shall be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
 - iv. At all times, whilst the premises is open for licensable activities, there shall be members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
 - v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
 - vi. An operational daily log report shall be maintained endorsed by signature, indicating the system has been checked and is compliant: in the event of any failure this will be recorded immediately.
- 4) A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a proof of age card bearing the PASS hologram, a photocard driving licence, passport or Ministry of Defence identity card.
- 5) The premises shall clearly display signs at each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.

- 6) A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.
All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request.

The refusals record shall either be electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.

- 7) Drinks must only be served in polycarbonate/plastic and/or toughened glass containers; save with the exception of bottles of champagne (or similar) or spirits supplied by waiter/waitress service to tables.
- 8) At all times no persons shall be permitted to take bottles, glasses or drinking vessels from the premises; save for bona fide off-sales served in sealed containers.
- 9) A written dispersal policy shall be formulated and provided to the Police and Licensing Authority which amongst other things details:
- How patrons leaving the premises shall be directed away from the premises;
 - How patrons will be informed of the services of taxi and private hire operators;
 - What staff will be responsible for supervising those leaving the premises and
 - how they will supervise such persons;
 - Any 'wind' down periods;
 - Methods to prevent re-entry to the premises;
 - How bottles and glasses will be prevented from being removed from the premises at closing time.
- 10) When the sales or supply of alcohol takes place, no person under the age of 18 years shall be permitted to enter or remain on the premises unless they are accompanied by an adult, save to enter / exit residential parts of the building.
- 11) At all times when entertainment, activity or services of an adult nature takes place (which is not subject to a sexual entertainment licence) no persons under the age of 18 shall be permitted to be present.
- 12) Any advertising or promotion of any such events shall be appropriate for all ages to see when attending the premises at any other time.
- 13) On any occasion where the premises conducts licensable activities past 23.30, at least 2 SIA licensed door supervisors shall be on duty from 20:00 until at least 30 minutes after the premises closes.

14) Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:

- The day and date when door supervisors were deployed;
- The name and SIA registration number of each door supervisor on duty at the premises; and
- The start and finish time of each door supervisor's worked duty period.

This record shall be retained on the premises for 31 days and be immediately provided to Police or Licensing Authority staff upon reasonable request.

15) Save for exceptional circumstances (which will be recorded in the door supervisors' record) door supervisors employed at the premises shall have:

- Undertaken a refresher course in physical intervention skills (provided by a trainer who themselves has been trained by a SIA - endorsed awarding organisation and has a SIA required qualification for trainers);
- Received such training in the last 12 months; and
- Proof of a) and b) to be made available to Police, SIA or Licensing Authority staff within 3 working days.

Within one month of the grant of this licence 50% of door supervisors on duty at any one time shall have received the training shown at a) above rising to 100% within two months thereafter.

16) All door supervisors supervising the entrance to the premises and the Head Doorman (or person carrying out that function) shall wear Body Worn Video Cameras (BWV). Recordings of BWV shall be retained for a minimum of 31 days and be made available to Essex Police or an authorised officer of the Licensing Authority upon reasonable request.

These devices shall be capable of continuous recording for at least 6 hours and will be used in a continuous recording mode whilst a door supervisor is performing licensable activities.

17) All SIA licensed door supervisors engaged at the premises for the purpose of supervising or controlling queues or customers shall wear high visibility jackets/vests/ambands or similar which clearly identify them as such.

18) At any time where the premises is required by its licence to deploy door supervisors SIA licensed door supervisors shall supervise any queue to enter the premises that forms outside the premises.

19) Where SIA licensed door supervisors are employed at the premises (either directly or via a third party) a check of the current validity of each door supervisor's licence shall be conducted via the SIA website at the commencement of employment at the premises and monthly thereafter and recorded in a log. This log shall be retained for at least 6 months after the last recorded check and be immediately provided to Police, SIA or Licensing Authority staff upon reasonable request.

20) With effect from 1st October 2019 a qualified first-aider shall be on the premises after 22.00 hours each day when the premises is open for the sale of alcohol. The first aider must have a valid (non-expired) qualification in Emergency First Aid at Work or higher.

21) All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons.

Refresher training shall be carried out at least every six months. Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.

22) An Incident log shall be kept at the premises, and made immediately available to Police or Licensing Authority staff upon reasonable request. The log shall be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received concerning crime and disorder
- (d) any incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence

The Incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 12 months from the date of the last entry.

THOROUGH COUNCIL

- 23) The premises shall have in place, and operate, a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means.

This policy shall specifically include but not be limited to:

- Searching practices upon entry;
- Dealing with patrons suspected of using drugs on the premises;
- Scrutiny of spaces including toilets or outside areas;
- Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
- Staff training regarding identification of suspicious activity and what action to take;
- The handling of items suspected to be illegal drugs or psychoactive substances including the adoption of a bespoke 'Drugs Safe'.
- Steps taken to discourage and disrupt drug use on the premises
- Steps to be taken to inform patrons of the premises drug policy/practices

A copy of this policy document shall be lodged with the Police and Licensing Authority.

- 24) During the period in which the premises is open for licensable activities, toilets shall be checked on at least an hourly basis for the purpose of:
- a) detecting and deterring the use of controlled drugs and psychoactive substances; and
 - b) maintaining public safety.

A record of these checks shall be maintained with the date, time, and condition of the toilets and staff member conducting the check.

These records shall be made contemporaneously, retained at the premises for at least 3 months and made available immediately upon demand to Police or Licensing Authority staff.

- 25) On commencement of initial employment at the venue, each door supervisor shall be briefed by both a head doorman and a management representative. The briefing shall cover the use of force, the tone to be set etc. and a record made of who delivered the briefing and to whom. This briefing shall be refreshed every six months and similarly recorded.
- 26) A suitably designed acoustic lobby shall be provided to the front entrance.
- 27) All amplified music shall be played through a sound limiting device set at a level so as not to cause disturbance to nearby residents, the level to be determined by an acoustic consultant or suitably qualified sound engineer in consultation with the Council's Environmental Protection Team.

- 28) Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut each day between 21:00 and 10:00 the following day.
- 29) Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.
- 30) The premises shall limit the number of people queuing outside the premises to 12 persons.
- 31) A maximum of 10 patrons are permitted to be present in the smoking area at any one time between 22.00 hours and 00.30 when the premises are open beyond midnight (except on New Year's Eve.).
- 32) Between 00:30 hours and 09:00 (except on New Year's Eve) no use shall be made of the designated smoking area.
- 33) Between 00:00 hours and 09:00 no persons shall be admitted or re-admitted to the premises, except for persons who have temporarily left the premises to smoke. Notices to that effect (of a minimum size of 200mm x 148mm) will be displayed at the premises' exits.
- 34) Between 22.00 hours and 09.00 hours patrons permitted to temporarily leave then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them. Notices to that effect (a minimum size of 200mm x 148mm) will be displayed at the premises exits.
- 35) Outside tables and chairs shall be rendered unusable and immovable by 22:00 hours each day.
- 36) Commercial rubbish bins shall not be used or emptied between 21:00 hours and 07:00 the following day.
- 37) The Licensee shall ensure that the curtilage of the premises is cleared of debris and litter on a daily basis, when the premises is open for business. The clearing is to take place at close of business on the days when the premises are open and to be undertaken in a manner so as not to cause disturbance

HIGH COUNCIL

Annex 3 - Conditions attached after a hearing by the licensing authority

None

Annex 4 - Plans

The plan of the premises to which this licence relates is marked as Design Associates, numbered 91424/01, dated 19/03/2019.

The licensable activities authorised by this licence relate to the areas hatched red the plan.



104, High Street, Brentwood

Licensable Activity

All licensable activity will take place:

Sunday to Thursday	08:00 – 00:00
Friday	08:00 – 02:00
Saturday	08:00 – 02:00
Christmas Eve	08:00 – 03:00
New Year's Eve	08:00 – 03:00

The opening hours shall be from 0800 to 30 minutes after the end of permitted licensable activities.

Proposed Conditions

- 1) The maximum capacity of the premises shall not exceed 180 people (patrons and staff combined).
- 2) The licensee shall risk assess the use of polycarbonate drinking vessels for each style of trading session. Where a risk is highlighted polycarbonate glasses shall be used in place of 'regular' stock and all non-polycarbonate will be removed from the bar area during that session. Any risk assessment made will include the provision for taking police advice on local event crowd profiling.
- 3) No glasses or other drinking vessels shall be allowed to leave the licensed area. In the case of genuine off sales the bottle will be wrapped and bagged.
- 4) A suitable drugs safe/cabinet shall be fitted and any seized items shall be deposited in it. The safe shall be installed at the main entrance and only the police shall have the access keys. Any seized items shall be placed in a clear bag with a label stating the circumstances of why it is in the safe.
- 5) During the period in which the premises is open for licensable activities, toilets shall be checked on at least an hourly basis for the purpose:
 - a) of detecting and deterring the use of controlled drugs and psychoactive substances; and
 - b) maintaining public safety.

A record of these checks shall be maintained with the date, time, and condition of the toilets and staff member conducting the check.

These records shall be made contemporaneously, retained at the premises for at least 3 months and made available immediately upon demand to police or licensing authority staff.

- 6) There shall be a personal licence holder on duty on the premises at all times when alcohol is offered for sale.
- 7) No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder.

A written record of this consent must be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.

- 8) All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.
- 9) Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request
- 10) On those days listed below, where the premises conducts or intends to conduct licensable activity past 23.00 hours, the following numbers of SIA licensed door supervisors must be on duty from 20:00 hours until at least 30 minutes after the premises closes:
 - a) 2 on a Thursday (not being a Christmas Eve or New Year's Eve);
 - b) 4 on a Friday (not being Christmas Eve or New Year's Eve);
 - c) 5 on a Saturday, Christmas Eve and New Year's Eve;
- 11) Save for exceptional circumstances (which will be recorded in the door supervisors' record) door supervisors employed at the premises shall have:
 - a. Undertaken a refresher course in physical intervention skills (provided by a trainer who themselves has been trained by a SIA - endorsed awarding organisation and has a SIA required qualification for trainers);
 - b. To have received such training in the last 12 months; and
 - c. Proof of a) and b) to be made available to police, SIA or licensing authority staff within 3 working days.

Within one month of the grant of this licence 50% of door supervisors on duty at any one time shall have received the training shown at a) above rising to 100% within two months thereafter.

12) Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:

- I. The day and date when door supervisors were deployed;
- II. The name and SIA registration number of each door supervisor on duty at the premises; and
- III. The start and finish time of each door supervisor's worked duty period.

This record shall be retained on the premises for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.

13) Where SIA licensed door supervisors are employed at the premises (either directly or via a third party) a check of the current validity of each door supervisor's licence shall be conducted via the SIA website at the commencement of employment at the premises and monthly thereafter and recorded in a log. This log shall be retained for at least 6 months after the last recorded check and be immediately provided to police, SIA or licensing authority staff upon reasonable request

14) On commencement of initial employment at the venue, each door supervisor shall be briefed by both a head doorman and a management representative which covers use of force, the tone to be set etc. and a record made of who delivered the briefing and to whom. This briefing will be refreshed every six months and similarly recorded

15) At all times when SIA door supervisors are required to be on duty by virtue of a condition of this licence, SIA licensed door supervisors shall supervise any queue to enter the premises that forms outside the premises and the smoking area.

16) There shall be no admittance or re-admittance to the premises after 00:30hrs except for patrons using the designated smoking area.

17) Door supervisors will be visible outside the premises for 30 minutes after closing time until all the groups of customers have left the vicinity. The door supervisors will encourage the customers to either move onto other premises or towards the taxi rank.

18) At all times when a door supervisors are required to be on duty by virtue of a condition of this licence, SIA licensed door supervisors will be present to control entry for the purpose of compliance with the capacity limit and to deny entry to individuals who appear drunk or disorderly or both.

- 19) The outside area shall be cleared of customers no later than 23:00 hours.
Between the hours of 23:00 and close the outside area shall be used only as a smoking area which will be supervised by door staff.
- 20) When employed externally door staff shall wear Hi-Viz reflective jackets or vests. When employed internally they shall be readily identifiable as door staff by way of a uniform agreed by the Premises Licence Holder.
- 21) The venue shall not directly employ door supervisors, rather any door supervisors deployed at the venue must be employed via a third party contractor who is a member of the SIA Approved Contractor Scheme and where the door supervisors are not self-employed operatives.
- 22) All door supervisors will wear Body Worn Video Cameras (BWV). Recordings of BWV shall be retained for a minimum of 31 days and be made available to Essex Police or an authorised officer of the licensing authority upon reasonable request.

These devices will be capable of continuous recording for at least 6 hours and will be used in a continuous recording mode whilst a door supervisor is performing licensable activities.

- 23) The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
- i. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
 - ii. CCTV cameras shall cover all public entrances and exits, publicly accessible stairways, the alleyway adjacent to the premises and all areas where the sale of alcohol takes place;
 - iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
 - iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
 - v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
 - vi. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant: in the event of any failure this will be recorded immediately.
 - vii. Signs no smaller than A5 shall be displayed at all entrances/exits informing patrons of the operation of CCTV

24) A qualified first-aider shall be on the premises after 22:00 hours each day when the premises is open for the sale of alcohol. The first aider must have a valid (non-expired) qualification in Emergency First Aid at Work or higher.

Compliance with this requirement may be deferred until 30 days after the issue of this licence at the latest to enable sufficient staff training.

25) Inside the premises, there shall be a minimum of 7 tables and 30 seats available for patrons at all times.

26) A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:

- Proof of age card bearing the PASS Hologram;
- Photocard driving licence;
- Passport; or
- Ministry of Defence Identity Card.

27) The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.

28) A Clubscan/IDSCAN or similar networked electronic validation system shall be operated at the premises. At those times and days when door supervisors are required to be at the premises as a condition of the licence, all persons entering the premises must provide verifiable ID and have their details recorded on the system.

29) A refusals record shall be maintained which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.

All entries must be made as soon as practicable and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request.

The refusals record shall be retained for at least 12 months from the date of the last entry.

30) An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request.

The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons

- (c) any complaints received concerning crime and disorder
- (d) any incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) the use of significant force by a door supervisor
- (g) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence

The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 12 months from the date of the last entry.

31) The premises shall have in place, and operate a formal drugs policy which shall specifically include but not be limited to:

- I. Searching practices upon entry;
- II. Dealing with patrons suspected of using drugs on the premises;
- III. Scrutiny of spaces including toilets or outside areas;
- IV. Staff roles including the DPS, managers/supervisors and door supervisors;
- V. Staff training regarding identification of suspicious activity and what action to take;
- VI. The handling of items suspected to be illegal drugs or psychoactive substances
- VII. Steps taken to discourage and disrupt drug use on the premises
- VIII. Steps to be taken to inform patrons of the premises drug policy/practices

A copy of this policy document shall be lodged with the police and licensing authority.

32) A suitable noise limiter of a type and specification to the approval of the Licensing Authority shall be installed & operate throughout the performance of live or recorded music at the premises. The electricity supply to all amplification equipment shall at all times be controlled by the noise limiter, which shall be set at a level to be agreed with the Pollution Team.

33) Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut each day between 21:00 and 10:00 the following day.

34) Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.

35) Commercial rubbish bins shall not be used or emptied between 21:00 hours and 07:00 the following day.

36) No music shall be provided to external areas at any time.

37) The smoking area is to be defined by the use of barriers at all times to prevent pavement blockage. The smoking area will have a limit of 20 people at all times and be actively supervised by door staff. Signage will be displayed asking patrons to respect residents regarding noise levels.

38) The premises shall have a written dispersal and door control policy that outlines the procedure for management, door supervisors and staff. The policy shall contain procedures on:

- a) Supervising queues to avoid any unacceptable behaviour;
- b) Door supervisors ensuring no loitering outside the premises;
- c) Procedures on refusing entry or banning those who repeatedly cause a nuisance by noise or rowdy behaviour;
- d) How door staff will prevent overcrowding both inside and outside the premises;
- e) Searching procedures;
- f) Preventing patrons leaving with alcohol;
- g) Providing written statements to Police of any criminal investigation as and when required;

The dispersal policy shall be submitted to the Police and the Licensing Authority which shall be reviewed annually.

Policy: Disorder arising from Congestion outside the premises and entry measures

104, High Street, Brentwood

Statement of intention

The premises licence holder aspires to operate disorder free premises creating an atmosphere that actively discourages such behaviour amongst its customers.

Limitations

1. It should be borne in mind that the area outside the premises is public highway on which members of the public are free to pass or wait free from interference by any party.
2. The staff of the premises have no legal jurisdiction over members of the public going about their business.
3. The statutory guidance that accompanies the Licensing Act 2003 makes clear that the responsibility of Premises Licence Holders and their staff cannot seek to manage the behaviour of customers that are;
 - a) Beyond the immediate vicinity of the premises nor
 - b) Outside their direct management

Queue management

If queues of patron awaiting entry to our premises begin to form then there is an expectation upon the duty manager to ensure that their resources (including door supervisors) are engaged to;

- a) Ensure the queue does not impede free movement on the highway
- b) To engage with the prospective patrons in such a manner as to maintain good order
- c) Remove from the queue and prevent the later entry on individual whose behaviour would be unacceptable inside our premises.
- d) Inform the Duty Manager of any significant actions taken in connection with the queue management.
- e) Record significant actions taken in connection with the queue management as soon as practicable.

Entry

1. When required to do so (in accordance with condition 19 of the Premises Licence Operating Schedule) the manager shall ensure that a networked electronic validation system is employed to screen patrons entering.
2. The duty Manager shall ensure that staff using such equipment are suitably trained in its use, including the process for 'barring' potentially troublesome customers and the records to be kept.

Managing the area outside the premises

1. We are aware of concerns from the authorities about members of the general public and our patrons loitering in the immediate vicinity of our premises.
2. With due regard to the matters mentioned in 'Limitations' above the Duty Manager shall monitor the build-up of people in the area throughout the time that the premises is in operation and use any door-staff on duty to engage effectively with such people and make use of their communication skills to encourage people to move on.
3. If the Duty Manager has concerns that people loitering risks developing into disorder (whether anything to do with the operation of the premises or not) they will call the police and make a record of doing so including any incident number allocated.
4. The Duty Manager will ensure that full use is made of any 'Town-Link' radio (or similar) to;
 - a) Monitor the approach of potentially problematic groups
 - b) To inform other users of potentially problematic people
 - c) To liaise with any Council CCTV operators to ensure best evidence is captured

PREVENTION IS BETTER THAN CURE

Drugs Policy

104, High Street, Brentwood

Statement of intention

The premises licence holder aspires to operate drug free premises creating an atmosphere that actively discourages drug culture and use.

Overview

This policy relates to drugs not alcohol. Drugs in this policy refers to substances whose possession and use is illegal, including psychoactive substances. This policy does not relate to prescription drugs. Deciding the nature of a substance in the first instance shall be a matter of judgement by management and door supervisors any doubt shall err on the side of being illegal until reasonably proven to the contrary.

A useful source reference document entitled 'Drugs and Pubs: A guide to keeping a drug free pub' produced by The British Beer and Pub Association (details below) will accompany this policy as an appendix. This document provides useful information on topics including;

- Knowing the law – the risks to premises operators
- Identifying drug use – signs and symptoms
- Information of commonly used drugs

It is a requirement that staff should familiarise themselves with this document and that they be given time to do so.

It is illegal to have a suspected controlled substance in your possession however it is possible to do so if you do so only for the purpose of delivering to the police as soon as possible. The operation of a drug safe at the premises (in partnership with the police) is a way that this can be achieved.

Our priorities

1. Preservation of life and well-being
2. Delivering a duty of care to our customers and staff.
3. Prevention of criminal or dangerous behaviours through good management.

Controlling entry to the premises

Any customer displaying the signs of drugs use (see appendix) shall be refused entry

It is a condition of entry to the premises that customers submit to a search for drugs, weapons or other undesirable items.

Signage shall be displayed at the entrances explaining the search requirement.

Any searches conducted carried out by staff must be with the subject's explicit consent which shall be included in the signage.

A refusal to consent to search will be met with a refusal of entry.

Searches shall be;

- Carried out by staff of the same gender as the customer.
- Conducted with proper consideration for the dignity of the customer
- Only be conducted in well-lit conditions within the view of a CCTV camera
- Cursory in nature and be reasonable bearing in mind the items sought.

Customers will be asked to empty pockets rather than subject to an unnecessarily intrusive search.

Bags will be searched.

Anything suspected to be an illegal substance will be handled in accordance with this policy.

Handling suspected drugs

If substances suspected to be illegal drugs are encountered either as part of a search, as a result of premises checking or the activity of customers the staff member involved shall at the time;

1. Alert management to their finding
2. Place the substance in question into a tamper proof bag provided for the purpose completing the detail on that bag (see appendix for an example).
3. Record detail of the person (description if name unknown) or circumstances in which the item was found.
4. Complete a 'Substance slip' (see appendix).
5. Immediately cause the tamper proof bag to be stored in the Drug Safe provided.
6. Cause the 'Substance slip' to be added to the incident records for the trading session before leaving the premises at the end of work.

The premises licence holder is responsible for ensuring an ongoing relationship with the local police licensing officer to ensure that the drug safe is emptied as appropriate and that any drug related information that may be collected is efficiently passed on.

Premises checking

Doorstaff should be assigned formal roles to check areas vulnerable to drug use that are not readily covered by CCTV or supervised by other staff. The frequency of these visits will be at the discretion of the management and (unless otherwise recorded in the daily incident record by the Duty Manager with accompanying justification) shall be a minimum of every 30 minutes. Records of these visits shall be maintained and kept in the daily incident register by the completion of each trading session.

Other tactical options

There are a number of practices that can be considered from time to time as circumstances dictate, some of which are in conjunction with the police. Such tactics are not taken lightly and involve considerable planning and resources. They include;

- The use of drug Itemisers to;
 - a. Conduct routine swabbing of the premises to detect the presence of drug activity
 - b. Conduct swabbing of staff
 - c. Conduct swabbing of customers as a condition of entry

- The use of passive drugs dogs to check the premises

Reference material

British Beer & Pub Association 2018 publication - Link: ['Drugs and Pubs: A guide to keeping a drug free pub'](#)

Essex Police Drug Safe usage policy – Does this exist anymore?

Evidence bag number:.....

Time seized.....

Date seized.....

Description of article (tick)

Pill(s) ☐ How many.....Colour.....

Wrap ☐ Powder ☐ Herbal substance ☐

Other ☐ Describe.....continue overleaf.

Circumstances of seizure (tick)

☐ Recovered from a person e.g. in door search (complete part A)

☐ Recovered in premises check (complete part B)

☐ Other (Complete part C)

PART A – recovered from a person

Persons name (if known)..... or Name unknown ☐

Description Male ☐ Female ☐

Apparent ethnic origin

White ☐ Black ☐ Asian ☐ Oriental ☐ Arabic ☐ Unknown ☐

Mixed ☐ (tick relevant boxes)

Apparent age 18-25 ☐ 26-40 ☐ 40+ ☐

Brief description (hair/clothing/distinguishing features)

.....

continue overleaf

PART B – recovered during premises check (no person involved)

Where found.....continue overleaf.

PART C – Other circumstances not fitting A or B above

Brief relevant details.....continue overleaf

Person completing this form (name).....

Signature.....

Witness (if any).....

The Vine, 104, High Street, Brentwood

Dispersal Policy

Statement of our intent

The premises licence holder is committed to the safe, orderly and effective dispersal of all customers at the end of each trading session.

We seek to promote all the licensing objectives (Licensing Act 2003) and achieve a dispersal that respects others that live and work in the immediate vicinity.

We will make an active contribution to how each trading sessions comes to a conclusion managing how customers leave the premises and immediate vicinity (see glossary) recognising that our management team, door supervisors and bar staff all have an important contribution to make.

Steps to be taken

- About 30 minutes from the end of licensable activities our DJ or the person responsible for background music will consciously start to change the nature of music being played in order to achieve a 'wind-down' rather than a 'wind-up' state of mind in our customers. A sudden stop in music is to be avoided.
- Announcements will be made to inform customers that the end of the session is approaching and reinforce the need to leave with minimum disturbance to nearby residents.
- As the end of the session approaches lighting levels will be slowly raised.
- If they are not already doing so, about 30 minutes from the end of licensable activities our doorstaff will put on high visibility outer clothing to further enhance their status as Capable Guardians (see glossary).
- Door staff will encourage customers to the exit(s) with courtesy and discretion seeking to resolve issues that might delay dispersal as early as possible e.g. the finding of coats or other members of their party.
- Doorstaff shall prevent bottles or drinking vessels being taken from the premises.

- Doorstaff shall discourage customers from re-entering once they have left and should use their best judgement to resolve points of potential conflict in a manner most likely to maintain order.
- Door staff will do what they reasonably can to prevent customers lingering outside in the immediate vicinity of the premises and particularly in the road – staff must keep in mind the safety of everyone (including themselves) from moving traffic.
- Signage will be provided to inform customers of available taxi and private hire services.
- Doorstaff will seek to work with taxi service providers to achieve efficient collection minimising where possible the congestion of the highway and the risks that may present to other users of the highway.
- Customers waiting for taxis shall be actively managed so as not to congest the highway. In the interests of avoid conflict arising doorstaff will act where possible to connect arriving taxis with the correct customer.
- Door staff shall be on-duty outside the premises for 30 minutes after the premises closes to the public (or as required by the premises licence).
- Once customers have left, staff will clear any rubbish from the immediate vicinity that may represent a risk of use in disorder or risk of injury through accident e.g. glassware (or as required by the premises licence).

Sanctions

Customers that fail to comply with the reasonable requests of doorstaff or whose behaviour is likely to undermine the effort of staff to manage dispersal shall be told they risk being barred from returning to the premises. Persons being thus barred will be told clearly the reasons at the time and again if they should attempt to return to the premises on another date. The terms of such barring will be at the discretion of management and duly recorded in the daily incident log

Glossary

The term '*Capable Guardian*' is a name used in accepted crime prevention theory and means people or mechanical devices that by their presence and action deter individuals from offending. In the case of a person like a door supervisors it refers to their ability to act in a protective manner and includes their overt, passive physical presence.

The term '*Immediate vicinity*' of the premises should be assessed by duty management depending on prevailing circumstances at the time. Except in exceptional circumstances door staff should not be encourage either through action or the lack of it to go far from the premises.

Review

This policy shall be reviewed by management every 12 months. Updates will be reflected in version numbers

Date of initial issue: xxxxxxxxxxxxxxxx

Date of next review: xxxxx (12 months later)



Challenge Book

CONTENTS

1. Statutory Authority Visits
2. Staff Training Log
3. Incident Log
4. Delegation of Authority to Sell Alcohol
5. Age Verification Policy
6. Challenge Register
7. C.S.E. guidance
8. Doorstaff Register

Premises: The Vine, 104, High Street, Brentwood

Statutory Authority Visits

From time to time statutory authorities will attend the premises. This section is designed to be used to record those visits. This in turn will enable management to improve awareness and compliance.

Name of Authority Visiting:	Name of Officer(s) Visiting:
-----------------------------	------------------------------

Date of visit/inspection	Time of visit/inspection	ID Offered? Y/N	Reason for visit / inspection	Finish Time	Name of staff member completing record	Manager Checked - Sign & Date

Visiting officer: in the event that the premises licence holder and / or the DPS are absent and you would like to leave a message for them, please write it in the box below. Please include your contact details or leave a business card.

Enter any notes or actions taken as a result of this visit here

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Instructions for use of the Challenge Book

How to use this book:

When you or your staff challenge a sale make a record in this book.

You should monitor the book to:

- ensure that all staff are using it
- see if there are any patterns

Summary of age restricted products and the minimum ages of sale

Product	Minimum ages of sale
Alcohol	18
Tobacco	18
Fireworks	18
Solvents and lighter refills	18
Knives and offensive weapons	18
Aerosol spray paints	16
Lottery tickets and scratch cards	16
Petrol	16
DVDs, videos and games	Refer to the individual label on the individual item

Training

It is important to ensure that all your staff who may be serving customers with age restricted products receive regular training.

This pack includes guidance on training.

Proof of age – ask to see identification

To be on the safe side we recommend that you operate a ‘Challenge 25’ policy to build in a margin of error and always ask to see an age identification with photo proof of anyone appearing to be under 25 years old.

Age Calculator

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Born									
1987	27	28	29	30	31	32	33	34	35
1988	26	27	28	29	30	31	32	33	34
1989	25	26	27	28	29	30	31	32	33
1990	24	25	26	27	28	29	30	31	32
1991	23	24	25	26	27	28	29	30	31
1992	22	23	24	25	26	27	28	29	30
1993	21	22	23	24	25	26	27	28	29
1994	20	21	22	23	24	25	26	27	28
1995	19	20	21	22	23	24	25	26	27
1996	18	19	20	21	22	23	24	25	26
1997	17	18	19	20	21	22	23	24	25
1998	16	17	18	19	20	21	22	23	24
1999	15	16	17	18	19	20	21	22	23
2000	14	15	16	17	18	19	20	21	22
2001	13	14	15	16	17	18	19	20	21
2002	12	13	14	15	16	17	18	19	20
2003	11	12	13	14	15	16	17	18	19

How to prevent under-aged sales

It can sometimes be difficult to judge how old teenagers are. It is therefore vital that you take steps to ensure you and your staff are trained to prevent the sale of restricted items to young people. Be realistic – to get what they want many youngsters will attempt to look older and may lie when asked their age.

If in doubt refuse to sell.

All 21st Century Licensing clients, who sell age restricted products, operate a '**Challenge 25**' policy as a condition of acceptance as a client by upping the level to a '**Challenge 25**' policy you are demonstrating to the authorities how seriously you take your responsibilities – Always ask for proof of age from anyone who looks younger than 25 years old.
Ensure that you operate a '**No ID No Sale**' policy and display the nationally-recognised poster supplied by 21st Century Licensing at your business so customers know that they may be asked to prove their age.

If possible set up a till prompt for all age restricted products to help keep staff alert and aware.

If you or your staff refuse a sale, record this in this refusals book. Even if you or your staff challenge a person who produces acceptable ID you should ensure that that challenge is recorded

Ensure that your staff are fully trained and their training is monitored, recording this in the training record form (which is available in the 21st Century Licensing operations manual along with training materials).

Do not sell to a child even if they say the product is for a parent or other adult.

Ensure statutory notices, for example for fireworks and tobacco, are prominently displayed.

Look out for adults who may be buying restricted items for young people outside.

Put up the poster that warns adults they may be fined for passing alcohol to young people. If you suspect this is going on you have the right to refuse to sell to that adult.

Give your staff the confidence to say no.

If you run a pub, hotel, club or restaurant

Ensure age restriction notices are displayed on gaming machines.

Training and supporting your staff

Ensure that you and your staff know the age limits for the various products you sell.

Check that your staff know what the current photo proof of age IDs look like.

Make sure staff check ID photographs to ensure that the ID belongs to the customer.

Ensure your staff understand how difficult it is to accurately judge young people's ages and instruct them to 'Challenge 25' and ask for proof of age.

Keep records of training and instructions given to all staff. Ensure staff sign to confirm they have understood the training. Use the

forms provided in the 21st Century Licensing Operations Manual

Regularly monitor staff to check how they are dealing with age restricted products. Some may lack confidence in asking for proof of age.

Challenge Book

When you or your staff challenge a sale keep a record of this in this challenge book. This shows the authorities that your business is serious about avoiding sales to young people. It may also help identify problem schools, individuals and other issues that may be of use to Trading Standards and/or the local Police. You should monitor the challenge book to ensure members of staff are using it. If there are no entries, or very few by certain staff then this could indicate their reluctance to challenge people about their age. This should be identified as a training need.

Keeping safe: avoiding confrontation

When saying no or asking for ID try to advise staff to divert the blame away from themselves and say it is company policy or that the Police and the Council require you to ask.

Staff should also stay behind the counter, or bar, as this can act as a safety barrier. If you don't already have it, consider installing CCTV. This could be used to show the Police if an incident has occurred and can help identify troublemakers.

Consider placing age restricted products, such as alcohol, tobacco and solvents behind or close to the counter away from self-service areas.

Due Diligence

The Licensing Act 2003 includes a defence of due diligence. In order to use such a defence you will need to be able to prove you have taken every reasonable step possible to prevent sales to persons who are underage. **Completing this book forms part of that diligence**

Photo ID schemes

You need to ensure that an ID card belongs to the person using it and you need to see that person's age or date of birth.

We recommend that you only accept cards:

- with a photograph
- with a date of birth

Passports and driving licences are acceptable but remember that a person can have a driving licence from the age of 17. Provisional licences are green.

ID cards that include the 'PASS' holographic logo show a photograph and date of birth.

The hologram is forge-proof and recognisable. The Home Office, the Association of Chief Police Officers and Trading Standards support the scheme.

Nationally recognised PASS cards include:

- Citizen Card
- VALIDATE UK
- Portman Group Card

Are your staff under the age of 18?

If yes, there are a few things you need to consider.

Alcohol – staff under the age of 18 can only sell alcohol if the licensee or other responsible (and authorised) adult (over 18 years old) agrees to the transaction.

Fireworks – no staff under the age of 16 may sell fireworks. A responsible adult must supervise the sale if an assistant is aged between 16 and 18.

Lottery tickets – it is illegal for staff under the age of 16 to sell lottery tickets or scratch cards.

General – it is illegal to employ a child under the age of 13. For older children there is a limit on the number of hours and when they can work. Employers must obtain a permit from their local education authority

Why precautions are necessary

Remember: the owner of a business could be liable to prosecution if an illegal sale takes place at his/her business, whether or not he/she is present at the time.

In the case of alcohol, the owner(s), the licensee(s) and the seller could be prosecuted and even receive a fixed penalty notice. In worst cases an alcohol licence can be revoked.

The law however does recognise mistakes can happen. That's why the preceding advice, especially in relation to record-keeping is important. If you can show that staff are trained, sales are refused and that you have systems in place to prevent sales, formal action may not be taken.

Enforcement

Test purchase exercises are regularly carried out using young volunteers to check compliance. Trading Standards work closely with the Police and the Licensing Authority in taking action when an illegal sale has been made to a young person.

Legal action

General

The authorities will take firm action, including prosecution where appropriate, when:

- traders flout the law or act irresponsibly
- the offender has repeatedly ignored advice
- there is widespread disregard of the law, even if the matter is not serious in itself.

Alcohol sales

When an illegal alcohol sale is made, the Police may issue a Fixed Penalty Notice to the seller.

If further sales are made both the Police and Trading Standards are able to call for a licence to be reviewed and even revoked. If you

hold an alcohol licence you should also be aware that illegal sales of tobacco and other products to young people could show that you are not generally considering their protection.

New developments

The Violent Crime Reduction Act made some changes in reference to the sale of age restricted products.

A new offence has been introduced within the Licensing Act 2003 of “persistently selling alcohol to children”, for which the maximum fine is £10,000. The offence occurs if, over a three-month period, three or more sales are made to a person under the age of 18.

The Act also:

- limits the availability of knives and crossbows to young people by raising the age limit for their purchase to 18
- introduces a ban on the manufacture, importation and sale of realistic imitation firearms
- increases the minimum age for purchasing an air weapon to 18 and introduce a requirement that air weapons can only be sold or transferred via registered firearms dealers and on a face-to-face basis

Disclaimer

This guidance is based on the information that was available at the time of production and does not constitute legal advice. The guidance is not necessarily comprehensive and is subject to revision.



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Now that you've got your Licence(s) there are a few things you need to know in order to keep you on the right side of the law. Below are just a few matters to be aware of, to assist you in running a successful, legally compliant business.

Premises Licence

- The holder of a Premises Licence must keep the Licence **or** a certified copy of it at the premises **and** must display a summary of the licence prominently.
- The summary is produced by the Licensing Authority and must contain information including:
 - the licensable activities and hours authorised
 - the identity of the licence holder
 - the name of the designated premises supervisor.
- The Premises Licence holder must ensure that the licence is kept at the premises under the control of either the holder of the licence, **or** they may nominate someone who works at the premises to hold the licence there.
- A constable or authorised person such as a Licensing Authority officer has the power to require the licence to be produced for examination.
- A notice must be displayed at the premises along with the summary of the licence, giving the identity and position of the person nominated. This would normally be the Designated Premises Supervisor.
- Failure to comply with these requirements is a criminal offence punishable by a fine of £500.
- You should ensure that you have the correct planning consent in place. The grant of a licence does not replace planning requirements

Remember it is an offence to not update your Premises licence if your details change. Contact 21st Century Licensing for assistance.

Personal Licence

- Sale and supply of alcohol must be authorised by an individual who is the holder of a Personal Licence.
- A Personal Licence holder must be able to produce the licence upon request of a constable or authorised person
- The supply and sale of alcohol should always abide by the conditions of the Premises Licence.
- Staff need to be generally authorised to sell and supply alcohol (not every sale, obviously!) 21st Century Licensing Ltd will provide an appropriate form for this.

Remember it is an offence to not update your Personal licence if your details change. Contact 21st Century Licensing Ltd for assistance.

Designated Premises Supervisor (DPS)

- The Premises Licence holder must ensure that there is one specified individual, among personal licence holders at the premises, who can be readily identified as the person with day-to-day responsibility for the running of the premises. This person is the DPS.
- The DPS may be the Premises Licence holder.
- The DPS must be named on the Premises Licence and the name displayed within the premises.
- A DPS has the primary responsibility to ensure that alcohol is sold in line with the law and the terms of the licence granted for the premises and without harm to the four licensing objectives.
- Offences which are most likely to cause a DPS's own personal licence to be put at risk, or lead to a fine, or lead to the matter being reported to the licensing officer with a view to review of the premises licence, including:-
- Operating a licensable activity without a licence. This could take a number of forms
 - a. Selling alcohol to the public at premises that have neither licence nor Temporary Event Notice (TEN)
 - b. Selling outside of licensed hours
 - c. Conducting public entertainment on premises where its license does not include it (primarily a premises licensee offence as it does not cover alcohol)
 - d. Continuing to sell alcohol when there is no valid DPS (again, mainly premises licensee)
- Breach of licence conditions
- General Offences, for example
 - a. Holding alcohol for unauthorised sale
 - b. Disorderly conduct of premises
 - c. Selling alcohol to someone who is drunk, or permitting the sale
 - d. Sale of alcohol to under 18s or permitting the sale
 - e. Allowing an unaccompanied child to come onto alcohol premises or allowing alcohol to be bought for a minor (except for 16-18 having beer wine or cider with a meal)
 - f. Keeping smuggled goods on the premises
 - g. failing to keep the DPS records up to date, including notifying all changes of address

If you have any questions regarding this guidance sheet, please call the office between 9.00 a.m. and 5.00 p.m., Monday to Friday, or email info@21stcenturylicensing.com

Disclaimer

The advice given in this guidance is based on the information that was available at the time of production and does not constitute legal advice. The guidance is not necessarily comprehensive and is subject to revision.



www.21stcenturylicensing.com
Professional, Affordable Licensing Solutions.

AGE VERIFICATION POLICY

This policy applies in relation to the sale or supply of alcohol on the following premises:

Name of premises: **The Vine**

Address of premises: **104, High Street, Brentwood**

Name of premises licence holders: **Andreas ARTEMI**

Name of designated premises supervisor: **Andreas ARTEMI**

1. The premises licence holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This shall, as a minimum, require individuals who appear to the responsible person to be under the age of 25 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic or ultraviolet mark. Acceptable ID is limited to:

- A UK photo card driving licence
- A passport
- A proof of age card bearing the holographic or ultraviolet mark

2. For the purposes of this policy the following are considered to be responsible persons:

- The holder of the premises licence;
- The designated premises supervisor;
- A person aged 18 or over who is authorised to allow the sale or supply of
 - alcohol by a person under 18; or
- A member or officer of a club present on the club premises in a capacity
 - which enables him or her to prevent the supply in question.



ANNEX A: Guidance

- By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer.
- Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three

month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.

1. The licence holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol licence.
2. As an alternative to prosecution, the police or trading standards officers can give the licence holder the option to voluntarily accept a 48 hour closure notice rather than face criminal liability.
3. The police can make a representation to the relevant licensing authority to ask them to review the licence. This can happen in addition to options 1 and 2.

The premises licence holder shall ensure that staff (in particular staff who are involved in the supply of alcohol) are made aware of the existence and content of this age verification policy applied by the premises.

Signed.....
PREMISES LICENCE HOLDER

Date.....

Signed.....
PREMISES LICENCE HOLDER

Date.....

Note: This policy is a requirement of the mandatory conditions attached to the premises licence and must be available for inspection by an authorised officer.





Challenge Book – Staff Training Record.

Use this page to record in the book the dates when staff training has taken place, and the nature of that training session. For example "The challenge 25 scheme", or fire drill. Staff Member – By signing this log you are confirming receipt of appropriate training as detailed below,

Staff Name (print)	Type of Training	Date of Training	Staff Signature



Challenge Book – Staff Training Record.

Use this page to record in the book the dates when staff training has taken place, and the nature of that training session. For example "The challenge 25 scheme", or fire drill. Staff Member – By signing this log you are confirming receipt of appropriate training as detailed below,

Staff Name (print)	Type of Training	Date of Training	Staff Signature

E.g. 28/10/2018, 2100 hours, male approx 18, black spiked hair, wearing blue jacket and jeans fighting with male approx 21, glasses, blond hair, white T shirt.

30/10/2018

[illegible]

Use this page to record incidents which occur e.g. crime & disorder. Record actions taken & assess any actions required.

E.g. 28/10/2018, 2100 hours, male approx 18, black spiked hair, wearing blue jacket and jeans fighting with male approx 21, glasses, blond hair, white T shirt.

Police called at 21.15 incident No 12345; officer attended at 21.25 youths had been ejected. Also things to do e.g. CCTV copy disc to be sent to PC Daniels by 5pm

30/10/2018

[illegible]

FORM OF DELEGATION FOR RETAIL SALE AND SUPPLY OF ALCOHOL

I, Andreas ARTEMI as Designated Premises Supervisor of the premises known as The Vine (Brentwood) am responsible for the authorisation of sales of alcohol under the Licensing Act 2003. I hereby authorise the sale of alcohol by such staff who are employed at any time throughout licensed hours, whether or not I am present on the premises at the time of such sales. I confirm that I have trained the staff fully in the responsibilities of their authorisation

The following named are the members of staff currently so authorised:-

Print name of staff member	Signature of staff member (*see below)	Date of signature	Signature of DPS	Date of signature

To the staff member: by signing this form you confirm that you are aware that the Designated Premises Supervisor has authorised you to supply alcohol by retail on their behalf, and the responsibilities carried with that authorisation.



www.21stcenturylicensing.com

For all your Licensing needs call 21st Century Licensing (01245) 790377 or email info@21stcenturylicensing

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www.21stcenturylicensing.com

For all your Licensing needs call 21st Century Licensing (01245) 790377 or email info@21stcenturylicensing

Register of Challenges

Date & Time	Product details	Person Refused	ID Produced?	Challenged by	Comments	Manager seen
dd / / mm : am/pm		Male: <input type="checkbox"/> Female: <input type="checkbox"/> Hair _____ Approx Age _____ Height _____ Other details _____	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Details: _____	Print Name: Signature:		Signature: dd / / mm yy
dd / / mm : am/pm		Male: <input type="checkbox"/> Female: <input type="checkbox"/> Hair _____ Approx Age _____ Height _____ Other details _____	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Details: _____	Print Name: Signature:		Signature: dd / / mm yy
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info@21stcenturylicensing

CHILD SEXUAL EXPLOITATION

Know the signs....

To get more information about **CSE** and to
support the **I Didn't Know** campaign, please visit:

essex.police.uk/cse

CHILD SEXUAL EXPLOITATION

Know the signs...

If you see something
suspicious report it to the
Police - **ring 101**

If you are concerned about
the immediate safety
or welfare of a child or
vulnerable person, or a crime
is being committed, report it
to the Police - **ring 999**

What is Child Sexual Exploitation (CSE)?

REMEMBER:
If you see something
Say something

Sexual exploitation of children and young people involves girls and boys under the age of 18 who are encouraged or forced into a sexual relationship or situation by an adult. This often involves the young person being offered something, such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money, in return for them performing sexual acts or others performing acts on them.

How might this involve my licence or the business I work for?

As part of the grooming process, adults may meet young people or take them to places to develop a relationship of trust and make them feel special by giving them 'treats' such as meals or alcohol. A business could be misused for this kind of activity by the people using the business or people working there.

In addition to having a serious impact on the welfare and safety of children, there are a number of criminal offences associated with CSE. If it happens at, or is associated with, your business or the business you work for, it may cause serious financial and reputational damage. There is also the possibility of action being taken against a licensed business where licence conditions include a responsibility to ensure the protection of young and vulnerable persons.

Young people can be groomed and sexually exploited at a variety of premises and locations such as:

- Pubs and nightclubs
- Local shops / off-licences
- Restaurants / takeaways
- Leisure centres
- Hotels
- Taxis
- Public spaces (parks)

What are the signs of CSE?

If you are a licence holder and own, or work for, a local business you may see suspicious activity. Such activity could include:

- a young girl or boy with a significantly older adult.
- a young or vulnerable person who appears to be under someone else's control or who is physically or emotionally distressed.
- a young person using overly sexualised language or behaviour.
- a child travelling alone or with unrelated adults.
- a group of people being picked up or dropped off at irregular hours from the same place.

What should I do?

As an individual licence holder you should:

1. Take Notice - of your customer's behaviour and routines and note suspicious activity.
2. Take Responsibility - report anything that you see or hear that is inappropriate or suspicious.
3. Trust your instinct - be confident that reporting something or someone is the right thing to do.

As a licensed business owner you should:

1. Identify and manage any risks in your workplace - consider if under 18s have access to your business and why.
2. Improve awareness of CSE and how to report it with your employees.
3. Use campaign material within your premises.
4. Enforce a zero tolerance policy of sexual exploitation of children.

Record must be kept of doorstaff on duty and made available to representatives of the police and the Licensing Authority on reasonable request. Management should satisfy themselves that doorstaff are currently registered with the SIA via the online register (see snapshot of search tool). Doorstaff must display their SIA badges and should be readily visible to customers and the public.

[illegible]



STAMBRIDGE

Stambridge Qualifications & Refresher Courses

This certificate certifies that

1

Has successfully undertaken a refresher course in
***Level 2 Award in Conflict Management & Physical
Intervention***

Date of Course

Wednesday 14th August 2019

Course Director

Jamie Spiers

Training Organisation

Stambridge Training Limited

Stambridge Training Limited is approved by
Highfields Awarding Body
Centre Number 14544



Highfield
Qualifications

Approved Centre



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Highfield

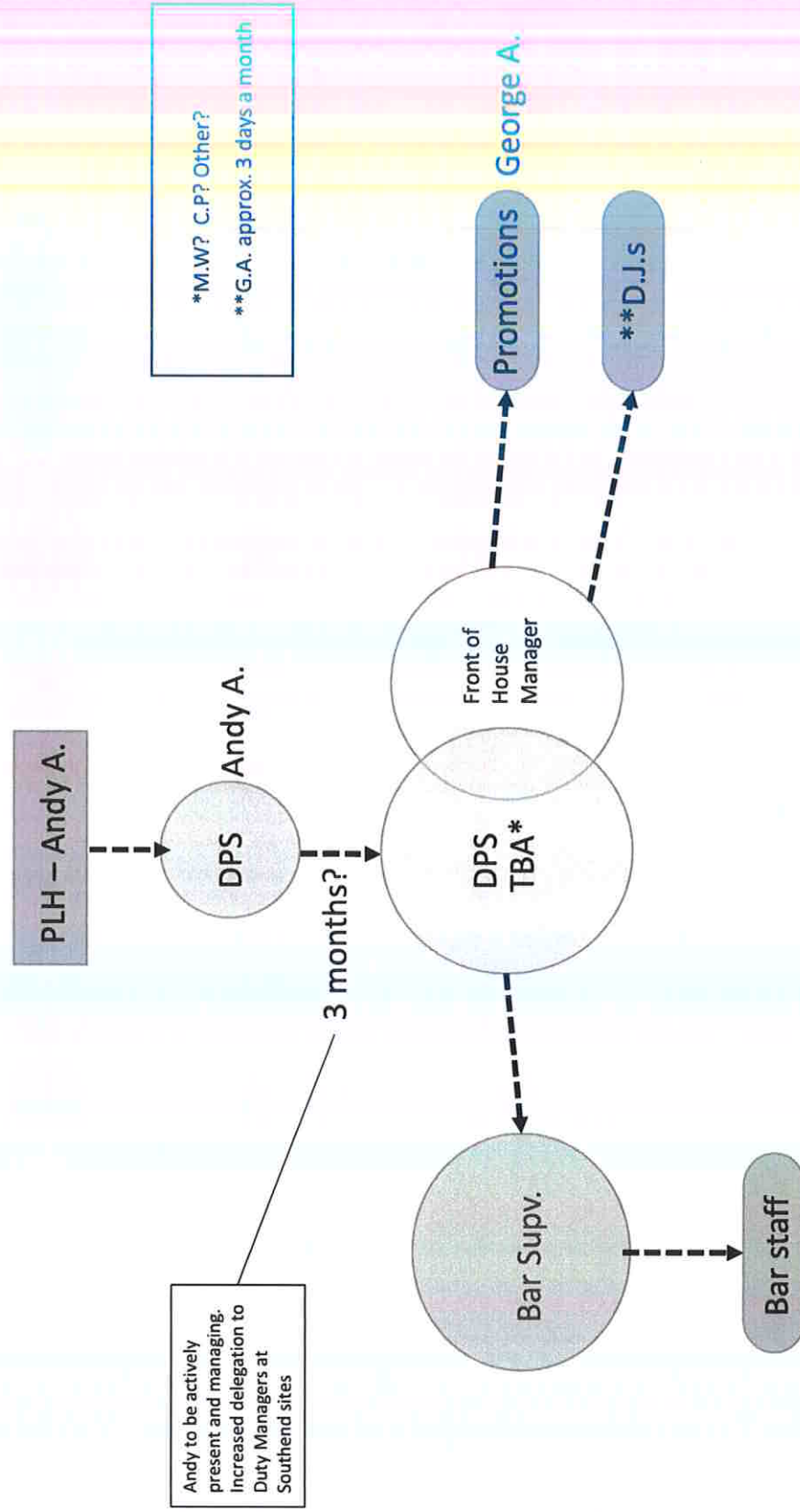
Qualifications

Approved Centre

SSG Support Services Group Limited

Contractor	SSG Support Services Group Limited
ACS Reference Number	SSSUGRSC01
Activities (Sectors) Approved	Security Guarding CCTV Key Holding
Expiry Date of Approval	31-Mar-22
Contact Number	0208 591 0330
Postal Address	Maritime House 7th floor 1 Union Road Essex IG11 8HE
Website	www.ssgukltd.com
LDN Status	Authorised for each activity approved
Additional Conditions of Approval	Not applicable
Other Services Provided	
Licensing Service	

104, High Street, Brentwood Proposed Management Structure





Premises Licence Summary

Premises Licence Number	PRM_446
Application Number	18/00080/LAVDPS
Date of Issue	6th September 2018

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code
The Vine 104 High Street Brentwood Essex CM14 4AP
Telephone number
01277 225399

Where the licence is time limited the dates

Licensable activities authorised by the licence
Entertainment of a similar description to Live Music, Recorded Music Performance of Dance Exhibition of a film Playing of Recorded music Provision of Late Night Refreshments Sale by Retail of Alcohol

Times the licence authorises the carrying out of licensable activities														
Entertainment of a similar description to Live Music, Recorded Music														
<table><tr><td>Monday</td><td>08:00 - 00:00</td></tr><tr><td>Tuesday</td><td>08:00 - 00:00</td></tr><tr><td>Wednesday</td><td>08:00 - 00:00</td></tr><tr><td>Thursday</td><td>08:00 - 00:00</td></tr><tr><td>Friday</td><td>08:00 - 02:00</td></tr><tr><td>Saturday</td><td>08:00 - 02:00</td></tr><tr><td>Sunday</td><td>08:00 - 00:00</td></tr></table>	Monday	08:00 - 00:00	Tuesday	08:00 - 00:00	Wednesday	08:00 - 00:00	Thursday	08:00 - 00:00	Friday	08:00 - 02:00	Saturday	08:00 - 02:00	Sunday	08:00 - 00:00
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Tuesday	08:00 - 00:00													
Wednesday	08:00 - 00:00													
Thursday	08:00 - 00:00													
Friday	08:00 - 02:00													
Saturday	08:00 - 02:00													
Sunday	08:00 - 00:00													

An additional hour is permitted for the licensable activities on St Patricks Day St Georges Day St Andrews Day St Valentine's Day all Fridays Saturdays and Sundays prior to a Bank Holiday and 23 December and Boxing Day provided that the latest time permitted will be 2am.

An additional hour to the standard and non-standard times will be permitted on the day when British Summer Time commences provided that the latest time permitted will be 2am.

Sale of Alcohol & Regulated Entertainment

Christmas Eve	08:00 - 03:00
New Year's Eve	08:00 - 03:00

Performance of Dance

Monday	08:00 - 00:00
Tuesday	08:00 - 00:00
Wednesday	08:00 - 00:00
Thursday	08:00 - 00:00
Friday	08:00 - 02:00
Saturday	08:00 - 02:00
Sunday	08:00 - 00:00

An additional hour is permitted for the licensable activities on St Patricks Day St Georges Day St Andrews Day St Valentine's Day all Fridays Saturdays and Sundays prior to a Bank Holiday and 23 December and Boxing Day provided that the latest time permitted will be 2am.

An additional hour to the standard and non-standard times will be permitted on the day when British Summer Time commences provided that the latest time permitted will be 2am.

Sale of Alcohol & Regulated Entertainment

Christmas Eve	08:00 - 03:00
New Year's Eve	08:00 - 03:00

Exhibition of a film

Monday	08:00 - 00:00
Tuesday	08:00 - 00:00
Wednesday	08:00 - 00:00
Thursday	08:00 - 00:00
Friday	08:00 - 02:00
Saturday	08:00 - 02:00
Sunday	08:00 - 00:00

An additional hour is permitted for the licensable activities on St Patricks Day St Georges Day St Andrews Day St Valentine's Day all Fridays Saturdays and Sundays prior to a Bank Holiday and 23 December and Boxing Day provided that the latest time permitted will be 2am.

An additional hour to the standard and non-standard times will be permitted on the day when British Summer Time commences provided that the latest time permitted will be 2am.

Sale of Alcohol & Regulated Entertainment

Christmas Eve	08:00 - 03:00
New Year's Eve	08:00 - 03:00

Playing of Recorded music

Monday	08:00 - 00:00
Tuesday	08:00 - 00:00
Wednesday	08:00 - 00:00
Thursday	08:00 - 00:00
Friday	08:00 - 02:00
Saturday	08:00 - 02:00
Sunday	08:00 - 00:00

An additional hour is permitted for the licensable activities on St Patricks Day St Georges Day St Andrews Day St Valentine's Day all Fridays Saturdays and Sundays prior to a Bank Holiday and 23 December and Boxing Day provided that the latest time permitted will be 2am.

An additional hour to the standard and non-standard times will be permitted on the day when British Summer Time commences provided that the latest time permitted will be 2am.

Sale of Alcohol & Regulated Entertainment

Christmas Eve	08:00 - 03:00
New Year's Eve	08:00 - 03:00

Provision of Late Night Refreshments

Monday	23:00 - 00:00
Tuesday	23:00 - 00:00
Wednesday	23:00 - 00:00
Thursday	23:00 - 00:00
Friday	23:00 - 02:00
Saturday	23:00 - 02:00
Sunday	23:00 - 00:00

An additional hour is permitted for the licensable activities on St Patricks Day St Georges Day St Andrews Day St Valentine's Day all Fridays Saturdays and Sundays prior to a Bank Holiday and 23 December and Boxing Day provided that the latest time permitted will be 2am.

An additional hour to the standard and non-standard times will be permitted on the day when British Summer Time commences provided that the latest time permitted will be 2am.

Sale of Alcohol & Regulated Entertainment	
Christmas Eve	08:00 - 03:00
New Year's Eve	08:00 - 03:00

Sale by Retail of Alcohol

Monday	10:00 - 00:00
Tuesday	10:00 - 00:00
Wednesday	10:00 - 00:00
Thursday	10:00 - 00:00
Friday	10:00 - 02:00
Saturday	10:00 - 02:00
Sunday	10:00 - 00:00

An additional hour is permitted for the licensable activities on St Patrick's Day St Georges Day St Andrews Day St Valentine's Day all Fridays Saturdays and Sundays prior to a Bank Holiday and 23 December and Boxing Day provided that the latest time permitted will be 2am.

An additional hour to the standard and non-standard times will be permitted on the day when British Summer Time commences provided that the latest time permitted will be 2am.

Sale of Alcohol & Regulated Entertainment	
Christmas Eve	08:00 - 03:00
New Year's Eve	08:00 - 03:00

The opening hours of the premises

Monday	08:00 - 00:30
Tuesday	08:00 - 00:30
Wednesday	08:00 - 00:30
Thursday	08:00 - 00:30
Friday	08:00 - 02:30
Saturday	08:00 - 02:30
Sunday	08:00 - 00:30
Christmas Eve	08:00 - 03:30
New Year's Eve	08:00 - 03:30

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both on and off the Premise

A selection of terminal trading hours
Brentwood High Street

