

SUGAR HUT, 93 HIGH ST, BRENTWOOD CM14 4RR

APPENDIX 1

APPLICATION FORM

Application for New Premises Licence

Plus

Proposed Schedule of Conditions

&

Sugar Hut Policy Document



**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We SUGAR HUT BRENTWOOD LIMITED

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description 93 High Street			
Post town	Brentwood, Essex	Postcode	CM14 4RR
Telephone number at premises (if any)		01277 200885	
Non-domestic rateable value of premises		£145,000	

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

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

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

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☐

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

Name SUGAR HUT BRENTWOOD LIMITED
Address Custom House 11 Cundy Road London E16 3DJ
Registered number (where applicable) 12117659
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any) 01277 631811
office@dadds.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
2	5	1	0	2	0	1	9

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

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)
Licenced nightclub and restaurant premises

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

☒

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

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Plays may be provided from time to time whether of a musical and/or sporting nature or otherwise and whether forming the principal entertainment offered or as ancillary to other entertainment, e.g. music and dancing.		
Mon	08:00	02:00			
Tue	08:00	02:00	State any seasonal variations for performing plays (please read guidance note 5)		
Wed	08:00	02:00			
Thur	08:00	07:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	07:00			
Sat	08:00	07:00			
Sun	08:00	07:00			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="checked" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Film and/or video shows or relays may be provided from time to time whether of a musical and/or sporting nature or otherwise and whether forming the principal entertainment offered or as ancillary to other entertainment, e.g. music and dancing.		
Mon	08:00	02:00			
Tue	08:00	02:00			
Wed	08:00	02:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	08:00	07:00			
Fri	08:00	07:00			
Sat	08:00	07:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	08:00	07:00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4) Such indoor sporting events as may be undertaken on the premises from time to time including, for example, pool, snooker etc.
Day	Start	Finish	
Mon	08:00	02:00	
Tue	08:00	02:00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed	08:00	02:00	
Thur	08:00	07:00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri	08:00	07:00	
Sat	08:00	07:00	
Sun	08:00	07:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<u>Please give further details here</u> (please read guidance note 4)			
Tue						
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)			
Thur						
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) The applicant wishes to be able to provide both live amplified and unamplified music and singing as may from time to time complement the range of entertainment being provided at the premises whether as the principal entertainment or in conjunction with dancing and/or any other permitted activity.		
Mon	08:00	02:00			
Tue	08:00	02:00			
Wed	08:00	02:00			
			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur	08:00	07:00			
Fri	08:00	07:00			
Sat	08:00	07:00			
			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun	08:00	07:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) The applicants wish to have the facility for the provision of recorded music whether as the principal entertainment provided or in conjunction with dancing or any other permitted activity.		
Mon	08:00	02:00			
Tue	08:00	02:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Wed	08:00	02:00			
Thur	08:00	07:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	07:00			
Sat	08:00	07:00			
Sun	08:00	07:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) The applicants wish to provide such performance of dance as may be required from time to time to complement the range of entertainment or in conjunction with dancing or any other permitted activity	
Mon	08:00	02:00		
Tue	08:00	02:00		
Wed	08:00	02:00		
			State any seasonal variations for the performance of dance (please read guidance note 5)	
Thur	08:00	07:00		
			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)	
Fri	08:00	07:00		
Sat	08:00	07:00		
Sun	08:00	07:00		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing The applicant wishes to provide such other entertainment of a kind as may be required from time to time to complement the range of entertainment or in conjunction with dancing or any other permitted activity		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Mon	08:00	02:00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	08:00	02:00	<u>Please give further details here</u> (please read guidance note 4) The applicant wishes to provide such other entertainment of a kind as may be required from time to time to complement the range of entertainment or in conjunction with dancing or any other permitted activity		
Wed	08:00	02:00			
Thur	08:00	07:00	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri	08:00	07:00			
Sat	08:00	07:00	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun	08:00	07:00			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) The applicants wish to be able to provide facilities for late night refreshment as may be required from time to time to complement the range of activities (whether licensable or not) being provided at the premises whether as principal or in conjunction any other permitted activity		
Mon	23:00	02:00			
Tue	23:00	02:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Wed	23:00	02:00			
Thur	23:00	05:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	23:00	05:00			
Sat	23:00	05:00			
Sun	23:00	05:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	08:00	02:00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	08:00	02:00			
Wed	08:00	02:00			
Thur	08:00	07:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	07:00			
Sat	08:00	07:00			
Sun	08:00	07:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name TO BE ADVISED	
Date of birth	
Address TO BE ADVISED	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

There will be no activity of this nature

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	08:00	02:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Tue	08:00	02:00	
Wed	08:00	02:00	
Thur	08:00	07:00	
Fri	08:00	07:00	
Sat	08:00	07:00	
Sun	08:00	07:00	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Please see attached schedule of conditions

b) The prevention of crime and disorder

Please see attached schedule of conditions

c) Public safety

Please see attached schedule of conditions

d) The prevention of public nuisance

Please see attached schedule of conditions

e) The protection of children from harm

Please see attached schedule of conditions

Checklist:

Please tick to indicate agreement


- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- ☐ [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

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

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	26/09/2019
Capacity	Applicant's Solicitor

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) David Dadds Dadds LLP Crescent House 51 High Street			
Post town	Billericay, Essex	Postcode	CM12 9AX
Telephone number (if any)	01277 631811		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) office@dadds.co.uk			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and

(b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or

- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

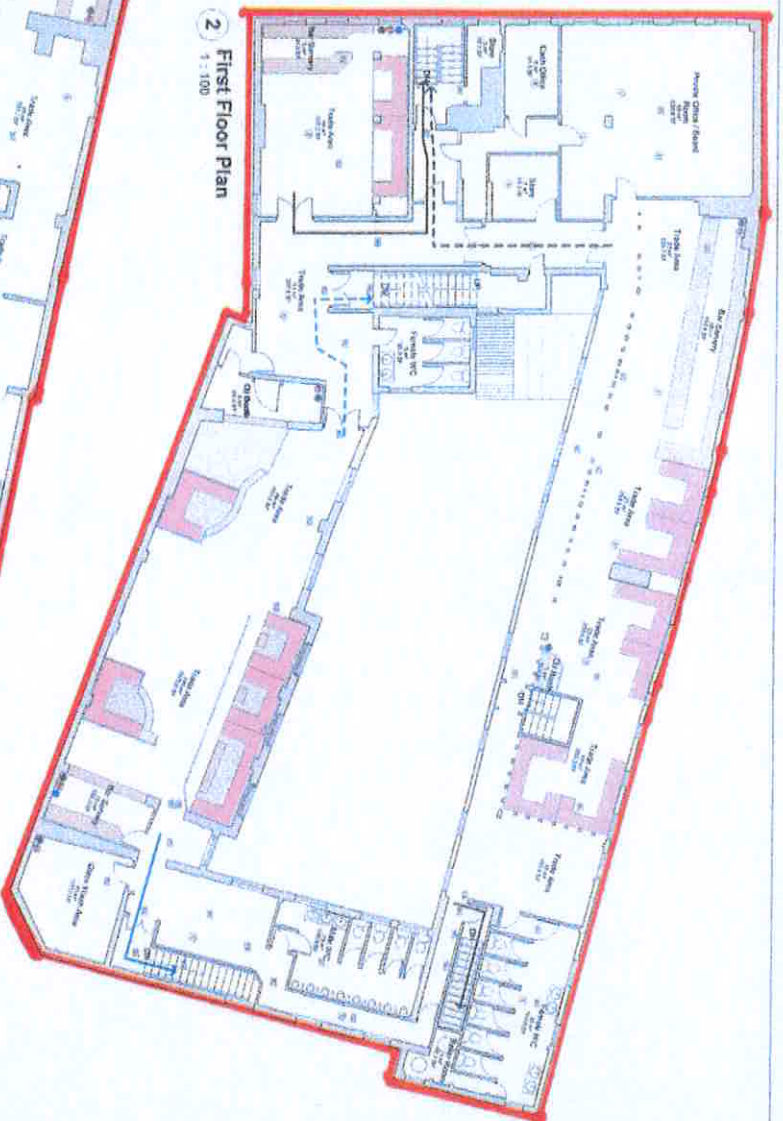
Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.



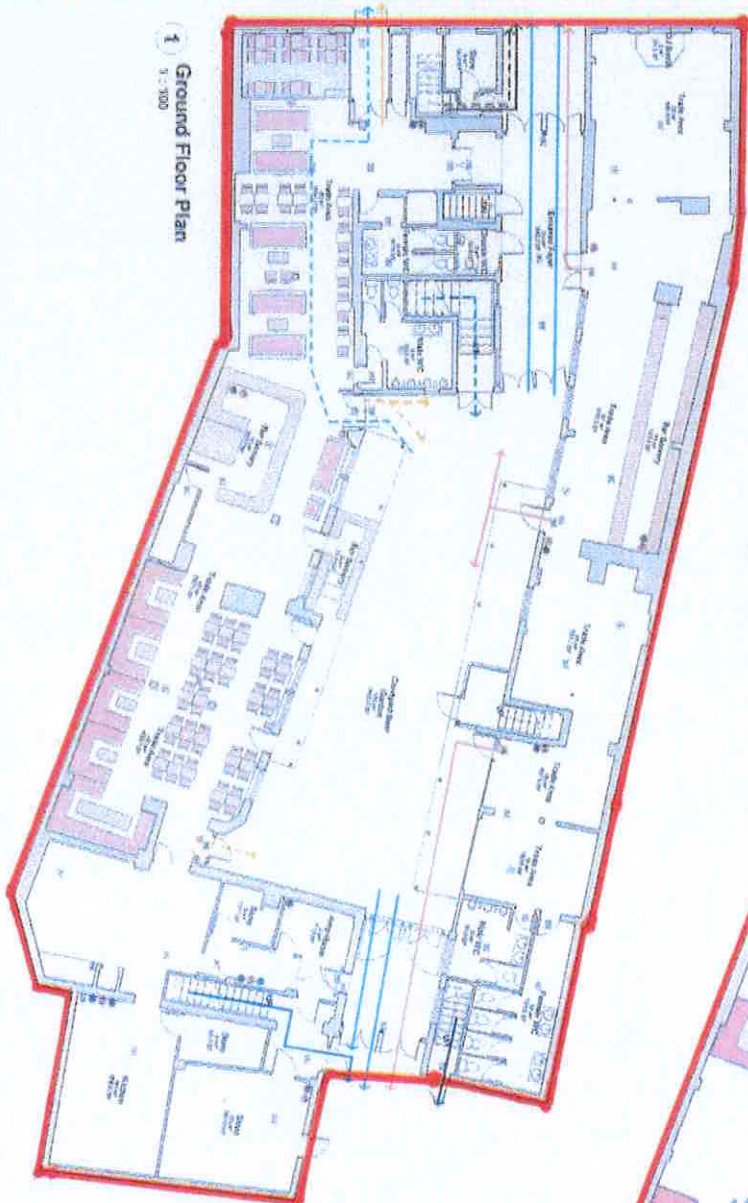
2 First Floor Plan
1 : 100

- 1 Water Fire Extinguisher
- 2 CO2 Fire Extinguisher
- 3 Fire Alarm Control Panel
- 4 Fire Alarm Control Panel
- 5 Fire Alarm Control Panel
- 6 Fire Alarm Control Panel
- 7 Fire Alarm Control Panel
- 8 Fire Alarm Control Panel
- 9 Fire Alarm Control Panel
- 10 Fire Alarm Control Panel

- 11 Fire Alarm Control Panel
- 12 Fire Alarm Control Panel
- 13 Fire Alarm Control Panel
- 14 Fire Alarm Control Panel
- 15 Fire Alarm Control Panel
- 16 Fire Alarm Control Panel
- 17 Fire Alarm Control Panel
- 18 Fire Alarm Control Panel
- 19 Fire Alarm Control Panel
- 20 Fire Alarm Control Panel

- 21 Fire Alarm Control Panel
- 22 Fire Alarm Control Panel
- 23 Fire Alarm Control Panel
- 24 Fire Alarm Control Panel
- 25 Fire Alarm Control Panel
- 26 Fire Alarm Control Panel
- 27 Fire Alarm Control Panel
- 28 Fire Alarm Control Panel
- 29 Fire Alarm Control Panel
- 30 Fire Alarm Control Panel

The red line delineates the area within which licensable activities will be undertaken



1 Ground Floor Plan
1 : 100

PROJECT		SUGAR HUT	
PROJECT ADDRESS		93-95 High Street, Brentwood, Essex, CM14 4RR	
CLIENT		Sugar Hut Brewwood Limited	
DESIGNER		SUGAR HUT	
DATE		23/05/2018	
SCALE		1 : 100	
DRAWN		SUGAR HUT	
CHECKED		SUGAR HUT	
APPROVED		SUGAR HUT	
DRAWING NUMBER		SHV100	

PUBLIC NOTICE

Licensing Act 2003

We, SUGAR HUT BRENTWOOD LTD, hereby give notice that we have applied to the Licensing Authority at Brentwood Borough Council for the grant of a new premises licence at 93 High Street, Brentwood, CM14 4RR to:

1. Permit the sale and supply of alcohol on Monday to Wednesday from 08:00hrs until 02:00hrs and on Thursday to Sunday from 08:00hrs until 07:00hrs;
2. Permit performance of dance, exhibition of a film, indoor sporting events, performance of live music, playing of recorded music, other entertainment falling within the Act and the performance of a play on Monday to Wednesday from 08:00hrs until 02:00hrs and on Thursday to Sunday from 08:00hrs until 07:00hrs
3. Permit late night refreshments on Monday to Wednesday from 23:00hrs until 02:00hrs and on Thursday to Sunday from 23:00hrs until 05:00hrs
4. Allow the premises to be open to members of the public on Monday to Wednesday from 08:00hrs until 02:00hrs and on Thursday to Sunday from 08:00hrs until 07:00hrs

A copy of the application can be viewed at the Licensing Authority's address during normal office hours.

The Licensing Register may be inspected at the Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY between 8.30am and 5.00pm Monday to Thursday and between 8.30am and 4.30pm Friday, excluding public holidays. Details are also provided on Brentwood Borough Council's website at www.brentwood.gov.uk.

Any representations by a Responsible Authority or Interested Party must be made in writing to the Licensing Authority at the above address not later than 24th October 2019. Representations received after this date will not be considered.

It is an offence, liable on conviction to a fine up to level 5 on the standard scale (£5000), under section 158 of the licensing act 2003 to make a false statement in or in connection with this application.

Dated 26th September 2019
www.dadds.co.uk office@dadds.co.uk

Dadds Licensing Solicitors
01277 631811

PROPOSED SCHEDULE OF CONDITIONS – SUGAR HUT 2019 APPLICATION

1. A digital CCTV system, which has been approved by the Police, shall be installed. It will be operated and maintained in consultation with the Police. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. This image will be displayed on a monitor viewable by the patron being recorded. The system shall continually record in real time at all times whilst the premises are open for licensable activities and when customers remain on the premises.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public.
3. All recordings made by the CCTV system shall be kept securely stored for a minimum of 31 days and shall be made available to an authorised Officer or a Police Officer when requested within 24 hours (subject to the Data Protection Act 1998).
4. When the premises are used for regulated entertainment, SIA Licensed Door Supervisors shall be employed at a ratio of 1 Door Supervisor per 100 patrons.
5. A minimum of 4 SIA Licensed Door Supervisors shall be on duty when the premises are used for regulated entertainment.
6. All staff engaged outside the entrance to the premises, supervising or controlling queues, shall wear high visibility jackets or vests
7. A register shall be maintained, recording all SIA door supervisors employed at the premises. This shall include their name, badge number, the agency they work for (if any) and the time they start and finish work.
8. Random searches (minimum of 4 in 10) by door supervisors will be made of customers entering the premises.
9. A minimum of 2 fully functional metal detection wands will be in use and staff trained in their use. A written record of such training will be kept and made available upon request to an authorised officer of the Council or the Police.
10. Policies will be in operation at the premises for security, searching, drugs and dispersal which will be agreed with relevant responsible authorities and updated as required and disseminated to staff.
11. Clear and prominent notices shall be displayed to remind customers to leave the premises quietly and that a Challenge 25 scheme is in operation.
12. The premises licence holder shall operate a 'Challenge 25', or similar, scheme at the premises whereby anyone who appears to be under the age of 25 shall be asked to provide proof of age that he or she is over 18. Proof of age shall only comprise of a passport, a photo-card driving licence or an industry approved proof of age identity card.
13. Prior to being permitted to sell alcohol, the premises licence holder shall ensure that reasonable and adequate training is carried out for all members of staff authorised to sell alcohol in relation to:
 - (i) Dealing with incidents and the prevention of crime and disorder; and
 - (ii) The responsible sale of alcohol (i.e. preventing sales to underage persons, preventing sales to persons over 18 purchasing for underage persons, recognising signs of drunkenness and proper use of the refusal register).

14. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following: -
 - a. all crimes reported to the venue
 - b. all ejections of patrons
 - c. any complaints received
 - d. any incidents of disorder
 - e. seizures of drugs or offensive weapons
 - f. any faults in the CCTV system or searching equipment or scanning equipment
 - g. any refusal of the sale of alcohol
 - h. any visit by a relevant authority or emergency service
 - i. any accidents
15. All drinks will be served in plastic drinking vessels. All glass bottles are to be decanted, with the exception of champagne. Staff will promptly clear such bottles when empty.
16. The rear courtyard gate shall only be used by patrons in the event of an emergency during the evening and night time trade and/or for ejections as per the dispersal effectively of groups where parties must be separated by use of the front and back doors for the purpose of preventing crime and disorder.
17. No regulated music to be played after 23:00hrs in the courtyard area.
18. The DPS or his representative shall monitor the exterior of the premises from time to time when regulated entertainment is taking place to assess the likelihood of disturbance to residential neighbours. In the event of such noise arising, such steps will be taken to stop such disturbances. Appropriate written records of such monitoring shall be maintained and shall be available for inspection upon reasonable request by the Head of Environmental Health & Recreational Open Spaces and/or his agents.
19. All amplified sound shall be controlled by computer device at levels to be agreed in writing by the Head of Environmental Health and Licensing or his representative for each room and these limits shall be checked regularly and adjusted to ensure continual compliance with the agreed levels. In the absence of this device being operational, alternative noise limiting devices will be required to set the limits.



SUGAR HUT POLICY DOCUMENT

Noise, Dispersal and Management Plan
Includes Drugs and Search policies

1. BACKGROUND

INTRODUCTION

FOUR OBJECTIVES OF THE LICENSING ACT 2003

IMPLICATIONS OF THE LICENSING ACT 2003

2. COMPANY POLICY - SAFETY, SECURITY, SEARCH, DRUGS AND LICENSING POLICY

CORE PRINCIPLES:

1. INTERNAL POLICY & COMMUNICATION PROCESS
2. ADMISSIONS, SEARCH, WEAPONS AND DRUGS

3. DISPERSAL POLICY

INTRODUCTION

1. CONTROLLED EXIT AND DISPERSAL
2. RELEVANCE OF LICENSING CONDITIONS
3. END OF EVENING OPERATIONAL POLICIES
4. NOTICES AT EXIT
5. DOOR SUPERVISORS
6. MEASURES TO PROMOTE CUSTOMER DISPERSAL & SAFETY
7. STAFF & TRAINING

1. BACKGROUND

INTRODUCTION

The Sugar Hut Village is committed to protecting our employees, customers and property through creating a safe and secure environment that is drug, weapon and crime free. The legislation that governs operating procedures and practice in licensed premises is found in the Licensing Act 2003.

FOUR OBJECTIVES OF THE LICENSING ACT 2003:

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

The policy and guide that follow are designed to assist managers and their teams in understanding and proactively supporting the dispersal policy.

IMPLICATIONS OF THE LICENSING ACT 2003

Police and local authorities have broad powers in ensuring there is compliance with the Act. Below are some critical points:

- Rights of entry and inspection of licensed premises
- Powers to close premises
- Refusal of service to a person who appears drunk
- Refusal to serve under 18s

Rights of entry and inspection of licensed premises

- A police officer or authorized Environmental Health Practitioner/Fire Officer/Health and Safety Officer may at any time enter any premises if they have reason to believe that the premises are being or are about to be used for a licensable activity
- A police officer may enter and search any premises at any time if they have reason to believe that an offence under the Licensing Act has been or is about to be committed. No search warrant is required
- Customs and Excise officers have the right to enter licensed premises and remove goods liable to forfeiture. If entry is demanded at night, officers must be accompanied by a police officer

Power to close premises

Police and Environmental Health Practitioners have the power to close premises if:

- They believe that there is disorder at the premises
- Disorder is imminent and closure is necessary in the interests of public safety
- They believe that a nuisance is being caused by noise from the premises
- They believe there is the production or supply of Class A drugs
- Public nuisance is being caused by noise coming from the premises

Refusal of service to a person who appears to be drunk

An offence is committed if a personal license holder or anyone authorised to sell alcohol knowingly sells alcohol to a person who is drunk or who appears to be drunk. Other offences are:

- Serving alcohol to the companion of a person who is drunk for the drunken person's consumption
- Allowing alcohol to be sold to a person who is drunk
- Obtaining alcohol for a person who is drunk

Failure to comply with the above could result in a fixed penalty notice of £80

Refusal to serve under 18s

It is an offence to purchase or attempt to purchase alcohol for anyone under the age of 18 and knowingly allow the sale of alcohol to someone under 18.

Acceptable forms of ID under current licensing laws are:

- Photo driving license
- Passport
- Proof of age scheme card that carries the PASS logo

We adhere to the Challenge 25 initiative so if a person looks under 25 they will be asked for ID.

2. COMPANY - SAFETY, SECURITY, SEARCH, DRUG AND LICENSING POLICIES

CORE PRINCIPLES:

It is the responsibility of the company to create policies that support the achievement of the four key licensing objectives.

1. INTERNAL POLICY AND COMMUNICATION

To ensure swift communication and compliance with licensing objectives we operate:

- A Safety, Security and Licensing Forum to update, communicate and be responsible for policies and implementation procedures. The Forum comprises the following: A Director of the company, the General Manager and a licensing consultant
- The Bar Manager will actively participate in local pub and club watch schemes and be responsible for communicating any changes requested by the responsible authorities to the Forum
- The Bar Manager will be responsible for alerting the Forum of any visit or call out of the responsible authorities (in addition to recording in the incident log)
- A log book will be made for all deliveries to the hotel stating date, time, person receiving and purpose of delivery. Any out of hours deliveries to other premises that are noticed will also be logged

2. ADMISSIONS, SEARCH, WEAPONS AND DRUGS

- Any reference to Door Supervisors in this policy refers to Security Industry Approved (SIA) members who are employed by the security company who, for the time being, are currently contracted by the premises licence holder
- The premises will work in partnership with the police and other Responsible Authorities in the promotion of the licensing objectives and uphold the conditions of our premises licence.
- Where safe to do so we will ensure that offenders are detained and the assistance of the police sought. Where this is not possible, we will try to obtain as much evidence as we can to identify the offender as we are able with police guidance.
- Door staff will be supervised by the DPS to ensure that our customers are treated with dignity and respect and have consideration for gender whilst ensuring that searching is effective, appropriate and supported with the use of wands etc and carried out in compliance with their training.
- We will ensure that relevant staff receive internal training in respect of drugs awareness and how to deal with those incapacitated through drink or drugs, to ensure effective delivery of this policy.

- Relevant staff will receive initial internal training in drugs awareness and in dealing with persons incapacitated through drink, drugs or a combination of both. Refresher training will also be undertaken at intervals of not less than 12 months. Staff undertaking this training will be expected to sign their records for this purpose.
- Staff will be appropriately supported by the management where they disclose a substance misuse or alcohol problem but where suspected of any involvement in the possession or supply of unlawful drugs the police will be informed and as an act of gross misconduct they will be disciplined accordingly.
- We will ensure that, where appropriate, persons are searched in order to ensure that we maintain a zero tolerance in respect of drugs and weapons and that those who refuse to be searched are denied entry.
- We will ensure that situational crime prevention measures are taken at the premises as part of our ongoing problem-solving approach in designing out the possession and use of drugs on the premises. Where items are seized and the police are unable to assist, we will have in place an approved recording and disposal system in place in line with Police guidance.
- Door supervisors will be vigilant to identify potential customers who may be refused entry due to their behaviour or possession of unauthorised items.
- Customers seeking entry to the premises on days when door supervisors are engaged may be subject to the Club Scan process and searched. Any persons refusing to be identified by Club Scan or to be searched will be refused entry.
- Instructions will be given to the company engaging the door supervisors to ensure they understand and are instructed to comply with procedures outlined here. That company shall ensure there is a written record of those door supervisors so instructed.
- Door supervisors will be instructed to ensure that persons queuing outside the premises do so in an orderly manner.
- Where door supervisors are so engaged, all reasonable steps shall be taken to ensure that queuing customers be assessed by them outside the venue as to whether they are under-age, are not suitably attired, may have been preloading with alcohol or otherwise in an unsuitable state for entry. A record of this refusal is to be made in the incident log.
- Any suspect or fraudulent ID shall be seized as allowed for under the law, stored in the Drug Safe and entry shall be refused. A record of such seizure shall be made in the incident log.
- Any drugs for personal use discovered shall be seized, bagged and stored in the Drug Safe. A record of such seizure shall be made in the incident log.
- Any drugs found in a large quantity shall be seized, stored in the Drug Safe and the Police called to deal with the matter. A record of such seizure shall be made in the incident log.

- Any weapon discovered shall be seized, stored in the Drug Safe and the Police called to deal with the matter. A record of such seizure shall be made in the incident log.
- Unlawful items will be seized where safe to do so and the assistance of the police sought where necessary.
- Customers may be subjected to a further search whilst in the premises where door staff have just cause to request it. Any persons refusing to be searched will be asked to leave the premises.
- Customers who behave in a disrespectful manner toward other customers and staff will be required to leave the premises.
- Where customers may have offended and are required to leave the premises, staff will conduct them from the premises; with all proper care taken to ensure their well-being whilst escorted.
- Sugar Hut operates a 'bag exchange system' in that staff are encouraged to be vigilant concerning unattended property; in particular regarding bags and mobile phones. Where an item of unattended property is found, it is to be placed in an evidence bag (a clear plastic bag with a unique reference number), supplied by the police, and sealed. The property is then to be taken to a secure storage area within the premises and held until the owner claims it.
- In order to manage public safety and prevent disorder staff will frequently clear surfaces of empty glassware, bottles or other potential weapons

3. DISPERSAL POLICY

INTRODUCTION

The Sugar Hut Village acknowledges that there should be a Dispersal Policy in order to promote the licensing objectives.

The Noise, Dispersal and Management Plan is to assist in addressing matters of concern, if any arise, in order to minimise any impact on residents or businesses in the vicinity. The premises operate a "Good neighbour policy". The venue has always emphasised building and maintaining close relationships with the local residents and the venues premises are run and managed accordingly. The general manager or Duty manager is expected to deal with any complaints from local residents quickly and effectively.

In addition, the venue management ensures that it enjoys close working relationships with the statutory authorities including the Police and Local Authority to ensure that they are aware of local issues

1. CONTROLLED EXIT AND DISPERSAL

This policy will set out the procedures the management will take during each trading session to minimise the potential for disorder and disturbance as customers leave the premises. The policy will be regularly reviewed.

- Notices will be displayed near the exit-requesting customers to leave quietly
- During the last hour of trading, softer and quieter music will be played. Lighting levels should be increased to encourage the gradual dispersal of customers
- Details of licensed taxi operators will be readily available
- Our door team will play a key role in the implementation of the dispersal policy by encouraging customers to finish their drinks and progress to the exit, drawing attention of the exiting customers to the displayed notices, ensuring that customers do not leave with any bottles or glasses as they leave and actively encouraging customers not to congregate outside the venue and directing customers to the nearest taxi rank or other transportation away from the area

The Dispersal Procedure is not to be confused with The Evacuation Procedure, any design standard, any other operational policies or any agreed/enforced rules or guidelines.

The Dispersal Procedure (around the terminal hour) is dedicated to make the maximum contribution by exercising pro-active measures, towards and at the end of trading, to move customers from the venue and its immediate area in such a way as to cause minimum disturbance or nuisance to neighbours, both residential and business.

The Company's Licensing agent in conjunction with local management has formulated the Dispersal Policy.

The Dispersal Policy is subject to review and will address, if any, matters of concern as they are identified in order to establish a permanent reduction and/or elimination of the matter.

2. Relevance of Licensing Conditions:

The management at Sugar Hut will ensure that the conditions of the Premises Licence which relate to customer dispersal are strictly adhered to: it will be operated to encourage the dispersal of patrons gradually, both during the last part of trading and following the end of bar service.

During the last hour of trading the service points in each bar will be reduced and certain staff re-allocated to collecting glasses or offering customer service in the cloakroom to assist customer departure. Customers will not be permitted to 'bank' alcoholic drinks prior to closure of the bar.

3. End of Evening Operational Policies

In order to extend the period of dispersal the last hour prior to venue closure will have a structured music policy, (with appropriate lighting levels), that will enhance customer awareness of the end of the night and create a calmer environment.

VENUE CLOSURE

- 30mins to bar closure: Reduced tempo and volume music
- 30mins to premises closure: Background music

There will be encouragement of gradual dispersal during the last period of trading and during the drinking-up period. Announcements and other forms of media may be used to encourage quiet dispersal.

Announcements will be used to encourage a gradual dispersal and the need to consider our local residents when leaving the premises and the surrounding area quietly.

Management and Door Supervisors will advise, in conjunction with other public notices, where private hire vehicles may be obtained locally.

We will endeavour to use the entire dispersal time to reduce the level of guests gradually.

4. Notices at Exit

In line with company policies, highly visible notices will be placed in the foyer requesting exiting customers to respect the needs of local residents and to leave the premises and area quietly.

5. Door Supervisors

The management will operate practices in cooperation with the Door Supervisors which:

- Will encourage customers to drink-up and progress to the exit throughout the latter part of drinking-up time
- Will draw the attention of exiting customers to the notices in the foyer and ask them to be considerate
- Will ensure the removal of all bottles and glasses from any customer who attempts to leave the venue carrying one. A receptacle will be available just inside the main entrance to collect glasses/bottles
- Will actively encourage customers not to assemble outside the venue
- Will actively patrol areas outside the premises to ensure they customers do not assemble and cause noise nuisance
- Will actively direct customers on leaving the premises to one of three appropriate areas - the taxi rank (for collections), away from the venue, or invite them to remain in the venue (if e.g. waiting for a private hire car)

6. Measures to Promote Customer Dispersal and Safety

- Regular communication will be maintained between responsible authorities and the premises to ensure that standards on both Private Hire provision (pick up point and supply/demand) and the premises are to a high standard.
- The management will ensure that customers leaving the premises are protected from risk by adequate supervision/ stewarding and by means of adequate and suitable barrier guarding
- The management will ensure that the premises are subscribed to and actively participate in the 'Town Link Radio System'

7. Staff & Training

Consideration will be given to procedures for staff departures to minimise any impact on local residents. Staff will not leave the premises until all customers have left the area.

This policy is a requirement of the conditions of the Premises Licence and has been approved by the appropriate responsible authorities. This policy will be communicated and training given to appropriate staff to ensure understanding and implementation of this Dispersal Procedure. Signed written records of training will be maintained and kept on the premises.

The management appreciates how drunkenness impacts upon an effective dispersal policy. Alcohol awareness training will be provided to all staff.

Staff will be briefed in respect of the current issues and the intention of the dispersal policy. The policy will be briefed with staff who will be deployed appropriately on a daily basis. Staff will understand how difficulties may be communicated and the follow-up procedures to be adopted to prevent/minimize recurrence. Any matter arising will be covered in a debrief meeting at the end of duty.