



Northumberland County Council

PREMISES LICENCE

Premises Licence Number

NPR/1354	
----------	--

Issue Date:

Part 1 - Premises details

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

Riding Mill Parish Hall
Millfield Road

Post town Riding Mill	Post code NE44 6DW
---------------------------------	------------------------------

Telephone number 01434682662

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Plays
Indoor Sporting Events
Live Music
Recorded Music
Performance of Dance
Facility For Making Music
Facilities for Dancing
Facility Like Music/Dance

The times the licence authorises the carrying out of licensable activities

Plays

Monday to Sunday 19:00 to 00:00

Indoor Sporting Events

Monday to Sunday 19:00 to 00:00

Live Music

Monday to Sunday 19:00 to 00:00

Recorded Music

Monday to Sunday 19:00 to 00:00

Performance of Dance

Monday to Sunday 19:00 to 00:00

Facility For Making Music

Monday to Sunday 19:00 to 00:00

Facilities for Dancing

Monday to Sunday 19:00 to 00:00

Facility Like Music/Dance

Monday to Sunday 19:00 to 00:00

The opening hours of the premises

Monday to Sunday 19:00 to 00:00

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

N/A

Part 2

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

Riding Mill Village Hall
Village Hall
Millfield Road -
Riding Mill NE44 6DJ

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

n/a

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

No Alcohol Licence NO DPS Required

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

n/a

Annex 1 - Mandatory conditions

Supply of Alcohol (Not Applicable)

Not Applicable No Alcohol Licence

Annex 2 - Conditions consistent with the operating Schedule

PUBLIC ENTERTAINMENT LICENCES

CONDITIONS OF LICENCE

The terms, conditions and restrictions on or subject to which licences are granted under Schedule 1 of the Local Government (Miscellaneous Provisions) Act 1982 are prescribed by Tynedale District Council.

PE1

There shall be affixed and kept up in some conspicuous place on the outer side of the principal door or over and outside the principal entrance of the place licensed and inscription in capital letters not less than one inch in height in the words following:

‘LICENSED IN PURSUANCE OF ACT OF PARLIAMENT FOR PUBLIC ENTERTAINMENTS’.

PE2

Drunkenness or other disorderly conduct shall not be permitted, nor shall reputed prostitutes, thieves, or other persons of notoriously bad character be knowingly allowed to enter or (when discovered to have entered) be allowed to remain in the place licensed.

PE3

No public music, singing, dancing, exhibition, recitation or entertainment of a like kind shall be permitted or suffered to take place in the place licensed which is offensive, obscene, immoral, licentious or indecent or likely to produce riot, tumult, or breach of the peace.

PE4

The licensee shall to the best of his ability maintain and keep good order and decent behaviour on the premises.

PE5

If any disorderly conduct shall take place, the Licensee shall by himself or his servants assist to the utmost in the capture or expulsion of the offenders.

PE6

No public music, singing, dancing or entertainment of a like kind shall be permitted or suffered to take place in the place licensed which shall be a nuisance or inconvenience to the occupiers of any property adjoining the place licensed or in the neighbourhood thereof.

PE7

The licensee shall not knowingly suffer any unlawful games to be played in the place licensed.

PE8

No exhibitions, demonstrations or performance of hypnotism shall be given on any person at the place licensed except with the express consent of the Licensing Authority and in accordance with any conditions attached to such consent.

PE9

No structural or other alteration of the place licensed or of the means of exit or therefrom shall be made during the continuance of this Licence without the sanction of the licensing authority except such alterations as shall from time to time be ordered or agreed to by the Licensing Justices under the Licensing Act 1964. When Licensing Justices order or consent to any alterations, notice of the order or consent shall be given forthwith to the Licensing Authority. Upon receipt of a notice, in writing, from the Licensing Authority, that the certificate of a competent structural engineer is required in respect of any aspect of the premises, the Licensee shall not permit the premises to be used for any purpose authorised by this licence until notified in writing by the Licensing Authority.

PE10

Where practicable, a continuous and uninterrupted handrail shall be fixed on both sides of all staircases, ramps and landing adequately supported by brackets. Where the staircase is 2.5 meters in width or more, a central handrail shall be provided properly secured to the steps or floor.

PE11

Adequate means of egress shall be provided from the premises, and all doors affording a means of exit therefrom shall, except in the case of doors constructed to open outwards, to be locked in the open position the whole of the time that the public are on the premises. All doors used as entrances or exits, or emergency exits, if fastened during the time that the public are on the premises, shall at such times be secured either by automatic fastenings of an

approved design or be secured in such a manner that they can be easily and immediately opened from the inside without the aid of a key. All means of exit in the several parts of the licensed premises shall be kept free from obstruction, and constantly in such a state as to be available for instant free public egress, and shall be thrown open at the close of the entertainment for the exit of the public.

PE12

In the case of seated audiences, adequate gangways not less than 1.07 metres (3 feet 6 inches) in width shall be provided for the passage of the audience in and out, and such gangways shall be left absolutely free for the passage of the audience and shall not be in any manner occupied or obstructed under any circumstances, and shall be so far as possible arranged opposite exit doors.

PE13

Collapsible gates or rolling shutters, if installed, shall be opened to allow full width and necessary height of exit way before admission of the public, and shall be kept locked in that position during the whole time that the public are on the premises. A notice stating the requirements of this rule as to the opening and locking of the gates and shutters shall be kept posted in a conspicuous position near the gates or shutters.

PE14

All doors approved for the purpose of egress from the premises and all such doors from that stage and dressing rooms shall be clearly indicated by a sign conspicuously placed bearing the word "EXIT". Each letter shall be not less than 125 millimetres (5 inches) high in a white colour on a green background.

PE15

Any door or opening, other than an exit, which leads to portions of the premises accessible to the public, should have a conspicuous notice indicating the use of such portions. Other doors and openings not accessible to the public should be marked 'Private' or 'No thoroughfare'. Such doors and openings should not resemble exits and the notices should not be internally illuminated.

PE16

The notices required by condition 14 should be illuminated so that they are legible at all material times. In the event of failure of the normal lighting such as signs should be illuminated by the emergency lighting supply.

PE17

No curtains shall be hung across gangways, stairways or over exit doors.

PE18

When the premises are used for functions requiring a seated audience (except luncheons or dinners) and the audience exceeds 250 persons, all seats of whatever description shall be securely fixed to the floor or secured together in groups of not less than four or more than twelve. Where more than 400 persons are to be accommodated, the seats adjoining front, back or cross gangways and seats adjoining exits shall be securely fixed to the floor. Premises should not be used for closely seated audiences except in accordance with a plan, which should have been submitted previously for approval of the licensing authority.

The seats shall be so arranged that no seat or part of a seat shall be more than 4.57 meters (15 feet) from a gangway, measured in line of seating.

PE19

The edges of the treads of stairways shall be made conspicuous.

- Druggery, matting, crumb cloths and other floor coverings shall be secured and maintained so that they will not be likely to ruck or in any way be a source of danger PE20
 - (a) Where electric energy is used for lighting the installations generally shall be in accordance with the Regulations of the Institution of Electrical Engineers for the electrical equipment of buildings as from time to time revised.
 - (b) A certificate signed by a qualified electrical engineer who is a member of the National Inspection Council for Electrical Installation Contracting to the effect that the installations have been examined and tested and are in a safe working condition shall be submitted to the Licensing Authority every twelve months. A list of such engineers is attached.

PE21

The licensee shall ensure that at the place of entertainment, electrical socket outlets for use with temporary or portable electrical equipment shall be of the type protected by a Residual Current Device (R.C.D.) having a 30mA tripping circuit, and that equipment be substantiated by an Inspection Certificate.

PE22

Electric lighting switches and gas taps shall so far as possible be so arranged as to be protected from unauthorised interference by members of the public.

PE23

The electrical intake enclosure shall not be accessible to the public and shall be used exclusively for the purpose for which it is provided.

PE24

Fire Log Book - A fire logbook shall be kept in which there shall be recorded details of tests, examinations and fire drill instructions. The logbook must be readily available for inspection by a member of the Fire Brigade as and when required.

PE25

Fire instructions and drill - All members of the staff shall receive instructions and training appropriate to their responsibilities in the event of an emergency. It shall be based upon written instructions. Exercises, for the staff only, shall be held regularly to ensure the smooth operation of the procedure for dealing with an emergency. The training of staff shall provide for the following:

(a) Each member of staff shall receive a personal copy of prepared written instructions, and initially shall receive two periods of at least half an hour of verbal instruction given by a competent person. Such instruction shall include details of how to call the Fire Brigade. These two periods shall be given within one month, in the case of newly engaged staff, this shall be as soon as possible after appointment.

(b) A record of the training and instruction given and exercises held shall be entered in the fire log book and shall include the following matters:

- i. Date of the instruction or exercise;
- ii Duration;
- iii Name of person giving the instruction;
- iv Names of the persons receiving the instructions;
- v Nature of instruction, or exercise.

© After the initial instruction in (a) all members of the staff shall receive at least half an hour of verbal instruction, given by a competent person, at least once in every period of three months.

(d) Exercises, which may be combined with the instruction given in (a) shall be carried out once in every period of three months. The exercise shall include simulated evacuation drill with the assumption that one escape route is not available. Each exercise should be started by a pre-determined signal and the whole premises checked as if an evacuation was in progress.

PE26

Fire equipment testing and maintenance - All fire equipment shall be maintained in efficient working order and tested in accordance with Appendix 1 attached to these conditions.

PE27

All portions of the premises to which the public have access shall be provided with two independent systems of lighting complying with BS 5266 which shall be tested monthly and the result recorded in the fire log book. In the case of smaller premises, the requirements in respect of the secondary system may be met, at the discretion of the Fire Safety Officer.

PE28

(a) Every heating appliance used in the premises should be guarded. A heating appliance of a type which is so designed that it is suitable for use in dwelling house or other residential premises should be guarded so as to comply with the standards of construction and fitting required by the Heating Appliances (Fireguards) Regulations 1973 or any Regulations replacing those Regulations.

(b) Every heating appliance used on the premises should be situated at a safe distance from any materials or substances liable to catch fire if in proximity to the heating appliance.

© Every heating appliance situated in a part of the premises to which the public are admitted should be fixed in position.

(d) No oil-burning heaters other than those forming part of boiler installations should be used on the premises.

(e) No portable liquified petroleum gas heater should be on the premises when members of the public are present, unless it is kept in a suitable store specially designed for the purpose. The number of LPG appliances should be kept to a minimum and they should be stored in a separate fire-resisting store to the cylinder store. A suitable store is one, which is designed to the guidance outlined in paragraphs 104 to 114 of HSE Guidance Note CS 4 - The keeping of LPG in cylinders and similar containers.

(f) Cylinders of LPG, including empties, should only be stored on the premises in accordance with HSE Guidance Note CS 4. The cylinders should be stored in a safe place, secure from interference and preferably in the open air.

PE29

All scenery, draperies, properties and decorations, whether on a stage or in the premises must be rendered and maintained non-flammable.

PE30

Cotton wool or other highly flammable material shall not be used for the costumes of the performers or the decoration of the premises, unless rendered non-flammable.

PE31

Real flames shall not be employed on the stage except with the consent of the Fire Safety Officer.

Explosives, flammable liquids or unnecessary highly flammable articles shall not be brought into or used in any portion of the premises.

Applications for the Licensing Authority's consent to use pyrotechnics and special effects should be made by the licensee at least 7 days before the performance and give full details of the proposed use and the date and time on which a demonstration can be witnessed by representatives of the Licensing Authority.

N.B. Special effects includes smoke machine, strobes and lasers.

PE32

The Licensee or some responsible person nominated by him in writing for the purpose, shall be in charge of and on the licensed premises during the whole time that they are open to the public.

The person in charge shall throughout the whole time the premises are open to the public, be assisted by a sufficient staff of competent attendants, who shall be specially instructed by the Licensee or a person nominated by him as to their duties in the event of a fire or other emergency.

PE33

In premises at which an exchange telephone is not installed a notice or notices clearly indicating the position of the nearest telephone by means of which the Fire Brigade may be summoned shall be provided in a position of positions approved by the Fire Safety Officer.

PE34

The Licensee shall be responsible for making arrangements to ensure that information of any outbreak of fire, however slight, shall be at once communicated to the Fire Brigade and to the Police.

PE35

All persons responsible for, or employed in or in connection with performances shall take all due precautions for the prevention of any accident and shall abstain from any act whatever which tends to cause fire and is not reasonably necessary for performances.

PE36

Adequate precautions shall be taken to prevent stored fuel coming into contact with heated surfaces. Oil-storage arrangements shall satisfy British Standard Specification 799; 1953 (as amended), guidance can be found in BS 5410. All boiler rooms shall be adequately ventilated.

PE37

Adequate and separate sanitary conveniences shall be provided for persons of both sexes and shall be adequately screened. The conveniences for each sex shall be indicated by a suitable notice. The several lavatories and urinals in the licensed premises shall at all times be kept in good order and repair and be properly and effectively cleaned,

ventilated and disinfected and supplied with water and proper and efficient flushing arrangements. During the time the licensed premises are open to the public the lavatories and urinals and the approaches thereto shall be properly and efficiently lighted. The following standards will be deemed to the minimum level of compliance unless otherwise specified by the Licensing Authority.

- (a) Sanitary accommodation shall be provided for all persons resorting to the licensed premises, in accordance with the table set out hereunder.
- (b) Every wash hand basin shall be provided with hot and cold water, soap and towels (or a suitable alternative method of hand-drying).
- (c) Every water-closet compartment shall be properly lighted and ventilated with a suitable intervening lobby between the compartment and any other room which is not a corridor or entrance hall.
- (d) Sanitary Installations British Standard Code of Practice BS

6465: Part 1 1984

Numbers	Male	Female
Attending	W.C.'s	Urinals W.H.B's W.C.'s W.H.B's
50	1	1 1 1 1
100	1	1 1 2 1
150	1	2 2 2 2
200	1	2 2 3 2
250	1	3 2 3 3
300	1	3 2 4 3
400	1	4 2 5 3
500	1	4 2 6 4
600	2	5 3 8 5
700	2	5 3 9 5
800	2	6 4 10 6

PE38

Effective and suitable provision shall be made for securing and maintaining by the circulation of fresh air in the premises the adequate ventilation of the premises during all times when the premises are in use.

PE39

The licensed premises shall be maintained in a satisfactory condition as regards sanitation and public health. No accumulation of dirt, rubbish or inflammable material shall be permitted to remain in any part of the licensed premises or in any other places under control of the Licence and adjacent to the licensed premises.

PE40

Refuse shall not be permitted to accumulate on premises to which the Licence relate except stored in proper dustbins or other suitable receptacles with close-fitting lids in a manner approved by the Licensing Authority.

PE41

Any of the rules herein may be modified with the permission of the Licensing Authority, if the inspecting Officer is satisfied that such modification would not be detrimental to public safety.

The Licensing Authority shall have the right to impose any additional conditions, which it considers necessary.

PE42

A Police Constable or any authorised Officer of the Licensing Authority or Fire Authority may enter the place licensed with a view to seeing whether the terms, conditions and restrictions on or subject to which the licence is held are complied with.

PE43

If the holder of a Licence acts in contravention of or fails to comply with any item, condition or restriction on or subject to which the Licence is granted, he shall be liable to a penalty not exceeding level 5 on the standard scale and the Licence of any person so convicted may be revoked by the Licensing Authority.

PE44

A notice shall be displayed on the outside of all premises the subject of an application for a Public Entertainment Licence for a period of at least fourteen days commencing within seven days of the application. This notice should be displayed in a weatherproof cover and be easily readable by persons in a public place outside the premises.

PE45

Conditions attached to Public Entertainment Licences relating to the employment of Door Supervisors

- (a) The Licensee shall ensure that all persons employed or engaged in or about the licensed premises as a doorman/supervisor or steward or in any capacity concerned with the regulation of entrance and maintenance of order, in the licensed premises, is registered for this purpose by Tynedale Council under the Door Supervisors Registration Scheme
- (b) The Licensee shall ensure that every person employed or engaged in or about the licensed premises as a doorman or steward or in any capacity concerned with the regulation of entrance to and maintenance of order, in the licensed premises, shall wear, at all times, in a conspicuous position on the front of the upper body, an identification badge issued by Tynedale Council.
- (c) The Licensee shall ensure that a register is kept at the licensed premises, in a form approved by the Council, showing the following details for each period of duty of that person:

- the name, date of birth, and residential address of that person
- the date and time when the person commenced duty with a signed acknowledgement by that person
- the date and time when the person finished the period of duty, with a signed acknowledgement by that person

- details of any time during the period of duty when the person was not on duty, with a signed acknowledgement by that person

The register shall be kept available at the licensed premises readily available for inspection at any reasonable time by any authorised Officer of the Council or Police Officer and shall be retained for three months.

- (d) The Licensee shall ensure that a register is kept at the premises, in a form approved by the Council, so as to record details of all incidents, including violence, disturbance, fire and/or other matter which may affect the health and safety of visitors arising on the premises. The details to be recorded shall include:

- the date and time of the incident
- the name of the person completing the report
- full details of the incident, including description and names of persons involved
- action taken

The register shall be kept at the licensed premises readily available for inspection at any reasonable time by an authorised Officer of the Council or Police Officer and shall be retained for a period of three months.

- (e) The licensee shall, as soon as is reasonably practicable, notify the Licensing Authority of any Registered Door Supervisor dismissed by the Licensee for serious misconduct which might reasonably affect the continuation of or renewal of such Registration.
- (f) The Licensee shall, at the request of any authorised Officer of the Council or Police Officer, identify the names of those persons employed by him/her in the capacity of doorman or steward or in any capacity concerned with the regulation of entrance to and maintenance of order, and allow and Registration Cards deposited with him/her to be inspected on demand by the authorised Officer of the Council or Police Officer

PE46

Conditions attached to Registration as a Door Supervisor

In these conditions, "Supervisor" means a person Registered as a Door Supervisor by Tynedale Council. "Council" means the Council of the District of Tynedale. "Licensee" means the person holding the Public Entertainment Licence for the premises at which the Door Supervisor is employed.

The Registered Door Supervisor shall observe and perform the following conditions:

- (a) The Supervisor shall at all times co-operate fully with Police Officers or authorised Officers of the Council acting in the lawful execution of their duty.
- (b) The Supervisor shall attend and complete to the satisfaction of the Council any training course deemed by the Council as necessary.
- (c) The Supervisor shall always try to resolve conflicts without the use of force. Force must only be used as a last resort and then only the minimum of force to restrain or eject any person.
- (d) The Supervisor shall never carry or use a weapon in the course of his/her duty.
- (e) The Supervisor shall bring all incidents in which he/she is involved to the attention of the Licensee or person in charge of the premises without delay.
- (f) The Supervisor shall always carry out his/her duties fairly and without discrimination on any grounds.
- (g) The Supervisor shall at all times when on duty display his/her Registration Identification Badge issued by the Council in a conspicuous position on the front of the upper body.
- (h) The Supervisor shall when on duty deposit his/her Registration Identification Card with the holder of the public entertainment licence of the premises in which he/she is on duty.
- (i) The Supervisor shall not allow any other person to use his/her Registration Identification Badge or Card.
- (j) The Supervisor shall not drink alcohol whilst on duty or for a period of 6 hours prior to reporting for duty.
- (k) The Supervisor shall at all times whilst on duty dress smartly and act in a professional manner
- (l) The Supervisor shall take all reasonable precautions to protect the safety of persons on the premises.
- (m) The Supervisor shall within seven days inform the Council in writing of any conviction(s) imposed upon him/her during the currency of his/her Registration. The Council will then decide whether the Registration should be revoked or suspended having regard to such offences(s).
- (n) The Supervisor shall report the loss of his/her Registration Identification Badge or Card to the Department of Environmental Health and Housing Services immediately.
- (o) The Supervisor shall obtain a duplicate of a lost Registration Identification Badge or Card on payment of the cost of replacing such items.
- (p) The Supervisor shall notify the Council of any change in the particulars set out in his/her application form (e/g/ name address etc) within seven days, and return the Registration Identification Badge and card to the Department of Environmental Health and Housing Services for endorsement.
- (q) The Supervisor shall apply for renewal of his/her Registration at least twenty eight days before the expiry of the Registration

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

None

Annex 4 - Plans

Submitted