

## Application for a new Premises Licence

1. The premises licence holder will operate a Challenge 21 policy whilst the premises are open to the public. This is to be in operation by the bar staff. All members of bar staff shall seek credible photographic proof of age from any person who appears to be under the age of 21 years and is seeking to purchase alcohol. Such credible photographic proof will be a passport, driving licence, or proof of age card carrying the pass logo. In addition military identification cards carrying a photograph and date of birth will also be acceptable for this purpose. If a member of bar staff knows without doubt that a person is over 18 then such a challenge for proof of age will not be necessary.
2. Signage regarding the age challenge policy to be displayed.
3. All members of staff should have adequate training in the Licensing Act 2003 and any subsequent variation. This training shall be documented and kept on file for inspection by Trading Standards, Licensing Authority and a Police Officer or representative of Northumbria Police on request.
4. A refusals register (electronic or paper based) is to be kept and maintained on the premises. This shall be supplied promptly to Trading Standards, Licensing Authority and a Police Officer or representative of Northumbria Police on request.
5. The premises licence holder and designated premises supervisor will maintain a risk assessment for the general operation of the premises, paying particular attention to individual bespoke events/key calendar dates and circumstances which potentially may increase the risk of crime and disorder, increase the likelihood of harm to children, undermine public safety and increase the likelihood of public nuisance. They shall also take into account the level of staffing. Such assessment must give due cognisance to any information the management or staff become aware of particularly information supplied by Northumbria Police.
6. An incident log (electronic or paper based) is to be kept and maintained on the premises. This shall be kept at the premises for at least 6 months and made available to Trading Standards, Licensing Authority and a Police Officer or representative of Northumbria Police on request. The following incidents will be recorded including pertinent detail.
  1. Seizure of drugs or other illegal item.
  2. All crimes reported to the venue or by the venue to the Police.
  3. All ejection of patrons
  4. Any incidents of disorder.
7. Off sales from the premises will be in sealed containers only.