

LICENSING ACT 2003

PREMISES LICENCES: PRO-FORMA RISK ASSESSMENT

INTRODUCTION

The Licensing Act 2003 and the regulations made under it detail those matters that the Licensing Authority expects applicants to address as part of premises' Operating Schedules.

The proper preparation of the Operating Schedules for each premises should therefore avoid the need for Responsible Authorities and Interested Parties to request the Licensing Authority to attach additional conditions to the licence to ensure the Licensing Objectives are met.

Even in the absence of conditions being attached to the licence, the Licensing Authority would expect licensees to act upon any advice given by Authorised Persons, thereby avoiding unnecessary requests for reviews of premises licences.

Whether or not any risk assessment of a premises shows the need to include measures in the Operating Schedule, or alternatively the imposition of a condition by the Licensing Authority, depends on a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business involved. It should also be borne in mind that club premises operate under codes of discipline to ensure the good order and behaviour of members.

Appropriate conditions for the licence or certificate will also depend on local knowledge of the premises.

Under no circumstances should the following measures be regarded as standard conditions to be automatically imposed in all cases. They are designed to provide a range of conditions drawn from experience relating to differing situations and to offer guidance.

The Licensing Authority would expect Responsible Authorities to submit their reasons for their request to attach one or more of the conditions suggested. There should be an evidential base, to demonstrate that the imposition of a condition is required to ensure the required measures are taken. Ideally, applicants and licensees should be prepared to co-operate with the authorities to achieve the Licensing Objectives without the need for specific conditions. This should ensure that any condition attached is proportionate and reasonable in line with Council Policy.

If a Responsible Authority is satisfied that the only way one of the Licensing Objectives can be achieved is by way of condition then the suggested wording of the condition should be submitted as part of the representation.

Any individual preparing an Operating Schedule is at liberty to volunteer any measure, such as in the following Pro-Forma Risk Assessment, as a step he or she intends to take to promote the Licensing Objectives. Good Operating Schedules should pre-empt the need for any non-mandatory conditions to be applied. When incorporated into the licence or certificate as a condition, they become enforceable under the law and a breach of such a condition could give rise to prosecution.

The following conditions are not exhaustive and the Licensing Authority may attach whatever other conditions it feels necessary to ensure the Licensing Objectives are met. Even so, the following Pool of Conditions should give guidance to both applicants, Responsible Authorities, and Interested Parties when considering the type of measures available to the Licensing Authority.

Licensing Act 2003

Pro Forma Risk Assessment

Please complete the details below:

Applicant name:	KAREN BAILEY
Business name:	NATIVE WILLOW
Business address:	6 QUARTER JACK MENS EAST STREET WIMBORNE DORSET
	Postcode: BH21 1DS

Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro-forma risk assessment to help you decide what should be entered in your operating schedule of your licence application to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist that you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings. Use of this document is especially recommended to those applying for a pub or club licence.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.
4. The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Business Licensing if you cannot find this information.

How to use this document

1. This document has four sections which correspond with the four licensing objectives. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions at the beginning of each section and consider the potential control measures listed in the columns beneath. These Yes/No answers will not form licence conditions.
3. If you are happy to volunteer the suggested measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence and will become enforceable conditions that you must adhere to. If you are not certain you can adhere to the condition at all relevant times, you may wish to re-word or not agree to it being a formal licence condition.

Crime and Disorder

CCTV

Does the premise have CCTV?	YES ☐ NO ☒ N/A ☐
If YES:	
Was the siting and standard agreed with Dorset Police?	YES ☐ NO ☐
Have you agreed a policy on the retention and security of the footage with Dorset Police?	YES ☐ NO ☐ N/A ☐
If NO:	
Have you consulted Dorset Police about whether CCTV should be installed?	YES ☐ NO ☒ N/A ☐
(NB unless Dorset Police have agreed CCTV is not required, a representation is likely)	

Suggested measures	Code	✓
A Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises.	CD01	✓
The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence (licensed areas), including corridors and stairways (excluding WCs and changing rooms).	CD02	✓
The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.	CD03	✓
The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.	CD04	✓
The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with Dorset Police and the Licensing Authority	CD05	

The CCTV system will be of a resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates in any light condition.	CD06	✓
The CCTV system will contain the correct time and date stamp information.	CD07	✓
The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage.	CD08	✓
The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when. This record must be made available to Police/Licensing on request.	CD09	✓
A designated member/members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority with the absolute minimum of delay.	CD10	✓
The CCTV system will be capable of securing relevant pictures for review or export at a later date.	CD11	✓
The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.	CD12	✓
The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage.	CD13	✓
It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.	CD14	✓

Designated Premises Supervisor (DPS)

Will the DPS generally be on site?	YES ☒ NO ☐ N/A ☐
Is the DPS contactable in emergency?	YES ☒ NO ☐ N/A ☐
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES ☒ NO ☐ N/A ☐
Is the Supervisor's Register bound with consecutively numbered pages?	YES ☐ NO ☐

Suggested measures	Code	✓
A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.	CD15	✓
The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.	CD16	✓

There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.

CD17



Door Supervisors and Other Security Staff

PLEASE SEE APPENDIX.

Do you use registered door supervisors or security staff?	YES ☐ NO ☒ N/A ☐
Are they Security Industry Authority (SIA) registered?	YES ☐ NO ☐ N/A ☐
Do you specify a minimum number of door supervisors?	YES ☐ NO ☐ N/A ☐
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with Dorset Police?	YES ☐ NO ☐ N/A ☐
Do you have a policy with the door supervisor or security company which covers:	
Vetting customers entering the premises?	YES ☐ NO ☐ N/A ☐
Is there a prominently displayed written search policy on the premises?	YES ☐ NO ☐ N/A ☐
Controlling customers entering, within or leaving the premises?	YES ☐ NO ☐ N/A ☐
Safeguarding the public within and immediately outside the premises?	YES ☐ NO ☐ N/A ☐
Notifying Dorset Police at the earliest opportunity of any problems or incidents?	YES ☐ NO ☐ N/A ☐
Exclusion of persons who have had too much to drink or appear inclined to disorder?	YES ☐ NO ☐ N/A ☐
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES ☐ NO ☐ N/A ☐
Is the Daily Record Register bound with consecutively numbered pages?	YES ☐ NO ☐
Can you identify who was on duty at any particular time?	YES ☐ NO ☐ N/A ☐
Do you have an Incident Report Register?	YES ☐ NO ☐ N/A ☐
Is the Incident Report Register bound with consecutively numbered pages?	YES ☐ NO ☐

Suggested measures	Code	✓
Persons entering or re-entering the premises may be searched at random by an SIA trained member of staff and monitored by the premises CCTV system.	CD18	✓
At least 2 SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.	CD19	✓
All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility jackets or vests.	CD20	N/A
A minimum of (____) SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business.	CD21	N/A

A minimum of (<u>2</u>) SIA licensed door supervisors shall be on duty at the premises between the hours of _____ and _____. <i>WHENEVER THERE IS AN EVENT</i>	CD22	✓
The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	CD23	✓
The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).	CD24	✓
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry and made available to an authorised officer from the Licensing Authority or Police on request.	CD25	✓
Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	CD26	✓
All external fire exit doors shall be fitted with sensor alarms and visible or audible indicators to alert staff when the doors have been opened.	CD27	
The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.	CD28	✓
The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	CD29	✓
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer from the Licensing Authority or Police.	CD30	✓

Drugs and Offensive Weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)?	YES ☐ NO ☒ N/A ☐
Has this been agreed with Dorset Police?	YES ☐ NO ☐ N/A ☐
Does the policy include:	
• recording any search	YES ☐ NO ☐ N/A ☐
• seizing drugs/weapons found	YES ☐ NO ☐ N/A ☐
• a purpose made secure receptacle for items seized	YES ☐ NO ☐ N/A ☐
• informing the police of any search and seizure	YES ☐ NO ☐ N/A ☐
• prominently display notices to inform customers of the policy	YES ☐ NO ☐ N/A ☐

Suggested measures	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	CD31	✓
The PLH/DPS will inform Dorset Police as soon as possible of any search resulting in a seizure of drugs or offensive weapons.	CD32	✓
A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with Dorset Police.	CD33	
Notices will be prominently displayed at the entrances of the premises which state: • Random searches will be conducted as a condition of entry to premises; • Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register. • Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs. • entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances	CD34	✓

Communication

Do you subscribe to a form of communication link (radio/text/pager system)? The system shall be recognised by Weymouth and Portland Borough Council, West Dorset District Council and Dorset Police.	YES ☐ NO ☒ N/A ☐
Has this been agreed with Dorset Police?	YES ☐ NO ☐ N/A ☐

Suggested measures	Code	✓
There will be a communication link via radio to other venues in the town centre. This will be the system recognised by Weymouth and Portland Borough Council, West Dorset District Council and Dorset Police.	CD35	✓
A radio communication link will be kept in working order at all times when licensable activities are taking place.	CD36	✓
The radio communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.	CD37	✓
Any police instructions or directions given via the radio link will be complied with whenever given.	CD38	✓
All incidents of crime or disorder will be reported via the radio link to an agreed police contact point.	CD39	✓

As soon as possible, and in any event within one month from the initial grant of this licence, the premises shall join the local pubwatch or other local crime reduction scheme approved by the police, and local radio scheme, if such a scheme exists.	CD40 ✓	
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Responsible Sale of Alcohol (cont.)

Proof of Age

Have you adopted a proof of Age Scheme? YES ☒ NO ☐ N/A ☐

Have all staff been instructed of the steps required to prevent under age sales of alcohol? YES ☒ NO ☐ N/A ☐

Glass and Bottles YES ☐ NO ☐ N/A ☐

Do you have a policy for the frequent collection of glasses and bottles?

Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices? YES ☐ NO ☒ N/A ☐

Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary? YES ☒ NO ☐ N/A ☐

Alcohol Designated Public Places Orders

If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects? YES ☐ NO ☐ N/A ☒

Suggested measures	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 (delete as appropriate) who attempts to purchase alcohol at the premises.	CD41	✓
The PLH/DPS staff will ask for photographic identification in the form of either a passport, EU photographic driving licence or PASS accredited identification, from any person appearing to be under the age of 21/25 (delete as appropriate) who attempts to purchase alcohol at the premises.	CD42	✓
A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale, a description of the person refused, why they were refused (e.g. no ID, fake ID) and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of a Responsible Authority (Licensing Act 2003).	CD43	✓
<u>Glass and Bottles</u> Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of using tamper proof receptacles. Receptacles will be secured and not accessible to the customers.	CD44	✓
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	CD45	✓

Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.	CD46	✓
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by Dorset Police (e.g. football match days or at certain times i.e. after 23:00 hours).	CD47	✓
<u>Alcohol Designated Public Places Orders</u> Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.	CD48	

Responsible Sale of Alcohol (cont.)

<u>Membership of a Recognised Body</u> Do you belong to a Licensees Association/Body		YES ☐ NO ☒ N/A ☐
If YES , please state which body _____		
<u>Exclusion from Premises</u> Do you operate a system of excluding customers known to cause problems?		YES ☒ NO ☐ N/A ☐
If YES :		
is this your own system or	YES ☒ NO ☐ N/A ☐	
a system run by a local licensees body such as Pubwatch/Townwatch	YES ☐ NO ☐ N/A ☐	
<u>Dispersal Policy</u> Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour) If YES :		YES ☐ NO ☒ N/A ☐
Was this agreed with Dorset Police?	YES ☐ NO ☐ N/A ☐	
Are all bar and door staff trained on the policy?	YES ☐ NO ☐ N/A ☐	
Suggested measures	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives.	CD49	✓
The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with Dorset Police. The PLH/DPS will ensure that staff receive training on the policy and a record of training shall be kept/made available to an authorised officer upon request.	CD50	✓

Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing

Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation?	YES ☐ NO ☒ N/A ☒
Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.	

Suggested measures	Code	✓
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All adult entertainers will be aged no less than 18 years.	CD51	
Adult entertainment price lists will be clearly displayed at each table and at each entrance to the premises.	CD52	
Adult entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.	CD53	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	CD54	
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence.	CD55	
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There must be no physical contact between entertainers.	CD56	
Customers will not touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.	CD57	
Any performance will be restricted to dancing and the removal of clothes. There will not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.	CD58	
Sex toys must not be used and penetration of the genital area must not take place.	CD59	
Customers will not be permitted to throw money at the entertainers.	CD60	
All areas used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.	CD61	
All areas used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times when the areas are in use. Direct supervision does not include remote supervision by CCTV.	CD62	

Public Safety

Management Arrangements

Suggested measures	Code	✓
The number of persons permitted in the premises at any one time (including staff) shall not exceed <u>(50)</u> persons.	PS01	✓
Before opening to the public, checks will be undertaken to ensure all accesses to the premises are clear for emergency vehicles. Hourly checks will be undertaken when the premises are open.	PS02	✓
Written records of all accidents and safety incidents involving members of the public and/or staff will be kept. These will be made available at the request of an authorised officer.	PS03	✓
During opening hours the cellar door must be kept locked or supervised to prevent unauthorised access by the public. <u>DONT HAVE ONE</u>	PS04	N/A

A suitably trained and competent person must ensure daily/weekly/monthly (delete as appropriate) safety checks of the premises, decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.	PS05	✓
Empty bottles and glasses will be collected at least hourly, paying particular attention to balcony areas and raised levels.	PS06	✓
Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	PS07	
One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models: a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA. The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.	PS08	

General Housekeeping

Do you have written procedures for the inspection of:		
• Furnishings and fabrics	YES ☐	NO ☒ N/A ☐
• Suspended decorations/lights/amplification systems	YES ☐	NO ☒ N/A ☐
• Guarding to stairs/balconies/landings/ramps	YES ☒	NO ☐ N/A ☐
• Condition of floor surfaces	YES ☐	NO ☒ N/A ☐
• Provision of safety glazing	YES ☐	NO ☒ N/A ☐
• Guardings to fires or open flames	YES ☐	NO ☐ N/A ☒

Suggested measures	Code	✓
Daily/weekly/monthly (delete as appropriate) safety checks of guardings to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	PS09	✓
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it. (N.B. for	PS10	

windows and doors etc).		
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner. All staff will be made aware of the policy.	PS11	✓

Refreshments

Do you prepare hot food / drinks in proximity to the public?	YES ☒ NO ☐ N/A ☐
If YES: Has the risk of scalding or burns been assessed?	YES ☒ NO ☒ N/A ☐

Suggested measures	Code	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	PS12	✓

First Aid

Do you have staff trained in First Aid?	YES ☒ NO ☐ N/A ☐
If YES, please state numbers <u>1</u>	
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?	YES ☒ NO ☐ N/A ☐
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)?	YES ☐ NO ☒ N/A ☐

Suggested measures	Code	✓
A suitably trained First Aider or appointed person to deal with first aid issues will be provided at all times when the premises are open.	PS13	✓
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	PS14	
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times.	PS15	
First Aid equipment and materials adequate for the number of persons on the premises will be available on the premises at all times. All staff will be made aware of first aid location.	PS16	✓
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	PS17	✓
A dedicated first aid room will be available for use at all times the premises is open for licensable activities.	PS18	

Special Effects

Do you use special effects on/at the premises, e.g. strobes, lasers, smoke machines or fireworks? YES ☐ NO ☒ N/A ☐

If yes, please give details :

Suggested measures	Code	✓
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be trained on the policy.	PS19	
No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.	PS20	✓

Sporting Events

Suggested measures	Code	✓
Prior to any "designated sporting event" (as defined in the Sporting Events Control of Alcohol Act 1985) the premises licence holder shall ensure that;		
(i) Alcohol sales in respect of cans of beer or cider are limited to no more than four cans per person for a minimum of four hours before the commencement of the relevant designated sporting event;	PS21	
(ii) No sales of alcohol in glass bottles or glass containers are made in the period four hours before the commencement of the designated sporting event;	PS22	N/A
(iii) Alcohol sales cease for a period of one hour immediately before the commencement of the relevant designated sporting event;	PS23	
(iv) On any day where there is a relevant designated sporting event taking place, the premises will not externally advertise as a result of a local store promotion the availability of beer or cider in such a way as to be likely to be the sole inducement to attract persons to the premises who are either attending the designated sporting event or in the vicinity of the premises as a result of the designated sporting event;	PS24	
(v) All members of staff working at the premises are informed of this condition prior to taking up employment;	PS25	

Prevention of Public Nuisance

Noise and Vibration

Noise and vibration

Identify the potential sources of noise and vibration which apply/could apply to your premises:

- Amplified music ☐
- Unamplified music ☒
- Singing and speech ☒
- Waste disposal, including bottle bins ☐
- Plant and machinery, including extraction systems e.g. cooking extraction ☐
- Food preparation ☐
- Cleaning ☐

Identify where sources of noise may occur outside your premises:

- Beer garden ☒
- Play area ☐
- Car park ☐
- Temporary structure ☐
- Plant and equipment ☐
- Smoking area ☐
- Sitting out area ☒

Identify which measures are in place/proposed:

- Soundproofing ☐
- Air conditioning to allow windows to be kept closed ☐
- Sound limiters ☐
- Use of lobby doors ☐
- Cooling down period with reduced music volume ☒
- Fixed and appropriate times for collection of waste ☒
- Restricted use of outdoor areas ☒
- No external loud speakers ☒

Are the premises located near (<100m) noise sensitive properties, e.g. residential areas, residential homes, hospitals? YES ☒ NO ☐

Applicants should refer to the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section.

Suggested measures	Code	✓
Licensable activities will be conducted and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.	PPN01	
Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.	PPN02	
There will be no external loudspeakers.	PPN03	✓

All windows and external doors shall be kept closed after <u>2400</u> hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.	PPN04	✓
A sound limiting device located in a separate and lockable cabinet from the volume control shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured to the satisfaction of an officer from the Environmental Health Service. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only, and shall not be accessed by any other person. The limiter shall not be altered without prior agreement with the Environmental Health Service.	PPN05	✓
A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.	PPN06	✓
Bottles will not be placed in any external receptacle after 23.00 hours and before 07.00 hours to minimise noise disturbance to neighbouring properties.	PPN07	✓
No deliveries to the premises shall be arranged between 23:00 hours and 07:00 hours.	PPN08	✓
All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.	PPN09	
Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery will be regularly serviced and maintained to meet this level.	PPN10	
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after <u>(21.00)</u> hours.	PPN11	✓
The activities of persons using the external areas will be monitored after <u>(21.00)</u> hours and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary.	PPN12	✓
There shall be no admittance or re-admittance to the premises after <u>(22.00)</u> .	PPN13	✓
Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to <u>(4)</u> persons at any one time.	PPN14	✓
Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks with them. <u>exceptions</u>	PPN15	✓
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises e.g. for the last hour of opening.	PPN16	✓

Litter

Does the premise sell takeaway food, drinks or other produce/packaging which may generate litter/waste? ~~NO~~ ~~YES~~ YES ☒ NO ☒ N/A ☐

If YES, please identify the steps taken to prevent nuisance caused by litter:

- Provision of litter bins in vicinity of premises ☒
- Display of notices to customers near exits ☐
- Warnings/advice on packaging ☐
- Instructions to staff to periodically clear litter from the street around the premises ☒
- Other (please specify) ☐

Suggested measures	Code	✓
The PLH/DPS will ensure that litter arising from people using the premises is cleared away daily and that promotional materials such as flyers do not create litter.	PPN17	✓
The pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, shall be swept and or washed, and litter and sweepings collected in accordance with the business's refuse storage arrangements.	PPN18	✓
No advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or be distributed to the public.	PPN19	✓

Transport/Pedestrian Movement

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises: YES ☒ NO ☐ N/A ☐

If YES:

What steps do you take to ensure that the procedure(s) works?

Suggested measures	Code	✓
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.	PPN20	✓
() SIA Registered door staff will be employed and used to manage queues and ensure queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	PPN21	✓
The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.	PPN22	✓
A facility will be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.	PPN23	✓
There shall be no admittance or re-admittance to the premises after <u>(23.00)</u> hours.	PPN13	✓
Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to <u>(4)</u> persons at any one time.	PPN14	✓
Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks with them.	PPN15	✓

Protection of Children from Harm

Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)?	YES ☐ NO ☐ N/A ☒
If so, do you only provide the adult entertainment at certain times/days of the week?	YES ☐ NO ☐ N/A ☐
Is your premises located near to premises which are children orientated?	YES ☐ NO ☐ N/A ☐

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.	PCH01	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	PCH02	
Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age identification checks (including staff)	PCH03	
The PLH/DPS will not externally display photographs or other images which	PCH04	

indicate and suggest that striptease or similar entertainment takes place on the premises.		
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	PCH04	
Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature.	PCH05	

Under Age Sales of Alcohol

Do the premises sell or supply alcohol?	YES ☒ NO ☐ N/A ☐
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Suggested measures	Code	✓
People under 18 years of age will not be admitted.	PCH06	✓

Gambling

Is there a strong element of gambling on the premises?	YES ☐ NO ☒ N/A ☒
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Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	PCH07	
or		
There will be a physical screen of the relevant entertainment from view of those under 18 years who are in a separate area of the premises.	PCH08	

Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age?	YES ☐ NO ☐ N/A ☒
NOTE The Children (Performance) Regulations 1968 as amended – continue to apply but are not conditions on the licence as that would be duplication	

Suggested measures	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	PCH09	
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.	PCH10	
The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice,	PCH11	

smoke etc are safe for the children involved in the performance.		
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Entertainment and/or Facilities Specifically Provided for Children

Is any entertainment/facilities specifically provided for children?	YES ☐ NO ☐ N/A ☒
If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises).	YES ☐ NO ☐ N/A ☐
Do you provide young persons discos or similar entertainment?	YES ☐ NO ☐ N/A ☐

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	PCH12	
For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088.	PCH13	
No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.	PCH14	
Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.	PCH15	

Child Protection Measures

Do you have a system for ensuring the suitability of staff who work closely with children?	YES ☒ NO ☒ N/A ☐
If YES state measures used:	
Are your premises located near any adult orientated premises e.g. an adult retail sex shop or a betting shop?	YES ☐ NO ☒ N/A ☐

Suggested measures	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	PCH17	N/A

The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.	PCH18	N ✓ A
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Dorset County Council, Department of Social Services.	PCH19	N ✓ A
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.	PCH20	N ✓ A

Appendix of Licensing Act 2003 Premises licenses: Pro-forma Risk Assessment in respect of:

Native Willow, 6 Quarterjack Mews, East Street, Wimborne, BH21 1DS

As I mentioned in my online application our hours of operation are as follows:

Monday and Tuesday Closed

Wednesday - Sunday 10:00 - 16:00

Thursdays 16:00 - 21:00 (May - October, also weather permitting)

The opening days above may change throughout the year but I have made the application so this will be accommodated.

We are mainly applying for this premises licence to be able to serve alcohol on the premises as our customers have on several occasions mentioned that it would be nice to have it served with their meals. It is also a nice setting by the river just to enjoy a glass of wine, cocktail or cold beer.

We mainly want live music to take place in the front courtyard on Saturday and Sunday afternoons between the hours of 12:00 - 18:00hrs to entertain our customers. Throughout the summer months we have also had live acoustic voices and guitars without amplification on a Thursday evening between the hours of 18:00 - 20:00hrs. The times we have done this throughout our temporary license it has been a success and enjoyed by the public, it is very civilised as we are a small intimate venue, our maximum capacity with both outside areas and indoors is 50 people. This has not been reached to date. The clientele that chooses to come to our events are also of a more mature nature.

With regards to the live music it is unlikely that we will have live music after the hours stated, I have just applied for the entertainment of live music to cover our backs if ever we were to hire the venue out and we would stipulate to our clients that we would prefer any live music to reach the boundaries of only being small acoustic singers with small amps for guitars, saxophones or such instruments used. Also in the hours and days I've already mentioned. If indoor music was used the same would apply we do not have the space to accommodate bands. we would make sure all music was shut down by 21:00hrs and customers were removed from the outdoor spaces and asked to leave quietly. In the past all of our private events have been finished and the premises vacated by 22:00 hrs at the latest.

We did have a complaint from one of our residents which was directly above us and it was uncalled for he shouted out the window embarrassed us and the people performing, he stated he had to be up for work at 5am.

The performers resulted in packing up straight away, please be aware this was just two men singing and playing their guitars, you couldn't even hear them on our veranda or outside of the courtyard in the Main Street. This was also within the boundaries of the Law as it was only 18:45hrs when he complained in such a manner. We were going to finished by 20:00 hrs anyway. We have made it clear in our application that we will make sure all noise outside will be not conducted after 21:00 hrs.

We do not cause any other noise nuisance within the town, the live music from The Rising Sun public house is much louder and more disturbing and can be heard all the way down the high street and in the courtyard.

In the event of private functions we will ensure all noise is kept to our regulations. All persons will be asked to vacate the out door areas after 21:00hrs and notices will be displayed explaining to leave quietly due to respect to local residents. We will hire SIA registered door staff when a private function is in place and if there is a large consumption of alcohol, such as birthday parties, weddings, etc. although we are not that type of venue as mentioned before we are a very small intimate establishment and are more likely to accommodate small spiritual and small party events but i have applied for this access to late night weekends to cover us if needed. Our main aim is to be able to have a great dining experience for our customers during our opening times.

CRIME AND DISORDER

We do not have CCTV fitted yet we were waiting to see if the licence is granted and then install it as this when we feel it will be needed most. As at his present I've we are just a waffle house serving food tea, coffee and cold drinks and a gift shop.

We are looking at purchasing the eufyCam S3 pro 4 - cam kit including 4K UHD unmatched clarity, reliable solar power SolarPlus 2.0 technology, 1 hour of sunlight keeps the camera running and an external solar panel can be added if needed, security cameras1/1.8" Sensor F1.0 Lens, AI powered-ISP, It has forever power2.0, Colour night vision, face recognition AI, Expandable local storage. This system only alerts you about what matters, it has Radar and PIR dual motion detection and reduces false alerts by up to 99%. It is recommended for commercial use and ideal for Police to be able to access all footage.

DOOR SUPERVISORS AND OTHER SECURITY STAFF

We do not currently use this facility and would only need it if there was an event that needed it as mentioned above and we would make sure all security staff used were SIA registered and would only need a maximum of 2. We are not currently registered with any agencies and I would probably use a local company. An example of some of the agencies I will be approaching if needed are as follows:

Attached is a google document stating the the agencies I can use within my area which are SIA registered.

We are small venue and at this time I feel we do not need this facility in place.

DRUGS AND OFFENSIVE WEAPONS

We do not currently have a search procedure in place as we do not feel this is necessary unless we have a private event as mentioned above and if this is so then we will have the appropriate security door staff to undertake the checks. There will be clear notices displayed advising a body and bag search will take place on entry. We are a premises that is open during the hours of the day and not in the evening and as mentioned before our clientele is small and of a mature nature.

COMMUNICATION

We are not subscribed to a form of communication link (radio/text/paper system) recognised by Weymouth and Portland borough council, West Dorset council and Dorset Police, "The premises licence holder shall, within [28 days] of the licence being granted, become a member of a recognised local trade or safety scheme which recognised by the above authorities and approved by Dorset police.

RESPONSIBLE SALE OF ALCOHOL

We will be using the challenge 25 scheme within our premises to determine proof of age asking for the right ID such as a valid driving licence, passport or proof of age card if the customer doesn't look of age. All staff will be trained and a refusals log will be kept with a record of all persons refused in case it is challenged by the authorities. Once the licence is granted specific notices will be displayed on the windows and by the bar where customers are served.

We do not have a collection service in place for bottles as yet but will get this sorted as soon as the licence is granted as we know this is available weekly within Wimborne town, we may even team up with one of our neighbours who already has this service.

We do not allow bottles or glasses in our outside areas on big events such as the local festivals that take place we provide suitable plastic glasses in place. We actually only use plastic glasses for our alcoholic drinks on our veranda and in the courtyard unless they are having bottled drinks.

In the event of a private function such as a party or wedding etc we will ensure all glasses used are plastic and not bottles will be allowed and dispensed into plastic cups.

We are not members of a registered body at present but "The premises licence holder shall, within [28 days] of the licence being granted, become a member of a recognised local trade or safety scheme (such as the local Pubwatch/Shopwatch, if active) or a national licensing trade body, and shall maintain such membership while the premises is operational."

Exclusion from premises - Our policy is if anyone is causing a disturbance which rarely happens within our premises as we kindly and calmly ask the disruptive person to leave quietly. If this is not the case then the police are called should it cause a problem or the customer does not cooperate. in the event of the license being granted we will take the appropriate action discussed above once we are registered. All staff will be appropriately trained on the procedure needed and it will be logged in our incident book to be made available to all authorities at any time.

PREVENTION OF PUBLIC NUISANCE

LIVE MUSIC (HOURS & TIMES)

- Thursdays: 18:00 – 21:00 (Outdoor Courtyard)
- Saturdays or Sundays: 12:30 – 14:30 (Outdoor Courtyard)

Thursday evening sessions (18:00 to 21:00) are strictly 100% unamplified acoustic music only (natural voices and acoustic guitars). No microphones, speakers, or amplifiers will be permitted on site.

Saturday or Sunday afternoon sessions (12:30 to 14:30) will feature light ambient live music consisting of vocals, saxophone, and acoustic/electric/bass guitars using a small, low-volume portable PA system or small instrument practice amplifiers. Due to space

constraints and local noise considerations, no acoustic drum kits, backing tracks with heavy bass, or subwoofers will be permitted."

PREVENTION OF PUBLIC NUISANCE

"The venue will operate under a strict Noise Management Plan to promote the licensing objectives and prevent disturbance to nearby residents:

1. Thursday Evening Controls: All live music will cease strictly at 21:00 and will remain entirely unamplified to preserve evening tranquility for neighbouring properties.
2. Sunday Afternoon Controls: Amplified music is strictly restricted to a short two-hour daytime window (12:30 to 14:30). All portable amplifiers and PA speakers will be positioned facing inward, away from the nearest noise-sensitive residential boundaries, using the natural layout of the courtyard walls to baffle the sound.
3. Bass and Percussion Limits: No acoustic drum kits or subwoofers are permitted. Any bass guitar used will be restricted to a low-wattage practice amplifier raised completely off the ground to prevent structural vibrations from travelling through courtyard paving.
4. Active Management and Volume Control: The venue manager retains absolute control over the master volume of all equipment and will reduce levels immediately if required.
5. Proactive Monitoring: The on-site manager will carry out a physical boundary noise check 15 minutes after the start of both Thursday and Sunday sessions to ensure sound levels do not dominate ambient street noise. A written log of these checks will be maintained on-site and made available to Dorset Council officers upon request." Although I would like to point out that the local public house The Rising Sun often have gigs throughout the day also and their music when outside can be heard across a wide range of the town as they have bands and amplifiers. Our volume of music can only just be heard outside on the Main Street and through the archway and not much further.
6. Our live music sessions will only be 6 months of the year (weather permitted) and not every weekend or if a private event wishes to use live music. Likely to be (April - October)

We have devised a letter that if the licence is granted will distribute to all our neighbours who reside in the courtyard so they are aware of what will be going on

NEIGHBOUR LETTER TEMPLATE

Subject: Upcoming Live Music Evenings – [Insert Dates / Summer Schedule]

Dear Neighbour,

We are writing to let you know that we are launching a short series of outdoor acoustic and light live music sessions in our courtyard over the spring and summer months.

These sessions are scheduled for Thursday evenings between 18:00 and 21:00, and Saturday or Sunday afternoons between 12:30 and 14:30 (weather permitting).

We want to reassure you that we have put strict measures in place to ensure these sessions remain respectful of our local community:

- Thursday evenings are strictly 100% un-amplified acoustic music (natural voices and acoustic guitars only). No amplifiers or microphones are allowed.
- Sunday afternoons feature light, ambient daytime music (vocals, guitar, and saxophone) restricted to a short, two-hour lunchtime window ending promptly at 14:30.
- We have formally banned drums and heavy subwoofer speakers to prevent disruptive bass frequencies.

To ensure everything is conducted fully in line with local guidelines, we are currently in the pro session of Premises Licence with Dorset Council.

We highly value our relationship with our neighbours. If you ever have any specific queries or localised feedback during a session, please contact our on-site Event Manager directly on [Insert Mobile Number] rather than calling out to the performers, so we can address your comments quietly, immediately, and professionally.

Thank you for your understanding and support.

Warm regards,

[Your Name / Organisation Name]

[Your Contact Details / Courtyard Address]

ON-SITE OPERATIONAL CHECKLIST FOR STAFF

- The 9:00 PM / 2:30 PM Hard Stop: Music must stop exactly on time. We will ensure performers are briefed that the final song must finish before the cutoff hour.
- The Logbook: A physical notebook will be kept on-site. With the date, the time of our boundary checks (e.g., 18:15 and 12:45), and a quick note confirming the sound level was acceptable at the perimeter.
- The Shouting Neighbour Contingency: If the neighbour disrupts an event or shouts out of the window again, we will not engage or argue back. the exact time will be logged, noted down what was said, and a record that we checked the volume level.

We will pass this log directly to the council or police as proof of unreasonable harassment.

- Raise the Amps: We will always ensure the Saturday or Sunday guitar and bass amplifiers are placed on a chair, table, or stand. They will never sit directly on the courtyard ground.

PRIVATE FUNCTIONS USING LIVE MUSIC

We will ensure all the above is addressed and used whilst a private function is taking place. And we will ensure that all Live music used will be within the same time perimeters HOWEVER I have asked for an extension on the weekends in the event of private events and parties which is rare at this stage but something we are looking to doing in the near future for this reason only. Also we would ask our clients to consider an acoustic performer with little equipment so that if live music was wanted it could be taken inside from 18:00hrs and on the weekends only.

In the event of parties and functions if live music is not used and it is our sound system in use our staff will ensure all music levels are reduced by 23:00 hours on weekends and 21:00 on weekdays. the remote control will be put away from the public so it cannot be tampered with and the volume raised. We will ensure all customers on the veranda and courtyard are asked to go indoors by 22:00hrs on weekends and 21:00hrs on weekdays. The SIA registered security door staff if hired will also help keep this under control. Patrons will only be allowed to leave and reenter the premises to smoke and only 4 persons will be permitted at a time after these hours. Once a person leaves after 22:00hrs on weekends and 21:00hrs weekdays they will not be permitted to regain access to the premises.

TRANSPORT/PEDESTRIAN MOVEMENT

We will ensure that all patrons will leave quietly there will be notices on windows or doors stating that all customers should leave quietly out of respect for our local residents. In the event of a function or a late night event there will also be 2 SIA registered security door staff accompanying us helping the public leave quietly and safely.

CHILD PROTECTION MEASURES

All staff will be trained in the challenge 25 scheme ensuring anyone appearing to look underage will be asked for a valid identification such as a passport, driving licence or proof of age card, they will be trained to look for fake identifications and there will be a log book should anyone be refused it will entered and logged precisely.

As we are a restaurant and shop children will be allowed access if they are accompanied by appropriate adult. If they are eating with their parents and are 16 they will be allowed to drink beer, wine or cider under their parents supervision and only whilst consuming a meal.

Any member of staff working who is under 18 will be able to serve alcohol to the table as it is waiter service BUT when ordering will be supervised by an appropriate aged member of the team.

All appropriate checks and applications will be made to Dorset council, school and parents if employing someone under the age of 16.

All staff will be DBS checked on employment to ensure they are safe to be around children and have no criminal records that show they could be a danger towards children or any member of the public or staff.

If at any time staff should be concerned about inappropriate behaviour towards children then they should speak to the supervisor ASAP to report any incidents in the incident book and report their concerns immediately to Dorset police.

HEALTH AND SAFETY

There are entrances one main entrance and one onto the veranda. B