



# West Lancashire Borough Council

HOUSING AND REGULATORY SERVICES, ROBERT HODGE CENTRE, STANLEY WAY,  
SKELMERSDALE, WEST LANCASHIRE, WN8 8EE

Tel: 01695 577177 Fax: 01695 585126 email: [licensing.enquiries@westlancs.gov.uk](mailto:licensing.enquiries@westlancs.gov.uk)

## Licensing Act 2003

## Premises Licence

LN/000005572

### Part 1 – Premises Details

#### POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION:

## Edge Hill Students' Union Bar

The Venue, St Helens Road, Ormskirk, Lancashire, L39 4QP

Telephone: 01695 657306

#### WHERE THE LICENCE IS TIME LIMITED THE DATES:

N/A

#### LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE:

On & Off Sales Alcohol Sale/Supply Play performance Late Night Refreshment Dance performance Anything of a similar descript	Recorded Music Live Music	Boxing/Wrestling Indoor Sporting Event	Film exhibition

#### THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES:

Activity	Location (if known)		Time From	Time To
Alcohol Sale/Supply Dance performance Recorded Music Live Music Boxing/Wrestling Indoor Sporting Event Film exhibition	Whole Premises	Monday	10:00	02:00
		Tuesday	10:00	02:00
		Wednesday	10:00	02:00
		Thursday	10:00	02:00
		Friday	10:00	03:00
		Saturday	10:00	03:00
		Sunday	10:00	02:00
Play performance Anything of a similar descript	Whole Premises	Monday	10:00	02:00
		Tuesday	10:00	02:00
		Wednesday	10:00	02:00
		Thursday	10:00	02:00
		Friday	10:00	03:00
		Saturday	10:00	03:00
		Sunday	10:00	02:00
Late Night Refreshment	Whole Premises	Monday	23:00	02:00
		Tuesday	23:00	02:00
		Wednesday	23:00	02:00
		Thursday	23:00	02:00
		Friday	23:00	03:00
		Saturday	23:00	03:00
		Sunday	23:00	02:00

**THE OPENING HOURS OF THE PREMISES:**

Description	Days	Time From	Time To
On & Off Sales	Monday	10:00	02:30
	Tuesday	10:00	02:30
	Wednesday	10:00	02:30
	Thursday	10:00	02:30
	Friday	10:00	03:30
	Saturday	10:00	03:30
	Sunday	10:00	02:30

**NON STANDARD TIMINGS:****WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES:**

both ON and OFF the premises.



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### Part 2

#### NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE:

Name: Edge Hill Students' Union Ltd  
Address: Edge Hill Students' Union  
St Helens Road  
Ormskirk  
Lancashire  
L39 4QP

Telephone:

Email:

#### REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE):

7329036

Name:

Address:

Telephone: \_\_\_\_\_

#### PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL:

Licence No:

Issued by:



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## Licensing Act 2003

## Premises Licence

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### ANNEX 1 - MANDATORY CONDITIONS

The licence is granted subject to the Mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

1. No supply of alcohol may be made under the Premises Licence –
  - (a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or
  - (b) At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.
3.
  - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.
    - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
    - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
    - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5.
  - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-
    - (a) a holographic mark or
    - (b) an ultraviolet feature.

6. The responsible person shall ensure that –

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml; and
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

#### **Minimum Drinks Pricing**

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1 –

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
- (b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

Where –

- (i) P is the permitted price
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
  - (i) The holder of the premises licence
  - (ii) The designated premises supervisor (if any) in respect of such a licence, or
  - (iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

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

#### **If the Premises Licence allows Exhibition of Films**

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.

3. Where

- (a) The film classification body is not specified in the licence, or

- (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4. In this section “children” means any person aged under 18; and  
“film classification body” means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

**If the Premises Licence has conditions in respect of Door Supervision except theatres, cinemas, bingo halls and casinos**

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:
  - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
  - (b) be entitled to carry out that activity by virtue of section 4 of the Act.
2. But nothing in subsection (1) requires such a condition to be imposed:
  - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
  - (b) in respect of premises in relation to:
    - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
    - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
3. For the purposes of this section:
  - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and
  - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

The Mandatory Conditions on this licence are those that were in force at the time the Licence was printed, but that they are subject to amendment by Central Government. Current Mandatory Conditions can be viewed at [www.gov.uk](http://www.gov.uk).

The premises licence holder should be warned that it is a requirement that they must comply with the Mandatory Condition in force not merely the ones contained on the licence.

## **ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE**

----- Annex 2 -----

Membership of the Best Bar None scheme

An extensive staff training program

Membership of Pubwatch

SIA accredited Door Supervisors on duty when 'The Venue' is open or/and from 9pm whenever 'The Bar' is open after midnight.

FOH Staff trained in prevention of crime and disorder before they start work.

The operation of a zero tolerance to drugs policy.

A record of all refusals relating to intoxication.

Nominated first aid personnel on shift.

Formal fire risk assessment carried out and reviewed in line with regulations.

Staff trained on key areas of Health & Safety, and their responsibilities regarding this before they start work. Particularly with regard to slips, trips and falls; fire safety; violence & disorder.

PPE provided for all staff (specifically ear plugs)

Risk assessment for noise at work carried out and reviewed in line with legislation.

Written noise policy in place for external drinking areas.

A written dispersal policy.

A record of all refusals relating to intoxication.

The operation of a "Check 21" policy.

A record of all refusals relating to no proof of age.

- The Premises Licence Holder will operate and maintain the CCTV system which shall be in use during all times licensable activities are taking place at the premises and comply as follows;

i. The system shall cover all entrances and exits from the premise, in addition to covering all internal and external areas of the premises used to supply or consume licensed products.

ii. The focus of the camera(s) shall be so as to enable clear identification of persons on the premises

iii. The system will be capable of accurate time and date stamping recordings and retaining said recordings for at least 21 days.

- The Data Controller shall make footage available to a police officer or authorised officer, where such a request is made in accordance with the Data protection Act 1998.

- The Premises Licence Holder / DPS shall ensure that the provision for and number of door supervisors at the premises will be carried out on a weekly risk assessed basis. This risk assessment will reflect the potential for crime and disorder posed by the number of customers on any particular trading day or as a result of local or national events.

- If the premises is to be operated at any time after 03:00 hrs then the Premises Licence Holder/DPS will give prior notification to the Police and Local Authority no less than 10 working days before the event is to take place.

- Where licensable activities are carried out between the hours of 03:00 and 07:00, there will be a minimum of 2 door supervisors employed at the premises for the first 200 customers. Thereafter they will be provided on a ratio of 1 extra door supervisor per 100 customers.

- Any risk assessment will be in a written format, kept at the premises and produced for inspection by any responsible authority on reasonable request.

- No new customers will be permitted to enter the premises after 01:00 hrs on any day other than on days when there is a proposal to open past 03:00 hrs. On these occasions the restricted time of entry will be decided in consultation between the Premises Licence Holder/DPS and the police.

- The Premises Licence Holder shall ensure customers are prevented from leaving the premises with glasses and bottles, other than for "Off Sales".

- The Premises will have clear and concise signage reminding customers not to leave the premises with glasses or bottles.

- The premises will have a written drugs policy to the satisfaction of the police that will include a search policy and all staff will have a working knowledge of it.

- All staff will receive on-going training in Drugs Awareness, this training will be recorded and retained by the premises. These records will be made available for inspection by any responsible authority on reasonable request.

- The premises will display notices which are securely fixed and visible to the public stating that drug use will not be tolerated on the premises and that a search policy as condition of entrance operates at the premises.

- The DPS will ensure the premises maintains an incident book which will contain a record of all incidents relating to the premises, it's staff and customers, including time, date, nature of incident and outcome to the satisfaction of Lancashire Constabulary and the Local Authority. This record will be available on request to any responsible authority.

- The DPS will have a written policy in relation to drunkenness to the satisfaction of the police and all staff will be subjected to on-going training in respect of its contents. This training will be recorded and copies of these records will be made available on request to any responsible authority.

- The Premises will operate a policy that prevents the sale of alcohol to persons under 18 to the satisfaction of the police and local authority. This policy shall state that any person who does not appear to be at least 21 years of age, will not be served unless they can produce a recognised proof of age card accredited under the Proof of Age Standards Scheme (PASS), photocard driving licence or passport.

- Notices will be displayed where they can be clearly seen and read in the premises indicating that the premises operates a Challenge policy in relation to the sale of alcohol.

- All staff will be subject to on-going training in relation to age related sales. This training will be recorded and made available, on request to any responsible authority.

Noise from music and associated sources (including DJ's and amplified voices) shall not be audible at the boundary of any residential premises at any time.

All external doors and windows in the room where entertainment is taking place shall be kept closed other than for access and egress at all times during regulated entertainment. A management system shall be in place to ensure this situation remains.

The volume of amplified sound used in connection with the entertainment provided shall at all times be under the control of the management and the controlling mechanism shall be operated from a part of the premises not accessible to the members or guests.

There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public notices requiring customers to leave the premises and the area quietly.

Door supervisors and other members of staff are, whenever possible, to request customers to leave quietly and have respect for their residential neighbours.

Disc jockey announcements shall be made requesting that customers leave the premises quietly.

Management shall ensure staff arriving early morning or departing late at night when the business has ceased trading conduct themselves in such a manner in order to avoid disturbance to near by residents.

On selected events throughout the year to allow alcoholic and soft beverages sold on the premises to be removed and consumed in a separate, designated area on the campus between 10am and 7pm. This activity would only occur at the discretion of the police who must be notified at least seven days prior to the event taking place.

----- Annex 3 -----

Last entry to the premises shall be 01:30 hours each day.

Alcohol shall not be allowed off the premises in any open receptacle including the outside smoking areas.

Windows and doors shall remain closed during the provision of regulated entertainment, except for the entry and exit of patrons.

### **ANNEX 3 - CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY**

NONE

**Dated: 14 August 2024**





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**ANNEX 4 - PLANS**