

West Lancashire Borough Council

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

We Sarju Patel and Daniel Kenyon

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Skelmersdale Social Club Witham Road			
Post town	Skelmersdale	Post code	WN8 8HP

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£11,500.00

Part 2 - Applicant Details

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

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

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Patel			First names Sarju		
I am 18 years old or over					<input checked="" type="checkbox"/> Please tick yes
Current postal address if different from premises address		50 Chisacre Drive			
Post Town	Wigan			Postcode	WN6 8ER
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Kenyon			First names Daniel		
I am 18 years old or over					<input checked="" type="checkbox"/> Please tick yes
Current postal address if different from premises address		221 Millrose Close			
Post Town	Skelmersdale			Postcode	WN8 8QT
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
A	S	A
P		

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

Day	Month	Year

A

Please give a general description of the premises (please read guidance note1)

The premises are a single storey building with a car park and smoking area to the front of the premises. There are several areas in the premises including bar and function areas which will be used for licensable activities. Alterations to the premises are to be made both internally and externally with the main entrance moving from the side to the front with a double lobby being constructed to that entrance. The premises have previously traded as a members club. The applicants are spending at least £150,000 in refurbishing them including removing non-structural partition walls to open up the premises. It is proposed that the premises will no longer trade as a members club but will be open the general public. The applicants have met with local residents to discuss the scheme on 2nd July 2015.

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

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

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

Provision of regulated entertainment

Please tick yes

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	10:00	01:00	Please give further details here (please read guidance note 3) Theatrical performances , panto's and other similar activities		
Tue	10:00	01:00			
Wed	10:00	01:00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	10:00	01:00			
Fri	10:00	02:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		
Sat	10:00	02:00			
Sun	10:00	01:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	10:00	01:00	Please give further details here (please read guidance note 3) Showing music DVD's and recorded events of similar description		
Tue	10:00	01:00			
Wed	10:00	01:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	10:00	01:00			
Fri	10:00	02:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		
Sat	10:00	02:00			
Sun	10:00	01:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3) Snooker, Darts and other similar activities.
Day	Start	Finish	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Mon	10:00	01:00	
Tue	10:00	01:00	
Wed	10:00	01:00	
Thur	10:00	01:00	
Fri	10:00	02:00	
Sat	10:00	02:00	
Sun	10:00	01:00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Boxing, kickboxing, karate, wrestling and other forms of martial arts.		
Mon	10:00	01:00			
Tue	10:00	01:00			
Wed	10:00	01:00		<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)	
Thur	10:00	01:00			
Fri	10:00	02:00		<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sat	10:00	02:00		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.	
Sun	10:00	01:00	An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	10:00	01:00	Please give further details here (please read guidance note 3) Live music provided by bands playing unamplified and amplified music.		
Tue	10:00	01:00			
Wed	10:00	01:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	10:00	01:00			
Fri	10:00	02:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		
Sat	10:00	02:00			
Sun	10:00	01:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	10:00	01:00	Please give further details here (please read guidance note 3) Amplified and unamplified music through an in-house sound system.		
Tue	10:00	01:00			
Wed	10:00	01:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	10:00	01:00			
Fri	10:00	02:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		
Sat	10:00	02:00			
Sun	10:00	01:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10:00	01:00	Please give further details here (please read guidance note 3) Dancing by staff and performers throughout the premises.	Both	<input type="checkbox"/>
Tue	10:00	01:00			
Wed	10:00	01:00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	10:00	01:00			
Fri	10:00	02:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		
Sat	10:00	02:00			
Sun	10:00	01:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	10:00	01:00			Outdoors
Tue	10:00	01:00	Both		<input type="checkbox"/>
Wed	10:00	01:00	Please give further details here (please read guidance note 3) Anything similar to music or dancing.		
Thur	10:00	01:00			
Fri	10:00	02:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Sat	10:00	02:00			
Sun	10:00	01:00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day				Outdoors	<input type="checkbox"/>
Start				Both	<input type="checkbox"/>
Mon	23:00	01:00	Please give further details here (please read guidance note 3) Food provided as and when required including functions or events.		
Tue	23:00	01:00			
Wed	23:00	01:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	23:00	01:00			
Fri	23:00	02:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		
Sat	23:00	02:00			
Sun	23:00	01:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
Day				Off the premises	<input type="checkbox"/>
Start				Both	<input type="checkbox"/>
Mon	10:00	01:00	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue	10:00	01:00			
Wed	10:00	01:00			
Thur	10:00	01:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour to the standard and non-standard timings on the day when British Summertime commences. An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays		
Fri	10:00	02:00			
Sat	10:00	02:00			
Sun	10:00	01:00			

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name
David Bryan Webster

Address 15B Witham Road Skelmersdale	
Postcode	WN8 8HW
Personal Licence number (if known) LN/000005590	
Issuing licensing authority (if known) West Lancashire Borough Council	

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)</p> <p>None</p>
--

L

<p>Hours premises are open to the public Standard days and timings (please read guidance note 6)</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>10:00</td> <td>01:30</td> </tr> <tr> <td>Tue</td> <td>10:00</td> <td>01:30</td> </tr> <tr> <td>Wed</td> <td>10:00</td> <td>01:30</td> </tr> <tr> <td>Thur</td> <td>10:00</td> <td>01:30</td> </tr> <tr> <td>Fri</td> <td>10:00</td> <td>02:30</td> </tr> <tr> <td>Sat</td> <td>10:00</td> <td>02:30</td> </tr> <tr> <td>Sun</td> <td>10:00</td> <td>01:30</td> </tr> </tbody> </table>			Day	Start	Finish	Mon	10:00	01:30	Tue	10:00	01:30	Wed	10:00	01:30	Thur	10:00	01:30	Fri	10:00	02:30	Sat	10:00	02:30	Sun	10:00	01:30	<p>State any seasonal variations (please read guidance note 4)</p>		
Day	Start	Finish																											
Mon	10:00	01:30																											
Tue	10:00	01:30																											
Wed	10:00	01:30																											
Thur	10:00	01:30																											
Fri	10:00	02:30																											
Sat	10:00	02:30																											
Sun	10:00	01:30																											
			<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p> <p>An additional hour to the standard and non-standard timings on the day when British Summertime commences.</p> <p>An additional hour to the standard and non-standard timings on the following notable days: On all Bank Holiday weekend Friday, Saturday, Sunday and Mondays</p> <p>Until 0200 Sunday to Thursday and 0300 Friday and Saturday for those customers awaiting a taxi pickup.</p>																										

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

As box b), d) and e) below.

b) The prevention of crime and disorder

<ol style="list-style-type: none"> No intoxicating liquor shall be supplied for consumption off the premises. A tamper proof CCTV system will be installed, operated and maintained in liaison with and to the satisfaction of Lancashire Constabulary, the system will record for 24 hrs each and every day and images will be retained for a minimum of 28 days. There will be, at all times a licensable activity is provided, someone at the premises who can operate and download images from the system and these will be provided to any responsible authority on

reasonable request.

4. Customers will not be permitted to take any glasses or bottles out of the premises
5. No alcohol purchased for consumption on or off the premises shall be consumed in any outside area of the premises, including any area set aside for smoking.
6. No performance involving striptease or nudity will take place without the prior approval of the Licensing Authority.
7. SIA Registered Doorstaff will be employed from 2100 at a ratio of 1:100 on Friday, Saturday and Bank Holiday Sundays.
8. The premises licence holder will ensure that anyone who is intoxicated is refused permission into the premises and that anyone on the premises who is intoxicated will be asked to leave but will be shown care and attention to ensure they can get home safely.

c) Public safety

As box b), d) and e)

d) The prevention of public nuisance

1. Live music shall not be permitted on consecutive days, except where the licensed hours are continuous from one day to another (ie Christmas Eve into Christmas Day which crosses midnight).
2. Live music by amplified instruments under the authority of the premises licence shall be permitted on no more than 26 occasions per calendar year.
3. All exits and entrance doors used by customers will be fitted with automatic door closure devices, these doors shall be kept closed at all times other than access or egress.
4. Regulated entertainment incorporating any sort of amplification will be controlled with a noise limiting device. The permitted noise level of this device will be determined by a Senior Environmental Health Officer of the Licensing Authority.
5. The management shall ensure that regulated entertainment does not cause disturbance to local residents.
6. Signage will be displayed asking customers to respect the needs of the local residents by leaving in a quiet and orderly manner.
7. The main smoking area for the premises shall be located in the car park to the front of the premises, this area to be utilised at all times the premises are trading.
8. Customers will not be permitted to congregate outside the premises at any time other than for the purposes of smoking and this will be subject to regular checks by the management to ensure any persons smoking are not causing a disturbance to residents.
9. A written record of these checks will be maintained by the management on the premises and made available for inspection by any responsible authority on reasonable request.
10. The premises will have a dispersal policy which will outline the methods to be used to disperse people from the premises at closing time and any customers waiting for taxis will be asked to remain inside the premises until the taxi arrives.

e) The protection of children from harm

1. 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, passport or Military ID.
2. The DPS will ensure all staff are trained with regards to preventing sales of age restricted product to underage persons. This training will be ongoing with refresher training taking place on a regular basis, will be recorded and copies of these records will be made available on request to any responsible authority.

Please tick yes

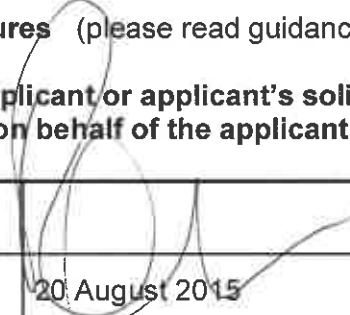
- I have made or enclosed payment of the fee or
- I have not made or enclosed payment of the fee because the application has been made in relation to the introduction of the late night levy

- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	20 August 2015
Capacity	Poppleston Allen – Solicitors for and on behalf of the applicant

For joint applications signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Angela Gardner
 Poppleston Allen Solicitors
 37 Stoney Street
 The Lace Market

Post town	Nottingham	Post code	NG1 1LS
Telephone number (if any)	0115 9349 157		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			
a.gardner@popall.co.uk			

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-

supplies you must include a description of where the place will be and its proximity to the premises.

2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Skelmersdale Social Club

Dispersal Procedure for Skelmersdale Social Club, Witham Road, Skelmersdale, WN8 8HW

Dispersal Procedure Document

1. End of Evening Operational Policies:

During the last thirty minutes;

Volume levels will be reduced and the music tempo slowed, lighting levels will be raised to encourage the gradual dispersal of patrons during the last part of trading.

DJ announcements will be used to both encourage a gradual dispersal of customers and to remind customers to show consideration to neighbours.

The points in each bar will be reduced and certain staff reallocated to collecting glasses or offer customer service in the cloakroom to assist customer departure.

2. Cloakroom:

The cloakroom is situated in order to assist the swift return of coats. Management and operation of the cloakroom plays an important part in the dispersal process. (Staffing and control systems are increased in the period prior to bar closure.)

3. Notices at Exit:

Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quickly and quietly.

4. Door Supervisors:

- On Fridays, Saturdays and Bank Holidays Sundays a member of doorstaff or a member of management will be positioned on the perimeter of the smoking area / car park to the front of the premises to ensure the quiet dispersal of customers from that area. That member of doorstaff / management will be positioned there half an hour before bar closes and remain there until half an hour after the bar closes
- SIA doorstaff will:-
 - wear high visibility jackets, to BS EN 471 or equivalent standard but not in yellow, (to avoid being mistaken for emergency services staff), with appropriate holders for SIA badges to allow for clear identification
 - Draw the attention of exiting customers to the notices in the foyer and ask them to be considerate;
 - Ensure the removal of all bottles and glasses from any customer inside the premises who attempts to leave the venue carrying one.
 - Actively encourage customers not to assemble outside the venue;
 - Direct customers to the nearest taxi ranks or other transportation away from the area.
- The premises will remain open until half an hour after the closing time on any trading evening for those people waiting to be collected by a taxi from the premises.

6. Measures to Promote Customer Dispersal and Safety:

- The main source of dispersal is at the front of the building. This will be monitored by CCTV throughout the night.

Skelmersdale Social Club

- The venue will have a direct relationship with a local company so customers can book a private hire car. Door Supervisors or Management will assist in helping the right customer to the right car.

7. Training:

Training at all levels is conducted to ensure understanding and implementation of this Dispersal Procedure.

Training records regarding the dispersal procedure will be maintained and will be signed and dated by the member of staff receiving the training. Records of training will be kept on the premises for 18 months and be made available immediately to police or representatives of the licensing authority upon request.

**CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS
PREMISES SUPERVISOR**

To be completed in block capitals

I David Bryan Webster of 15B Witham Road, Skelmersdale, WN8 8HW hereby confirm that I give my consent to be specified as the Designated Premises Supervisor in relation to the application for a New Premise Licence by Sarju Patel and Daniel Kenyon relating to a Premises Licence for Skelmersdale Social Club, Witham Road, Skelmersdale, WN8 8HP and any premises licence to be granted or varied in respect of this application made by Sarju Patel and Daniel Kenyon concerning the supply of alcohol at Skelmersdale Social Club, Witham Road, Skelmersdale, WN8 8HP

I also confirm that I hold a personal licence, details of which I set out below:

Personal Licence Number:- LN/000005590

Personal Licence Issuing Authority:- West Lancashire Borough Council

Signed



Name Printed

DAVID BRYAN WEBSTER

Dated

20/8/15