

# LICENSING SUB-COMMITTEE

## AGENDA



**Friday 3 July 2020**

**at 10.00 am**

**in the Civic Centre, Hartlepool.**

**PLEASE NOTE: this will be a 'remote' online meeting, a web-link to the public stream will be available on the Hartlepool Borough Council website at least 24 hours before the meeting.**

MEMBERS: LICENSING SUB-COMMITTEE:

Councillors Fleming, Loynes and Prince.

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. ITEMS FOR DECISION**
  - 3.1 Application for a New Premises Licence: The Staincliffe Hotel, The Cliff, Seaton Carew – *Interim Assistant Director (Regulatory Services)*

### CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone. The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

# LICENSING ACT 2003

## Procedure for Hearings



Prior to the commencement of the meeting, a representative of the Democratic Services Section shall establish the identity of those present, who they represent and who intends, or wishes to speak.

1. The Chair's opening comments, including introduction of Members of sub-committee and officers present. Explanation of the decision to be considered.
2. The Interim Assistant Director (Regulatory Services), or representative shall outline the application, any relevant representations and relevancy to Licensing Policy and statutory guidance.
3. Members ask any questions of the Interim Assistant Director (Regulatory Services), or representative.
4. Applicant presents their case (either personally or via legal representation) and introduces witnesses where appropriate.
5. Questions by Members to applicant and/or applicant's witnesses.
6. Representations by responsible bodies and/or interested parties and witnesses introduced where appropriate.
7. Questions by Members to responsible bodies/interested parties and/or their witnesses.
8. Parties may question and clarify issues raised with the consent of the Chair.
9. If required, responsible bodies/interested parties to be given opportunity to sum up.
10. If required, the applicant to be given opportunity to sum up.
11. Members to have the opportunity to clarify any points raised. The Chair shall ask whether all parties are satisfied they have said all they wish to.
12. Members to go into closed session to deliberate.
13. Chair informs parties of their decision, with reasons.

**Report of:** Interim Assistant Director (Regulatory Services)

**Subject:** APPLICATION FOR A NEW PREMISES LICENCE:  
THE STAINCLIFFE HOTEL, THE CLIFF, SEATON  
CAREW

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## 1. PURPOSE OF REPORT

- 1.1 To consider an application for a new premises licence in respect of The Staincliffe Hotel, The Cliff, Seaton Carew, Hartlepool.

## 2. SUMMARY OF APPLICATION

- 2.1 Applicant: Amanda Jane Fletcher  
The Staincliffe Hotel  
The Cliff  
Hartlepool  
TS25 1AB

- 2.2 The applicant has applied for a licence for the following activities: -

- |                              |  |
|------------------------------|--|
| 1. Boxing and Wrestling      | Monday – Sunday 1100 hours – 2300 hrs  |
| 2. Live music                | Sunday – Thursday 1100 hours – 2300 hrs<br>Friday – Saturday 1100 hours – 2330 hrs |
| 3. Recorded Music            |  |
| 4. Performance of Dance      |  |
| 5. Anything similar to 3 & 4 | Monday – Thursday 1100 hours – 2300 hrs<br>Friday – Sunday 1100 hours - midnight   |
| 6. Supply of Alcohol         | Monday – Thursday 1100 hours – 2300 hrs<br>Friday – Sunday 1100 hours – 2330 hrs   |

A copy of the application is attached as Appendix 1 (Appendix 1A is a typed version of page 17 of the application as the handwriting was difficult to read).

A map of the area is attached as Appendix 2 and street view images of the premises are attached as Appendix 3.

- 2.3 The Staincliffe Hotel was granted a premises licence for a limited period of 12 months following a licensing hearing on 27<sup>th</sup> June 2019 (a copy of which is attached as Appendix 4). As this licence expired on 26<sup>th</sup> June 2020, a new licence is required to allow licensable activities to carry on at the premises.

### 3. BACKGROUND

- 3.1 The application has been advertised in the prescribed manner and five representations have been received from responsible authorities (Appendices 5 – 9) and also a letter of objection signed by eleven residents of Cliffe Court.(Appendix 10).
- 3.2 By way of summary, the representations received refer to the applicant's failure to comply with certain conditions applied to the previous licence and the carrying on of activities that have resulted in nuisance for local residents.
- 3.3 Specifically, condition 2 of Annex 3 of the previous licence, required Ms Fletcher to 'fully comply' with a 'work action plan' relating to fire safety at the premises. The Fire Brigade has reported that this condition was not fully satisfied and has requested that if a new licence is granted, the same condition should be added again.
- 3.4 Condition 5 of Annex 3 of the previous licence required Ms Fletcher to arrange regular meetings between herself, responsible authorities and local residents. This condition was added to the previous licence, with Ms Fletcher's agreement, as part of the negotiations to ensure that the licence was granted.
- 3.5 The first of these meetings was required in September 2019 but only took place on 14<sup>th</sup> October following a reminder to Ms Fletcher, from the Licensing Manager, on 27<sup>th</sup> September.
- 3.6 At this meeting only residents from one local address were present and the residents from Cliffe Court, who should have been invited, have stated in their representation that they were not invited.
- 3.7 No invitations to any further meetings were sent to either the responsible authorities or residents.
- 3.8 The representation from Hartlepool Borough Council's Environmental Health Manager (Appendix 5) refers to the applicant's failure to manage waste (rubbish) correctly at the property – resulting in the service of two Abatement Notices under the Environmental Protection Act 1990 in order to prevent nuisance from the premises.
- 3.9 Appendix 11 details conditions that have been agreed between Cleveland Police and the applicant and these will be added to the licence should it be granted.
- 3.10 Members will note that whilst a number of responsible authorities have stated that, in their opinion, it would not be appropriate to grant a licence, they have nevertheless put forward conditions that they believe should be added to a licence if one is indeed granted.

#### 4. **ISSUES**

- 4.1 As relevant representations have been received, a hearing must be held for Members to consider the application (unless all parties agree a hearing is unnecessary).
- 4.2 As the premises licence granted to The Staincliffe Hotel on 27<sup>th</sup> June 2019 was limited to only twelve months, the licence has now expired and, as such, a new licence is required in order for the premises to continue offering licensable activities.
- 4.3 A number of those who have submitted representations have highlighted the applicant's failure to comply with some of the conditions attached to the licence that was granted last year.
- 4.4 Although the applicant has applied for entertainment to extend to as late as midnight on some days, the Sub-Committee is reminded that by virtue of the Live Music Act 2012 and the Deregulation Act 2015, only entertainment that goes beyond 2300 hours is licensable. As such, no licence is actually needed for any entertainment taking place until 2300 hours and no licence conditions can be attached to entertainment that takes place before 2300 hours.
- 4.5 Having regard to the representations received, Members may take any of the following steps for the promotion of the licensing objectives:
  - i) To approve the application in its entirety
  - ii) To approve the application in part - with or without the addition of further conditions
  - iii) To reject the whole or part of the application
- 4.6 Members are reminded that they must only consider those aspects of the licence application that are relevant to the representations received.

#### 5. **RECOMMENDATIONS**

- 5.1 That Members consider the representations made by the applicant and the objectors and determine what aspects, if any, of the application should be granted and, if appropriate, what conditions, if any, should be attached.

**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.



I/we Ms AMANDA JANE FLETCHER

(Insert name(s) of applicant)

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 |            |          |          |
| <p>THE STAINCLIFFE HOTEL<br/>THE CLIFF.<br/>SEATON CAREW</p>                         |            |          |          |
| Post town  | HARTLEPOOL | Postcode | TS25 1AB |

|   |        |
|---|--------|
| Telephone number at premises (if any)   |        |
| Non-domestic rateable value of premises | £11.1L |

**Part 2 - Applicant details**

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

- |  |   |
|--|---|
| a) an individual or individuals *                    | <input checked="" type="checkbox"/> please complete section (A) |
| b) a person other than an individual *               |   |
| i as a limited company/limited liability partnership | <input type="checkbox"/> please complete section (B)            |
| ii as a partnership (other than limited liability)   | <input type="checkbox"/> please complete section (B)            |
| iii as an unincorporated association or              | <input type="checkbox"/> please complete section (B)            |
| iv other (for example a statutory corporation)       | <input type="checkbox"/> please complete section (B)            |
| c) a recognised club                                 | <input type="checkbox"/> please complete section (B)            |
| d) a charity   | <input type="checkbox"/> please complete section (B)            |
| e) the proprietor of an educational establishment    | <input type="checkbox"/> please complete section (B)            |

## Licence Fees

| Band | Rateable Value (£)         | Variation Fee (£)<br>&<br>New Application Fee (£) | Annual Fee (£) |
|------|----------------------------|---|----------------|
| A    | No rateable value to 4,300 | 100   | 70             |
| B    | 4,301 to 33,000            | 190   | 180            |
| C    | 33,001 to 87,000           | 315   | 295            |
| D    | 87,001 to 125,000          | 450   | 320            |
| D*   | See Note 1 below           | 900   | 640            |
| E    | 125,001 and above          | 635   | 350            |
| E*   | See Note 2 below           | 1905  | 1050           |

Note 1. There is a larger fee for premises that have a band D rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises.

Note 2. There is a larger fee for premises that have a band E rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises.

Note 3. For large events, where the expected attendance will be greater than 5,000, an additional fee may be payable. Please contact the Council's Licensing Team for more details.

The Licensing Team  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

- 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 in Wales ☐ 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 (by ticking yes to one box below):

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 type="checkbox"/>   | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input checked="" type="checkbox"/>                                   | Other Title (for example, Rev) |  |
| Surname <u>FLETCHER</u>   |                              |                               | First names <u>ANANDA JANE</u>   |                                |  |
| Date of birth <u>over</u>   |                              |                               | I am 18 years old or <input checked="" type="checkbox"/> Please tick yes |                                |  |
| Nationality <u>UK</u>   |                              |                               |  |                                |  |
| Current residential address if different from premises address  |                              |                               |  |                                |  |
| Post town   |                              |                               |  | Postcode                       |  |
| Daytime contact telephone number  |                              |                               |  |                                |  |
| E-mail address (optional)   |                              |                               |  |                                |  |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information) |                              |                               |  |                                |  |



**SECOND INDIVIDUAL APPLICANT (if applicable)**

|   |                              |                               |   |                                |  |
|---|------------------------------|-------------------------------|---|--------------------------------|--|
| Mr <input type="checkbox"/>   | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/>                                   | Other Title (for example, Rev) |  |
| Surname   |                              |                               | First names   |                                |  |
| Date of birth over  |                              |                               | I am 18 years old or <input type="checkbox"/> Please tick yes |                                |  |
| Nationality   |                              |                               |   |                                |  |
| Current postal address if different from premises address   |                              |                               |   |                                |  |
| Post town   |                              |                               |   | Postcode                       |  |
| Daytime contact telephone number  |                              |                               |   |                                |  |
| E-mail address (optional)   |                              |                               |   |                                |  |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information) |                              |                               |   |                                |  |

**(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?

| DD | MM | YYYY |
|----|----|------|
| 20 | 06 | 2020 |

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

N/A. 

| DD | MM | YYYY |
|----|----|------|
|    |    |      |

Please give a general description of the premises (please read guidance note 1)

Hotel, with Bedrooms, Bars, function rooms.

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

**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

|   |       |        |   |                          |
|---|-------|--------|---|--------------------------|
| <b>Plays</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)  |                          |
|   |       |        | Indoors   | <input type="checkbox"/> |
|   |       |        | Outdoors  | <input type="checkbox"/> |
|   |       |        | Both  | <input type="checkbox"/> |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |                          |
| Mon   |       |        |   |                          |
|   |       |        |   |                          |
| Tue   |       |        |   |                          |
|   |       |        |   |                          |
|   |       |        |   |                          |
| Wed   |       |        | <b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)  |                          |
|   |       |        |   |                          |
|   |       |        |   |                          |
| Thur  |       |        |   |                          |
|   |       |        |   |                          |
|   |       |        |   |                          |
| Fri   |       |        | <b><u>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</u></b> (please read guidance note 6) |                          |
|   |       |        |   |                          |
|   |       |        |   |                          |
| Sat   |       |        |   |                          |
|   |       |        |   |                          |
|   |       |        |   |                          |
| Sun   |       |        |   |                          |
|   |       |        |   |                          |
|   |       |        |   |                          |

# B

|   |       |        |  |  |                                   |
|---|-------|--------|--|--|-----------------------------------|
| <b>Films</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the exhibition of films take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3)  |  | Indoors <input type="checkbox"/>  |
|   |       |        |  |  | Outdoors <input type="checkbox"/> |
|   |       |        |  |  | Both <input type="checkbox"/>     |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)   |  |                                   |
| Mon   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
| Tue   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
| Wed   |       |        | <b><u>State any seasonal variations for the exhibition of films</u></b><br>(please read guidance note 5)   |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
| Thur  |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
| Fri   |       |        | <b><u>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</u></b> (please read guidance note 6) |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
| Sat   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |
| Sun   |       |        |  |  |                                   |
|   |       |        |  |  |                                   |

C

|  |       |        |   |
|--|-------|--------|---|
| <b>Indoor sporting events</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Please give further details</u></b> (please read guidance note 4)   |
| Day  | Start | Finish |   |
| Mon  |       |        |   |
| Tue  |       |        | <b><u>State any seasonal variations for indoor sporting events</u></b><br>(please read guidance note 5)   |
| Wed  |       |        |   |
| Thur   |       |        |   |
| Fri  |       |        | <b><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></b> (please read guidance note 6) |
| Sat  |       |        |   |
| Sun  |       |        |   |

D

|  |       |        |   |          |                                     |
|--|-------|--------|---|----------|-------------------------------------|
| <b>Boxing or wrestling entertainments</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  | Indoors  | <input checked="" type="checkbox"/> |
|  |       |        |   | Outdoors | <input type="checkbox"/>            |
|  |       |        |   | Both     | <input type="checkbox"/>            |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)   |          |                                     |
| Mon  | 12:00 | 23:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Tue  | 12:00 | 23:00  |   |          |                                     |
|  |       |        | <b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)  |          |                                     |
| Wed  | 12:00 | 23:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Thur   | 12:00 | 23:00  |   |          |                                     |
|  |       |        | <b>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</b> (please read guidance note 6) |          |                                     |
| Fri  | 12:00 | 23:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Sat  | 12:00 | 23:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Sun  | 12:00 | 23:00  |   |          |                                     |
|  |       |        |   |          |                                     |

E

|  |       |        |   |  |   |
|--|-------|--------|---|--|---|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  |  | Indoors <input checked="" type="checkbox"/> |
|  |       |        |   |  | Outdoors <input type="checkbox"/>           |
|  |       |        |   |  | Both <input type="checkbox"/>               |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)   |  |   |
| Mon  | 11:00 | 23:00  |   |  |   |
|  |       |        |   |  |   |
| Tue  | 11:00 | 23:00  |   |  |   |
|  |       |        |   |  |   |
|  |       |        |   |  |   |
| Wed  | 11:00 | 23:00  | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)  |  |   |
|  |       |        |   |  |   |
|  |       |        |   |  |   |
| Thur   | 11:00 | 23:00  |   |  |   |
|  |       |        |   |  |   |
|  |       |        |   |  |   |
| Fri  | 11:00 | 23:30  | <b>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</b> (please read guidance note 6) |  |   |
|  |       |        |   |  |   |
|  |       |        |   |  |   |
| Sat  | 11:00 | 23:30  |   |  |   |
|  |       |        |   |  |   |
|  |       |        |   |  |   |
| Sun  | 11:00 | 23:00  |   |  |   |
|  |       |        |   |  |   |
|  |       |        |   |  |   |

F

|  |       |        |   |          |                                     |
|--|-------|--------|---|----------|-------------------------------------|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  | Indoors  | <input checked="" type="checkbox"/> |
|  |       |        |   | Outdoors | <input type="checkbox"/>            |
|  |       |        |   | Both     | <input type="checkbox"/>            |
|  |       |        |   |          |                                     |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)<br><br><i>Recorded music to finish by 11pm evenings Mon-Tues</i><br><i>Midnight on weekends</i>                                       |          |                                     |
| Mon  | 11:00 | 23:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Tue  | 11:00 | 23:00  |   |          |                                     |
|  |       |        | <b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)  |          |                                     |
| Wed  | 11:00 | 23:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Thur   | 11:00 | 23:00  |   |          |                                     |
|  |       |        | <b>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</b> (please read guidance note 6) |          |                                     |
| Fri  | 11:00 | 24:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Sat  | 11:00 | 24:00  |   |          |                                     |
|  |       |        |   |          |                                     |
| Sun  | 11:00 | 24:00  |   |          |                                     |
|  |       |        |   |          |                                     |



**G**

|   |       |        |  |  |
|---|-------|--------|--|--|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of dance take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3)   |  |
|   |       |        | Indoors  | <input checked="checked" type="checkbox"/> |
|   |       |        | Outdoors   | <input type="checkbox"/>                   |
|   |       |        | Both   | <input type="checkbox"/>                   |
| Day   | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)  |  |
| Mon   | 11:00 | 23:00  |  |  |
|   |       |        |  |  |
| Tue   | 11:00 | 23:00  |  |  |
|   |       |        |  |  |
|   |       |        |  |  |
| Wed   | 11:00 | 23:00  | <b>State any seasonal variations for the performance of dance</b><br>(please read guidance note 5)   |  |
|   |       |        |  |  |
|   |       |        |  |  |
| Thur  | 11:00 | 23:00  |  |  |
|   |       |        |  |  |
|   |       |        |  |  |
| Fri   | 11:00 | 24:00  | <b>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</b> (please read guidance note 6) |  |
|   |       |        |  |  |
|   |       |        |  |  |
| Sat   | 11:00 | 24:00  |  |  |
|   |       |        |  |  |
|   |       |        |  |  |
| Sun   | 11:00 | 24:00  |  |  |
|   |       |        |  |  |
|   |       |        |  |  |

H

|  |       |        |   |   |
|--|-------|--------|---|---|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing<br><i>Background music, mobile disco, bands, individual singers, karaoke,</i>  |   |
| Day  | Start | Finish | <b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors <input checked="" type="checkbox"/> |
| Mon  | 11:00 | 23:00  |   | Outdoors <input type="checkbox"/>           |
|  |       |        |   | Both <input type="checkbox"/>               |
|  |       |        |   |   |
| Tue  | 11:00 | 23:00  | <b>Please give further details here</b> (please read guidance note 4)   |   |
|  |       |        |   |   |
| Wed  | 11:00 | 23:00  |   |   |
|  |       |        |   |   |
| Thur   | 11:00 | 23:00  | <b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)  |   |
|  |       |        |   |   |
| Fri  | 11:00 | 24:00  |   |   |
|  |       |        |   |   |
| Sat  | 11:00 | 24:00  | <b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |   |
|  |       |        |   |   |
| Sun  | 11:00 | 24:00  |   |   |
|  |       |        |   |   |

|  |       |        |  |          |                                     |
|--|-------|--------|--|----------|-------------------------------------|
| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input checked="" type="checkbox"/> |
|  |       |        |  | Outdoors | <input type="checkbox"/>            |
|  |       |        |  | Both     | <input type="checkbox"/>            |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)  |          |                                     |
| Mon  | 11:00 | 22:00  |  |          |                                     |
|  |       |        |  |          |                                     |
| Tue  | 11:00 | 22:00  |  |          |                                     |
|  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Wed  | 11:00 | 22:00  | <b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)   |          |                                     |
|  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Thur   | 11:00 | 22:00  |  |          |                                     |
|  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Fri  | 11:00 | 22:00  | <b>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</b> (please read guidance note 6) |          |                                     |
|  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Sat  | 11:00 | 22:00  |  |          |                                     |
|  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Sun  | 11:00 | 22:00  |  |          |                                     |
|  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |

J

|   |       |        |   |                  |                                     |
|---|-------|--------|---|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)  | On the premises  | <input checked="" type="checkbox"/> |
|   |       |        |   | Off the premises | <input checked="" type="checkbox"/> |
|   |       |        |   | Both             | <input checked="" type="checkbox"/> |
|   |       |        |   |                  |                                     |
| Day   | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b><br>(please read guidance note 5)   |                  |                                     |
| Mon   | 11:00 | 23:00  |   |                  |                                     |
| Tue   | 11:00 | 23:00  |   |                  |                                     |
| Wed   | 11:00 | 23:00  |   |                  |                                     |
| Thur  | 11:00 | 23:00  | <b>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</b> (please read guidance note 6) |                  |                                     |
| Fri   | 11:00 | 23:30  |   |                  |                                     |
| Sat   | 11:00 | 23:30  |   |                  |                                     |
| Sun   | 11:00 | 23:30  |   |                  |                                     |

RESIDENTS 24 hour - service

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

|  |               |  |  |
|--|---------------|--|--|
| Name                                   | JAMES PLATTEN |  |  |
| Date of birth                          |               |  |  |
| Address                                |               |  |  |
| Postcode                               |               |  |  |
| Personal licence number (if known)     |               |  |  |
| Issuing licensing authority (if known) |               |  |  |

K

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 9).

N/A

L

| Hours premises are open to the public<br>Standard days and timings (please read guidance note 7) |       |                  | <u>State any seasonal variations</u> (please read guidance note 5)  |
|--|-------|------------------|---|
| Day  | Start | Finish           |   |
| Mon  | 11:00 | <del>23:00</del> | <u>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</u> (please read guidance note 6) |
|  |       | 23:30            |   |
| Tue  | 11:00 | <del>23:00</del> |   |
|  |       | 23:30            |   |
| Wed  | 11:00 | <del>23:00</del> |   |
|  |       | 23:30            |   |
| Thur   | 11:00 | <del>23:00</del> |   |
|  |       | 23:30            |   |
| Fri  | 11:00 | 24:00            |   |
|  |       |                  |   |
| Sat  | 11:00 | 24:00            |   |
|  |       |                  |   |
| Sun  | 11:00 | 24:00            |   |
|  |       |                  |   |

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

We would strongly promote all 4 licensing objectives as per our individual statements listed below.  
The hotel would promote challenge 25 and all other mandatory and appropriate measures to ensure all 4 objectives are complied with.

**b) The prevention of crime and disorder**

We would promote strong management in keeping the safety of all customers at all times. Report any criminal offence or anti-social behaviours and not breach any licensing conditions, authorised activities or authorised hours. ~~Be~~ Operate and maintain a CCTV system installed with a 28 day memory. Warning Signs located and displayed in public areas.

**c) Public safety**

We would promote Public safety by having accident to care plus weekly fire alarm checks, with staff training for emergency and general safety precautions & procedures. No overcrowding and make sure anyone having an accident on the premises is reported to the relevant authorities. All safety certificates and inspection reports are kept on site and available upon request. An adequate supply of first aid equipment is also available on premises.

**d) The prevention of public nuisance**

We would promote this section by management and staff regularly patrolling the premises both indoors and outdoors to supervise orderly conduct. No music or speeches will be permitted outdoors without written consent from local authorities plus all external windows and doors will remain closed during entertainment. Public signage and litter bins available indoors and outside. Any outside activities, beverages would be served in either plastic or toughened glass.

**e) The protection of children from harm**

A proof of age policy enforced with either a challenge 21 or 25. No adult entertainment in the presence of children, plus staff training regarding the handling of customers who are using abusive or strong language. Only plastic games permitted in any designated child's play area. All children to be protected from any adult misconduct.

**Checklist:****Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- 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. ☒
- ☐ [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

|                    |   |
|--------------------|---|
| <b>Declaration</b> | <ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15).</li></ul> |
| Signature          |   |
| Date               | 1 <sup>st</sup> MAY 2020  |
| Capacity           | Premises license holder   |

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **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 14)

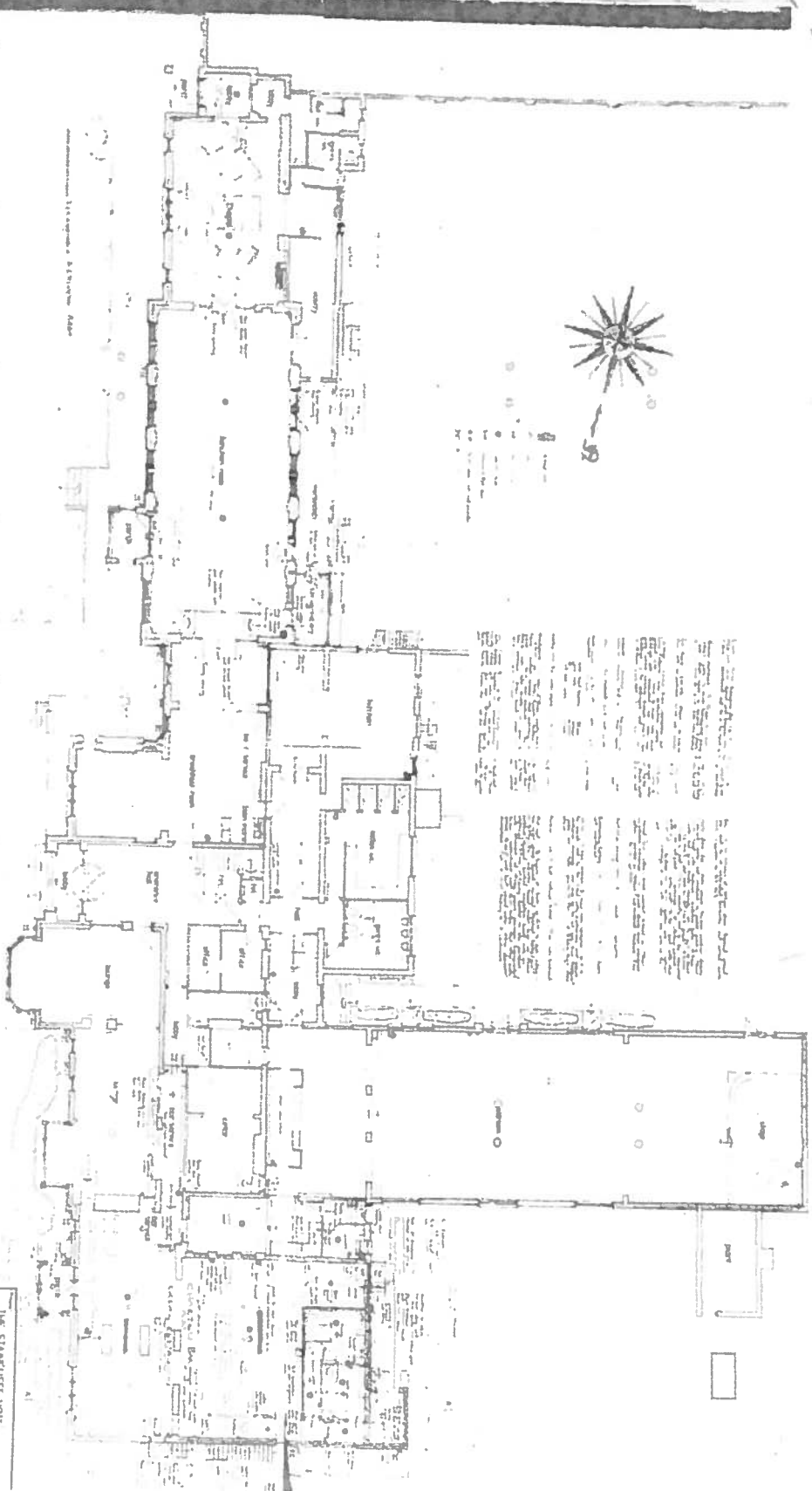
|   |  |          |  |
|---|--|----------|--|
|   |  |          |  |
| Post town   |  | Postcode |  |
| Telephone number (if any)   |  |          |  |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) |  |          |  |



## 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. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
    - a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority

|  |    |
|--|----|
| THE STANLIFE HOTEL<br>THE CLIFFS<br>STADI CLIFFS |    |
| PAPPOSES (GROUND FLOU) 14.00                     |    |
| 1000   |    |
| 1000   | 80 |
| 996/3  |    |
| O. LOUGHREY & CO.                                |    |





Section A,  
General

We would strongly promote all four licensing objectives as per our individual statements listed below. The Hotel would promote challenge 25 and all other mandatory and appropriate measures to ensure all four objectives are complied with.

Section B  
Prevention of Crime and Disorder.

We would promote strong management in keeping the safety of all customers at all times. Report any criminal offences or anti-social behaviour and not breach any licensing conditions, authorised activities or authorised hours. Operate and maintain a CCTV system installed with a 28 day memory. Warning signs are located and displayed in public areas.

Section C  
Public Safety

We would promote public safety by having an accident book plus weekly fire alarm checks, with staff training for emergency and general safety precautions and procedures.

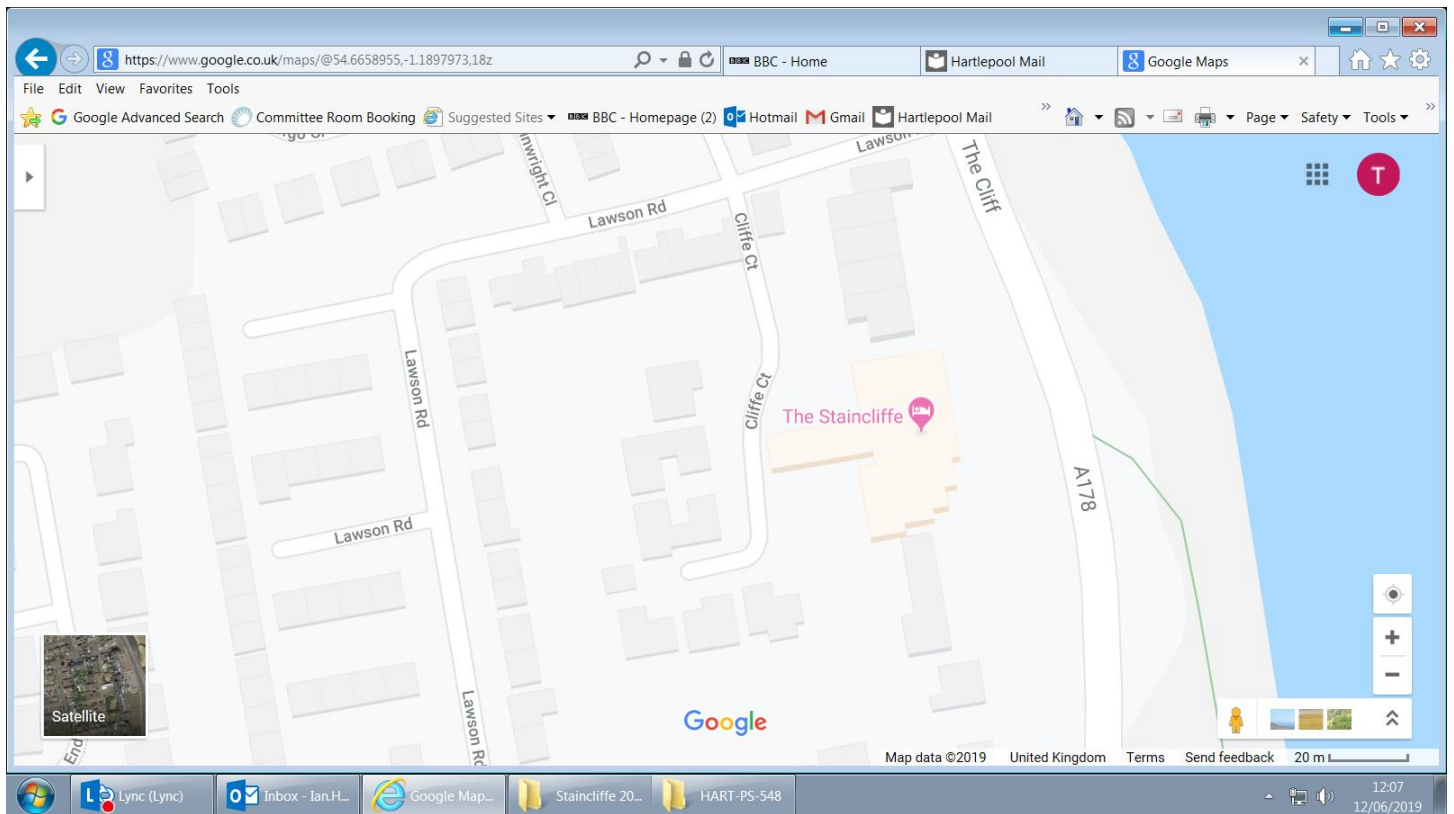
No overcrowding and make sure anyone having an accident on the premises is reported through the relevant authorities. All safety certificates and inspection reports are kept on site and available on request. An adequate supply of first aid equipment is also available on premises.

Section D  
Prevention of Public Nuisance

We would promote this section by management and staff regularly patrolling the premises both indoors and outdoors to supervise orderly conduct. No music or speakers will be permitted outdoors without written consent from local authorities, plus all external windows and doors will remain closed during entertainment. Public signage and litter bins and both available indoors and outside. Any outside activities beverages would be served in either plastic or toughened glasses.

Section E  
Protection of Children from Harm

A proof of age policy is enforced with either a challenge 21 or 25. No adult entertainment in the presence of children plus staff training regarding the handling of customers who are using abusive or strong language. Only plastic glasses permitted in any designated children's play area. All children to be protected by any adult misconduct.



## Appendix 3





**THE LICENSING ACT 2003**  
**PREMISES LICENCE (PART A)**

Premises licence number

HART/PS/548

**Part 1 - Premises details**

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

The Staincliffe Hotel  
The Cliff  
Seaton Carew

**Post Town** Hartlepool

**Post Code** TS25 1AB

**Telephone number** 01429 861774

**Where the licence is time limited the dates**

Valid between 27<sup>th</sup> June 2019 and 26<sup>th</sup> June 2020

**Licensable activities authorised by the licence. Any entertainment authorised by this licence is limited to indoors only, unless stated otherwise.**

- |                       |  |
|-----------------------|--|
| 1. Alcohol (On Sales) | 4. Provision of Performance of Dance                         |
| 2. Live Music         | 5. Provision of anything of a similar description to 2,3 & 4 |
| 3. Recorded Music     |  |

**This licence does not authorise the provision of adult entertainment.**

**The time the licence authorises the carrying out of licensable activities.**

- |  |  |
|--|--|
| 1. Alcohol (On Sales)  | Sunday – Thursday 11:00 – 22:30<br>Friday - Saturday 11:00 – 23:00 |
| 2. Live Music  |  |
| 3. Recorded Music  | Sunday – Thursday 11:00 – 23:00                                    |
| 4. Provision of Performance of Dance                         | Friday – Saturday 11:00 – 23:30                                    |
| 5. Provision of anything of a similar description to 2,3 & 4 |  |

**The opening hours of the premises**

Monday – Sunday      24 Hours per day (for residents of the hotel)

For non-residents of the hotel, the premises shall close to the public at 23:00 hours between Sunday and Thursday and at midnight on Fridays and Saturdays

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

On Sales

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

Ms Amanda Jane Fletcher  
The Staincliffe Hotel  
The Cliffe  
Seaton Carew  
Hartlepool  
TS25 1AB

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

N/A

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

James Platten

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

Durham County Council

**Date licence granted: 7<sup>th</sup> August 2019**



## **ANNEX 1 – Mandatory Conditions**

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

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

2. In relation to the exhibition of films, the admission of children must be restricted in accordance with the classification designated by the British Board of film Classification (BBFC) or other authority designated by the Video Recordings Act 1984 for the film, or films being exhibited.
3. Each individual employed or otherwise engaged at the premises to carry out a security activity must be licensed by the Security Industry Authority.
4. (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).
- 5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 6. (1) The premises licence holder or club premises certificate holder shall 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 licence 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.
- 7. 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;
  - (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.
- 8. (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 rate 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) “valued 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 this 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.

## **ANNEX 2 – Conditions consistent with the Operating Schedule**

1. The DPS or representative shall attend the Hartlepool Licensing Association meeting held bi-monthly.
2. Polycarbonate/plastic or toughened glasses will be used for alcohol both inside and outside the licensed premises.
3. Alcohol shall not be removed from the designated licensed area in open containers.
4. Signs shall be displayed in prominent positions requesting customers to leave the premises in a quiet and orderly manner and to consider the neighbouring residents.
5. Deliveries of goods necessary for the operation of the business will be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents.
6. A 'Challenge 25' policy will be implemented with all staff insisting on evidence of age from any person appearing to be under 25 years of age and who is attempting to buy alcohol. There shall be the very latest, notices displayed at all points of sale and at all entrances and exits to inform customers and remind staff that the premise is operating a 'Challenge 25' policy.
7. Only valid UK "photo card style" driving licences, PASS approved Proof of Age cards Ministry of Defence 'Form 90' identification cards, or valid non-expired Passport are to be accepted as a form of ID at the premises.
8. All staff will be fully trained and the training must include the laws relating to the sale of alcohol to underage persons, persons buying on behalf of under 18s (proxy sales), persons appearing to be under the influence of alcohol and also the operation of the associated 'Challenge 25' policy. Staff will receive refresher training at least every 6 months.
9. Training records, signed by both the staff member and the Designated Premise Supervisor/Store Manager/Business Owner will be retained for future reference and shall be updated at least every 6 months. All staff training records will be made available to the Licensing Authority and/or responsible Authorities upon request.
10. The business will maintain a refusals book to record all instances where the sale of alcohol has been refused. This shall include the date and time of the attempted sale, together with a description of the incident. The Designated Premise Supervisor/Store Manager/Business Owner will check and sign each page and the refusals book will be made available to the Licensing Authority and/or Responsible Authorities upon request.
11. The business will maintain an incident book to record all instances where the staff deal with people who have been unruly, drunk, abusive, aggressive or have committed criminal acts or have had to call police for

such incidents. This shall include the date and time of the incident, together with a description of the incident and whether the police were called/attended. The Designated Premise Supervisor/Store Manager/Business Owner will check and sign each page and the incident book will be made available to the Licensing Authority and/or Responsible Authorities upon request.

12. There will be a minimum of two notices displayed on the premise indicating that the sale of alcohol to those under the age of 18 is illegal and that those adults who buy alcohol for immediate disposal to those under the age of 18 are committing an offence.
13. The external doors and windows to the parts of the premises used for the purpose of regulated entertainment are not to be left open whilst entertainments are being held in the premises except on the case of an emergency.
14. The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made to those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.
15. Except with the prior written approval of the Licensing Authority and subject to any conditions which may be attached to such approval:-
  - (a) No special effects, naked flames, smoke production or any process creating a risk of fire, or the illusion of smoke or fire shall be used for the purpose of providing regulated entertainment on the premises.
  - (b) No explosives or highly flammable substances shall be brought into or used on the premises.
  - (c) No special effects shall be used or displays given on the premises, which consist of or include the use of lasers.

Applications for consent, giving detailed descriptions of the equipment to be used and details of the event, including dates and times must be made not less than 28 days before the date of the event.

16. The licensee must ensure that the electrical socket outlets in the licensed premises, which are used for the purpose of providing licensed entertainment, are protected by a residual current device being a 30 mA tripping circuit.
17. In the event of the fire alarm being activated a suitable relay should be provided so that the electrical power supply to all sound amplification system in the licensed premises shall be immediately intercepted so that the alarm can be clearly heard in all parts of the licensed premises.

18. There shall be maintained in the premises at all times an adequate and appropriate supply of first aid equipment and materials for use by patrons.
19. Clear and conspicuous notices will be displayed, warning customers of potential criminal activity, such as theft.
20. There shall be strong management controls and effective training of all staff in relation to
  - (a) No selling of alcohol to underage people
  - (b) No drunk and disorderly behaviour on the premises
  - (c) Vigilance in preventing the use and sale of illegal drugs at the premises
  - (d) No violent and anti-social behaviour
  - (e) No harm to children
21. Staff will be well trained in asking customers to use the premises in an orderly and respectful manner.

### **ANNEX 3 – Conditions attached after a hearing by the Licensing Authority**

1. A digital closed circuit television system (CCTV) shall be installed and maintained in good working order and be correctly time and date stamped.

The system shall incorporate sufficient built-in hard drive capacity to suit the number of cameras installed, whilst complying with data protection legislation.

CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.

Cameras will encompass all ingress and egress to the premises, outside areas and all areas where the sale/supply of alcohol occurs.

There will be a minimum of 28 days recording.

The system shall record for 24 hours per day.

The system shall incorporate a means of transferring images from the hard drive to a format that can be played back on any desktop computer.

The digital recorder will have the facility to be password protected to prevent unauthorised access, tampering or deletion of images.

There shall be at all times a member of staff who is trained in the use of the equipment and upon receipt of a request for footage from the governing body, such as Cleveland Police or any other Responsible Authority, be able to produce such footage within a reasonable time, e.g. 24 hours routine or less of urgently required for investigation of serious crime.

The system shall be tested every month and a written record of such tests retained.

2. The 'work action plan' contained in the CHUB Risk Assessment report dated 20<sup>th</sup> March 2019 shall be fully complied with no later than 30<sup>th</sup> September 2019.
3. There shall be a register of residents available at all times for inspection. Keys for unoccupied rooms are to be available upon request forthwith.
4. Access to the seating areas to the front and rear of the premises shall be restricted to between 9:00 a.m. and 8:00 p.m. April to September and 9:00 a.m. until 5:00p.m. October to March.
5. A meeting of local residents, Fire, Police and Local Authority shall be convened by Amanda Fletcher (or the licence holder) every two months commencing September 2019.

## **ANNEX 4 - Plans**

**Drawing No: 996/3**

**Date: 08/11/96**

YOU ARE REMINDED THAT IT IS YOUR LEGAL OBLIGATION TO ATTACH THE CURRENT 'PLAN' TO THIS PREMISES LICENCE AND KEEP THIS LICENCE (OR A CERTIFIED COPY) IN A SECURE PLACE AT THE LICENSED PREMISES.

IT IS AN OFFENCE NOT TO PRODUCE YOUR PREMISES LICENCE (INCLUDING THE PLAN) UPON REQUEST BY A POLICE OFFICER, LOCAL AUTHORITY OFFICER OR AUTHORISED PERSON.



## Application for a Premises Licence – The Staincliffe Hotel

Further to the application submitted to Hartlepool Borough Council on 11<sup>th</sup> May 2020, I wish to object to the granting of this licence on the grounds that I have little confidence in the management and their ability to promote the objectives of the Licensing Act.

In 2019 a new premises licence was issued to The Staincliffe Hotel following a review of the licence by the Licensing Committee.

Condition 5 of Annex 3 of that licence states:

*‘A meeting of local residents, Fire, Police and Local Authority shall be convened by Amanda Fletcher (or the licence holder) every two months commencing September 2019.’*

I can confirm that in my capacity as a Responsible Authority for Hartlepool Council's Commercial Services team I have not received invites to these meetings.

Since the new Premises Licence was granted Public Protection have received several complaints concerning a failure to manage commercial waste at the premises. In my opinion this is an example of the management's failure to promote the **Prevention of Public Nuisance** Objective of the Licensing Act.

On two separate occasions it has been necessary to serve an Abatement Notice in respect of Statutory Nuisance under the provisions of the Environmental Protection Act 1990. These Notices were both served in relation to accumulations of waste, which has included waste and packaging, in open skips on the premises. Accumulations of waste can attract vermin and other pests. The first Abatement Notice was issued on 30<sup>th</sup> September 2019 and the second on 21<sup>st</sup> April 2020.

Should the Licensing Committee be minded to issue this licence then I would recommend the following conditions to be applied in order to promote the **Public Safety** Objective of the Licensing Act:

### Conditions

1. Except with the prior written approval of the Licensing Authority and subject to any conditions which may be attached to such approval: -
  - (a) No special effects, naked flames, smoke production or any process creating a risk of fire, or the illusion of smoke or fire shall be used for the purpose of providing regulated entertainment on the premises.
  - (b) No explosives or highly flammable substances shall be brought into or used on the premises.

- (c) No special effects shall be used or displays given on the premises, which consist of or include the use of lasers.

Applications for consent, giving detailed descriptions of the equipment to be used and details of the event, including dates and times must be made not less than 28 days before the date of the event.

2. The licensee must ensure that the electrical socket outlets in the licensed premises, which are used for the purpose of providing licensed entertainment, are protected by a residual current device being a 30 mA tripping circuit.
3. In the event of the fire alarm being activated a suitable relay should be provided so that the electrical power supply to all sound amplification system in the licensed premises shall be immediately intercepted so that the alarm can be clearly heard in all parts of the licensed premises.
4. There shall be maintained on the premises at all times an adequate and appropriate supply of first aid equipment and materials for use by patrons.
5. A Registered Medical Practitioner shall be present at any sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.
6. Where the entertainment requires the provision of a ring, it shall be installed by a competent person who shall ensure that it is properly constructed and supported and all materials used in its construction are non-combustible. The Premises Licence Holder or the Club Premises Certificate Holder shall obtain a certificate from that competent person that the ring has been correctly constructed, is fit for use and is constructed of non-combustible material. The Premises Licence Holder or the Club Premises Certificate Holder shall produce that certificate if required to do so to an authorised officer of the Council or Cleveland Fire and Rescue.
7. No member of the public shall be allowed to be seated or to enter an area within 2.5 metres of the outermost edge of the playing area of the sport.

**Jane Kett**

**Environmental Health Manager (Commercial Services)**

**6 June 2020**

**The Staincliffe Hotel**  
**Premises Licence Application**

**11<sup>th</sup> May 2020**

I wish to object to the issuing of this licence on the grounds that I have no confidence in the management and their ability to promote the objectives of the Licensing Act.

A new premises licence was issued to The Staincliffe Hotel following a review of the licence by the Licensing Committee in June 2019.

Condition 5 in Annex 3 of that licence states 'A meeting of local residents, Fire, Police and Local Authority shall be convened by Amanda Fletcher (or the licence holder) every two months commencing September 2019.' As a responsible authority and local authority officer I have only ever been invited to one meeting which was held on the evening of 14<sup>th</sup> October 2019. This meeting was only convened following a reminder to the licensee from the Licensing Team at Hartlepool Borough Council. Considering the considerable attendance and interest at the earlier review hearing I was surprised that only 2 residents turned up for this meeting. I am not aware that any further meetings have taken place.

Condition 4 of Annex 3 of the licence states 'Access to the seating areas to the front and rear of the premises shall be restricted to between 9:00 a.m. and 8:00 p.m. April to September and 9:00 a.m. until 5:00p.m. October to March.

And Condition 13 of Annex 2 states 'The external doors and windows to the parts of the premises used for the purpose of regulated entertainment are not to be left open whilst entertainments are being held in the premises except on the case of an emergency.'

Up until the national lockdown and the closure of all licensed premises in March 2020 following the coronavirus pandemic, the Environmental Protection Team were still receiving complaints and allegations that both of these conditions were being regularly breached and that the situation at The Staincliffe had not improved since the review hearing.

Should the licensing Committee be minded to issue this licence then I would require the following conditions to be applied in order to promote the Prevention of Public Nuisance Objective of the Licensing Act;

- Signs shall be displayed in prominent positions requesting customers to leave the premises in a quiet and orderly manner and to consider the neighbouring residents.
- Deliveries of goods necessary for the operation of the business will be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents.

- The external doors and windows to the parts of the premises used for the purpose of regulated entertainment are not to be left open whilst entertainments are being held in the premises except on the case of an emergency
- The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made to those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.
- Staff will be well trained in asking customers to use the premises in an orderly and respectful manner.
- Access to the seating areas to the front and rear of the premises shall be restricted to between 9:00 a.m. and 8:00 p.m. April to September and 9:00 a.m. until 5:00p.m. October to March.

Adrian Hurst

Environmental Health Manager (Environmental Protection)

28<sup>th</sup> May 2020

FAO Amanda Fletcher - IMPORTANT - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward IM More Move Rules OneNote Actions Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Move Tags Editing Zoom

Fri 27/09/2019 08:37

**Ian Harrison**

FAO Amanda Fletcher - IMPORTANT

To: ☐ 'Thenewstaincliffehotel@mail.com'


Good Morning Amanda

I'm writing to remind you that when the premises licence was granted for The Staincliffe, a condition was added that the licence holder had a legal duty to arrange and hold consultation meetings with local residents and responsible authorities. This duty must be discharged by the end of September.


If you've already held a meeting (but forgotten to invite me) please let me know so I can update your records.

Regards

**Ian Harrison** | Trading Standards & Licensing Manager  
**Hartlepool Borough Council**  
 Tel: (01429) 523349  
 Email: [ian.harrison@hartlepool.gov.uk](mailto:ian.harrison@hartlepool.gov.uk)  
 Web: [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk)  
 Facebook: [/hartlepoolcouncil](https://www.facebook.com/hartlepoolcouncil)  
 Twitter: [@HpoolCouncil](https://twitter.com/HpoolCouncil)

 **HARTLEPOOL**  
**BOROUGH COUNCIL**

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On behalf of Hartlepool Borough Council, in its capacity as a licensing authority under the Licensing Act 2003, please regard this e-mail as a representation concerning the application for a new premises licence for The Staincliffe Hotel.

The licensing authority notes that condition 5 of Annex 3 of the current premises licence states the following: -

5. A meeting of local residents, Fire, Police and Local Authority shall be convened by Amanda Fletcher (or the licence holder) every two months commencing September 2019.

On 27<sup>th</sup> September 2019, as no such meeting had been arranged, I e-mailed Amanda Fletcher to remind her of the above obligation (a copy is attached as appendix IH1). On 7<sup>th</sup> October 2019 I was invited to a meeting at The Staincliffe Hotel which took place on 14<sup>th</sup> October.

The licensing authority has not been invited to any further such meetings and, as such, Amanda Fletcher has failed to comply with the above licence condition.

Taking into account the history of the operation of the premises, this condition was specifically added to guarantee a dialogue between Amanda Fletcher, the Responsible Authorities and local residents to ensure that any issues with the promotion of the licensing objectives could be addressed quickly. As Ms Fletcher has failed to arrange any meetings since October 2019 (and had to be reminded to hold that one) she has failed to comply with a condition on her licence (failing to comply with a condition of a premises licence is a criminal offence) and therefore can no longer be relied upon to promote the Act's licensing objectives.

Regards

**Ian Harrison | Trading Standards & Licensing Manager  
Hartlepool Borough Council**

Good Afternoon,

In relation to this application I consider it necessary to make representations. I do not believe a licence should be granted as I have little confidence in the Applicant and the management of the premises to promote the objectives of the Licensing Act 2003. This is based on the failure of the applicant to adhere to conditions imposed following the previous hearing [ANNEX 3 (5) ]. I can confirm that Trading Standards as a Responsible Authority have not received any invites to bi-monthly meetings as required.

Kind regards

**Neil Harrison** | Senior Trading Standards Officer



Please reply to:

Mr P J Devlin, Solicitor  
Legal Adviser & Monitoring Officer  
Cleveland Fire Authority  
Training and Administration Hub  
Endeavour House  
Queens Meadow Business Park  
HARTLEPOOL TS25 5TH

Tel: 01429 874002  
E Mail: [pdevlin@clevelandfire.gov.uk](mailto:pdevlin@clevelandfire.gov.uk)  
[www.clevelandfire.gov.uk](http://www.clevelandfire.gov.uk)

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Clerk to the Licensing Authority  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
HARTLEPOOL  
TS24 8AY

**5 June, 2020**

Dear Sir,

**LICENSING ACT, 2003 - RECEIPT OF APPLICATION**

**APPLICANT - Ms Amanda Fletcher**

**ADDRESS - The Staincliffe Hotel, The Cliff, Seaton Carew, Hartlepool, TS25 1AB**

I refer to your e-mail communication transmitted on 11 May, in respect of the above named premises.

The Fire Authority as a 'responsible authority' under the provisions of the Licensing Act, 2003, have no present objection to this application which seeks an amendment in relation to the closing hours, from the application which was granted for a temporary period of twelve months, as granted on 27 June, 2019.

The Authority along with other consultees did object to the earlier application and although these objections were withdrawn at a hearing of the Licensing Authority, additional conditions (Annex 3 refers) were attached to the present licence. Under paragraph 2 thereof, there is reference to a 'Work Action Plan', contained within a Risk Assessment report dated 20 March, 2019. It was a condition that these works be completed by 30 September, 2019. Unfortunately, not all of these works have been completed to date with some residual matters requiring attention. It is therefore suggested that this condition be retained on the grant of any renewal of this licence, with a completion date of 30 September, 2020. The applicant has forwarded to the Fire Authority details of a schedule of maintenance of the fire safety systems within these premises, which are considered as being satisfactory.

It is also considered that the additional condition under paragraph 3, namely the operation of a register and the availability of keys to unoccupied rooms remains pertinent.



Whilst officers of the Brigade would participate in meetings with local residents, the Police and Local Authority, I am instructed that this condition has not been strictly adhered to. The applicant will therefore need to explain the apparent deficiencies in the holding of such meetings on a regular basis, together with the anticipated participation, in meeting the licensing objectives.

I trust the representations made herein are of assistance and a copy of this communication has been sent to the applicant as a matter of common courtesy.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Peter Devlin', with a horizontal line underneath.

**Peter Devlin, Solicitor**  
**Legal Adviser and Monitoring Officer**

cc: Amanda Fletcher

**We are writing to you to register our objections to the application for a premises licence by Ms Amanda Fletcher Staincliffe Hotel, The Cliff, Seaton Carew, Hartlepool. TS25 1AB on the basis that granting a licence for these premises will not promote the licencing objectives, particularly the prevention of noise from live music, recorded music, performance of dance and anything of a similar description. Plus, failure to adhere to the temporary licence granted in 2019.**

It would seem the management of the Staincliffe Hotel have a short memory when it comes to the detail of the temporary licence granted to them in June 2019. That is, their promise of the adherence to the noise levels and the suggestions put forward by the Cliffe Court residents; this being a reduction of noise emanating from the Function Room, Palm Court, and outside gardens.

It has been noted that on every instance of entertainment the doors are left open, thus allowing unnecessary noise to escape from the rooms and letting people free access to the garden at any time.

On 20<sup>th</sup> of July 2019 a resident contacted the police to register a complaint about the loud noise issue. They said they could not attend but issued a crime reference number [CYP-19-123434 by C7261 P.C. Ross] to record the complaint. Following continued noise the resident visited Ms Fletcher to tell her the door was open and the noise was at an unacceptable level, Ms Fletcher was of the opinion that the door was closed, when pressed she went to check, she found the door was indeed open, she closed the door and said if there was any further problem they should contact her again. The noise continued, so the resident phoned the Staincliffe Hotel, the call was answered by a man who would not give his name, when Ms Fletcher was asked for, he said she was busy and asked if he could help, the problem was explained, he then accused the resident of being drunk and bullying Ms Fletcher. He invited our resident to the Hotel, so he could show him how a drunken bully would be dealt with. No alcohol had been consumed by the resident.

The invitation was declined. The man went on to suggest a meeting the following morning where he would sort our resident out, at this point the resident felt very threatened and ended the call.

As the resident had made himself known to Ms Fletcher earlier, he contacted the police again for advice. The police contacted him about 11.00 am the next day, to discuss the incident. After hearing the details, the Officer informed the resident that the call constituted a `malicious communication` by the unnamed man which is an offence.

The resident explained, he felt threatened for the wellbeing of Himself, Wife, and property, so would like no further action to be taken. The police issued a further crime number CYP-19 -123443. The reporting officer was C8866 P.C. Singh. The above incident continued with the (now usual) loud music and then foul - mouthed shouting in the garden which continued till 11.50 pm.

Further noise complaints were registered with the Licensing and Environmental departments at Hartlepool Borough Council:

9 November 2019 – noise in the garden after 9.30pm

23 November 2019 – noise from a disco

31 January 2020 – noise from ballroom

1 February 2020 – noise from garden near Palm Court room until 9.00pm

Continued.....

The Staincliffe Hotel now want to extend recorded music and anything similar until midnight Friday to Sunday which will be potentially 13 hours of music causing more stress.

*They have also listed: - Bands, Singers and Karaoke within Section H - 'Anything similar', this should come under Section E - Live Music and not a way to possibly circumvent the cut off time.*

The Staincliffe Hotel are now applying for Boxing & Wrestling to be added onto the licence, if granted it may be interpreted as a green light to hold MMA (Mixed Martial arts) contests or cage fighting causing potentially more noise due to loud shouting from spectators and tannoy announcements. This would solicit a different type of clientele which may attract aggressive behaviour inside and outside the premises, also an opportunity for private betting within the premises. If this includes live televised boxing & wrestling the timing will be dependent on local time of the event! All of this in a 99% residential area so would be inappropriate.

One requirement of the 2019 licence was the Hotel Management would organise a meeting every three months, so residents could be kept up to date with improvements and iron out any issues that may arise throughout the year. The only meeting held was on 14<sup>th</sup> October 2019 which Ian Harrison (HBC) informed us of after the event. At no time were the Residents of Cliffe Court invited to any meetings.

At the end of last year's meeting Mr. Cook (Solicitor for Ms Fletcher) said "On behalf of Miss Fletcher (Director and shareholder) I accept mistakes have been made by the establishment, but they are learning from mistakes and putting those mistakes correct. We believe by granting of a 12 month licence the next 12 months can allow Miss Fletcher to be able to show to you and to everybody else that she means to do well in business and provide a good trade for Seaton Carew and the area.

The Residents have yet to see any evidence of this, there is still no prevention of public nuisance. The management and staff are not regularly patrolling the premises both indoors and outdoors for improvement of noise control or checking if external windows and doors remain closed during entertainment. 'These mistakes' as Ms Fletcher calls them, have continued to distress the residents of Cliffe Court.

It is our view that "IF" a further licence is granted it should be a temporary licence under the same terms as the current licence. The Hotel management need to prove to all concerned they can adhere to the rules and regulations. Close monitoring by Hartlepool Borough Council and other authorities as appropriate is required to ensure compliance.

1. The DPS or representative shall attend the Hartlepool Licensing Association meeting held bi-monthly.
2. Polycarbonate/plastic or toughened glasses will be used for alcohol both inside and outside the licensed premises except for special occasions where speciality drinks cannot be served in such vessels.
3. Alcohol shall not be removed from the designated licensed area in open containers
4. Signs shall be displayed in prominent positions requesting customers to leave the premises in a quiet and orderly manner and to consider the neighbouring residents.
5. A 'Challenge 25' policy will be implemented with all staff insisting on evidence of age from any person appearing to be under 25 years of age and who is attempting to buy alcohol. There shall be the very latest, notices displayed at all points of sale and at all entrances and exits to inform customers and remind staff that the premise is operating a 'Challenge 25' policy.
6. Only valid UK "photo card style" driving licences, PASS approved Proof of Age cards Ministry of Defence 'Form 90' identification cards, or valid non-expired Passport are to be accepted as a form of ID at the premises.
7. All staff will be fully trained and the training must include the laws relating to the sale of alcohol to underage persons, persons buying on behalf of under 18s (proxy sales), persons appearing to be under the influence of alcohol and also the operation of the associated 'Challenge 25' policy. Staff will receive refresher training at least every 6 months.
8. Training records, signed by both the staff member and the Designated Premise Supervisor/Store Manager/Business Owner will be retained for future reference and shall be updated at least every 6 months. All staff training records will be made available to the Licensing Authority and/or responsible Authorities upon request.
9. The business will maintain a refusals book to record all instances where the sale of alcohol has been refused. This shall include the date and time of the attempted sale, together with a description of the incident. The Designated Premise Supervisor/Store Manager/Business Owner will check and sign each page and the refusals book will be made available to the Licensing Authority and/or Responsible Authorities upon request.
10. The business will maintain an incident book to record all instances where the staff deal with people who have been unruly, drunk, abusive, aggressive or have committed criminal acts or have had to call police for such incidents. This shall include the date and time of the incident, together with a description of the incident and whether the police were called/attended. The Designated Premise Supervisor/Store Manager/Business Owner will check and sign each page and the incident book will be made available to the Licensing Authority and/or Responsible Authorities upon request.
11. There will be a minimum of two notices displayed on the premise indicating that the sale of alcohol to those under the age of 18 is illegal and that those adults who buy

alcohol for immediate disposal to those under the age of 18 are committing an offence.

12. The external doors and windows to the parts of the premises used for the purpose of regulated entertainment are not to be left open whilst entertainments are being held in the premises except on the case of an emergency.

13. The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made to those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.

14. Deliveries of goods necessary for the operation of the business will be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents

15. There shall be maintained in the premises at all times an adequate and appropriate supply of first aid equipment and materials for use by patrons.

16. A digital closed circuit television system (CCTV) shall be installed and maintained in good working order and be correctly time and date stamped. The system shall incorporate sufficient built-in hard drive capacity to suit the number of cameras installed, whilst complying with data protection legislation. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.

Cameras will encompass all ingress and egress to the premises, outside areas and all areas where the sale/supply of alcohol occurs.

There will be a minimum of 28 days recording.

The system shall record for 24 hours per day.

The system shall incorporate a means of transferring images from the hard drive to a format that can be played back on any desktop computer.

The digital recorder will have the facility to be password protected to prevent unauthorised access, tampering or deletion of images.

There shall be at all times a member of staff who is trained in the use of the equipment and upon receipt of a request for footage from the governing body, such as Cleveland Police or any other Responsible Authority, be able to produce such footage within a reasonable time, e.g. 24 hours routine or less of urgently required for investigation of serious crime.

The system shall be tested every month and a written record of such tests retained.

17. Access to the seating areas to the front and rear of the premises shall be restricted to between 9:00 a.m. and 8:00 p.m. April to September and 9:00 a.m. until 5:00p.m. October to March.

18. There shall be a register of residents available at all times for inspection. Keys for unoccupied rooms are to be available upon request forthwith.