

# LICENSING SUB-COMMITTEE

## AGENDA



**Wednesday 26<sup>th</sup> March 2025**

**at 10.00 am**

**in Committee Room C,  
Civic Centre, Hartlepool**

MEMBERS: LICENSING SUB-COMMITTEE:

Councillors Clayton, Dodds and Nelson

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**  
No items
4. **ITEMS FOR DECISION**
  - 4.1 Application for a new premises licence – Ha'way Inn, The Grange, Waldon Street, Hartlepool - *Assistant Director (Regulatory Services)*
5. **ANY OTHER ITEMS THE CHAIR CONSIDERS ARE URGENT**

#### 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 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 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.

# LICENSING SUB-COMMITTEE

26<sup>th</sup> March 2025



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

**Subject:** APPLICATION FOR A NEW PREMISES LICENCE -  
HA'WAY INN, THE GRANGE, WALDON STREET,  
HARTLEPOOL, TS24 7QJ.

## 1. COUNCIL PLAN PRIORITY

**Hartlepool will be a place:**

- that has an inclusive and growing economy.

## 2 PURPOSE OF REPORT

2.1 To consider an application for a new Premises Licence in respect of The Ha'Way Inn, The Grange, Waldon Street, Hartlepool. A Summary of the application is outlined below:

2.2 Applicant: Ha'Way Inn Limited

Premises: Ha'Way Inn  
The Grange  
Waldon Street  
Hartlepool  
TS24 7QJ

2.3 The applicant has applied for a Licence for the following activities: -

Films Monday – Sunday 11:00hrs – 23:00hrs

Live Music Monday – Sunday 11:00hrs – 23:00hrs  
(on the premises only)

Recorded Music (on the premises only)	Monday – Sunday	11:00hrs – 23:00hrs
Performances of dance	Monday – Sunday	11:00hrs - 23:00hrs
Supply of alcohol (on the premises only)	Monday – Sunday	11:00hrs - 23:00hrs

A copy of the application is attached as **Appendix 1**.

Street view images of the premises are attached as **Appendix 2** and a map of the area is attached as **Appendix 3**.

### 3. BACKGROUND

- 3.1 The application has been advertised in the prescribed manner and one representation has been received by the Licensing Authority.
- 3.2 A representation has been provided by the Fire Brigade this is attached as **Appendix 4**. The representation is made under the following licensing objectives:
  - Public Safety
- 3.3 The applicant has agreed conditions for the premises license with Cleveland Police, a copy of these conditions can be found at **Appendix 5**.

### 4. PROPOSALS

- 4.1 As a relevant representation has been received, a hearing must be held for Members to consider the application (unless all parties agree a hearing is unnecessary).
- 4.2 Having regard to the representation 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
- 4.3 Members are reminded that they must only consider those aspects of the licence application that are relevant to the representations received.

**5. OTHER CONSIDERATIONS/ IMPLICATIONS**

<b>Risk Implications</b>	None
<b>Financial Considerations</b>	Appeal by the applicant
<b>Legal Considerations</b>	Appeal by the applicant
<b>Equality and Diversity Considerations</b>	None
<b>Staff Considerations</b>	None
<b>Asset Management Considerations</b>	None
<b>Environmental, Sustainability and Climate Change Considerations</b>	None

**6. RECOMMENDATIONS**

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

**7. REASONS FOR RECOMMENDATIONS**

None

**8. BACKGROUND PAPERS**

Hartlepool Borough Council Statement of Licensing Policy 2021  
[Licensing Act Policy 2021 | Hartlepool Borough Council](#)

**9. CONTACT OFFICERS**

- 9.1 Rachael Readman  
 Trading Standards and Licensing Manager

Sylvia Pinkney  
 Assistant Director (Regulatory Services)



# 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 **ha'way inn Ltd**

*(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  
**stranton social club, the grange, Waldon Street, hartlepool, ts24 7qj**

<b>Post town</b>	<b>Hartlepool</b>	<b>Postcode</b>	<b>TS24 7QJ</b>
------------------	-------------------	-----------------	-----------------

Telephone number at premises (if any)	<b>01429 408526</b>
Non-domestic rateable value of premises	<b>£ 4,300</b>

## Part 2 - Applicant details

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

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i as a limited company/limited liability partnership	✓	please complete section (B)
	ii as a partnership (other than limited liability)		please complete section (B)
	iii as an unincorporated association or		please complete section (B)
	iv other (for example a statutory corporation)		please complete section (B)
c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital 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 checked="" type="checkbox"/>	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		Please tick yes	
<b>Nationality</b>		<b>British</b>			
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					
<b>Share Code:</b>					

**Second individual applicant** (if applicable)



Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
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 'share code' provided to the applicant by that service: (please see note 15 for information)					
Share Code:					

**(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 ha'way inn Ltd
Address stranton social club, the grange, waldon street, hartlepool, ts24 7qj <b>Registered address on Companies House :</b> <b>-Exchange Building, 66 Church Street, Hartlepool, England, TS24 7DN</b>
Registered number (where applicable) <b>15374592</b>
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD		MM		YYYY			
1	9	1	2	2	0	2	4

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

DD		MM		YYYY			

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

Entrance to large Building, Lounge bar on left side as you enter building, main Bar area on right hand side as you enter, downstairs male toilets towards rear of property, Garden area with seating and grassed area, with fire escape for 1<sup>st</sup> and 2<sup>nd</sup> floor in the garden. Just passed the Lounge is a staircase with ladies toilet at top of stairs left hand side, another short staircase leading to the snooker room, fire exit leading to landing area leading to another fire exit for the fire escape.

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)	
<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)		
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)		✓

In all cases complete boxes K, L and M

**A            N/A**

<b>Plays</b> 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> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
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> 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> (please read guidance note 3)	Indoors	✓
				Outdoors	
				Both	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) On odd occasions during the day and evening's films may be shown on Projector in bar or TV's.		
Mon	1100	2300			
Tue	1100	2300			
			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)  <i>For New Year's Eve and Sundays preceding a Bank Holiday, all activities will be extended until 12:45am (the following morning), with the premises closing at 1:00am.</i>		
Wed	1100	2300			
Thur	1100	2300			
			<b>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</b> (please read guidance note 6)		
Fri	1100	2300			
Sat	1100	2300			
Sun	1100	2300			

## C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4) All spots will be shown in the Bar, Lounge, Snooker room, and outside area on occasions, thee sports include: golf, snooker, horse racing, athletics, Rugby, darts, cricket etc. will be shown on projector and tv's in main bar area, tv in Lounge, tv in snooker room.
Day	Start	Finish	
Mon			
			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue			
Wed			<u>Non-standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors				
				Outdoors				
				Both				
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) On Projector screen/tv in bar area, tv in Lounge & tv in snooker room.					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur								
Fri			<b><u>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)					
Sat								
Sun								

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) Live bands/singers may be occasionally; this could also take the form of children's entertainment during the day where music maybe played outside. Most music will be performed inside the premises. Music will cease between 2300 everyone to leave premises by 2330  <b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)  <i><b>For New Year's Eve and Sundays preceding a Bank Holiday, all activities will be extended until 12:45am (the following morning), with the premises closing at 1:00am</b></i>		
Mon	1100	2300			
Tue	1100	2300			
Wed	1100	2300			
Thur	1100	2300			
Fri	1100	2300			
			<b><u>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</u></b> (please read guidance note 6)		
Sat	1100	2300			
Sun	1100	2300			

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) Private functions, Birthday's, anniversary's, disco's, karaoke and weddings (if any) the playing of music will cease at 2300 hours everyone to leave premises by 2330 hours, occasionally BBQ's with music outside (which will be monitored) will take place but will be mainly in the summer months.		
Mon	1100	2300			
Tue	1100	2300	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)  <i><b>For New Year's Eve and Sundays preceding a Bank Holiday, all activities will be extended until 12:45am (the following morning), with the premises closing at 1:00am</b></i>		
Wed	1100	2300			
Thur	1100	2300	<b><u>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</u></b> (please read guidance note 6)		
Fri	1100	2300			
Sat	1100	2300			
Sun	1100	2300			



# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)  Private functions, Birthday's, anniversary's, disco's, karaoke and wedding's (if any), this will all cease between 2300 everyone to leave premises by 2330. Occasionally BBQ with music will take place outside but will be monitored mainly in the summer months.	Indoors	
				Outdoors	
Day	Start	Finish		Both	✓
Mon	1100	2300	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	1100	2300			
Wed	1100	2300	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)  <i>For New Year's Eve and Sundays preceding a Bank Holiday, all activities will be extended until 12:45am (the following morning), with the premises closing at 1:00am</i>		
Thur	1100	2300			
Fri	1100	2300	<b><u>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</u></b> (please read guidance note 6)		
Sat	1100	2300			
Sun	1100	2300			

H N/A

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>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</u></b> (please read guidance note 6)		
Sun					

I

<b>Late night refreshment</b> 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	X
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4) Drinks may be taken in the garden area where seating and benches are available and sufficient lighting will be available until 2300 hours. Public will leave premises by 2330 hours		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)  <i>For New Year's Eve and Sundays preceding a Bank Holiday, all activities will be extended until 12:45am (the following morning), with the premises closing at 1:00am</i>		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 6)  New Year, bank holidays		
Sat					
Sun					

# J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick (please read guidance note 8)</b>	On the premises	✓
				Off the premises	
Day	Start	Finish		Both	
Mon	1100	2300	<b>State any seasonal variations for the supply of alcohol (please read guidance note 5)</b>  <i>For New Year's Eve and Sundays preceding a Bank Holiday, all activities will be extended until 12:45am (the following morning), with the premises closing at 1:00am</i>		
Tue	1100	2300			
Wed	1100	2300			
Thur	1100	2300	<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 (please read guidance note 6)</b>		
Fri	1100	2300			
Sat	1100	2300			
Sun	1100	2300			

**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	Sara Joanne slimings
Date of birth	████████
Address	████████████████████
Postcode	TS240AG
Personal licence number (if known)	Does not hold personal licence HART/PL/266
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).

Gaming machines will be restricted to adults only. There may be occasions when some acts may use bad language, these type of acts will be adults only.

# L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)  <i><b>For New Year's Eve and Sundays preceding a Bank Holiday, all activities will be extended until 12:45am (the following morning), with the premises closing at 1:00am</b></i>	
Day	Start	Finish		
Mon	1100	2330		
Tue	1100	2330		
Wed	1100	2330		
Thur	1100	2330		<b><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></b> (please read guidance note 6)
Fri	1100	2330		
Sat	1100	2330		
Sun	1100	2330		

## M

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

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

There are several ways for prevention of crime and disorder.

- a) Being mindful of location of premises.
- b) Hours of operation and activities.
- c) Complying with all conditions of the premise licence, ensuring appropriate measures are in place and staff training is up to date and relevant.
- d) Consider public nuisance when establishing the design and layout of the premises.

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

The prevention of crime and disorder

- a) it harder for offenders to access the property.
- b) Access control – implement measures to control access to property.
- c) Staff training – ensure relevant training is given to all staff.
- d) Capacity limits – set capacity limits to prevent overcrowding.
- e) Proof of age.
- f) Pub watch scheme.
- g) Problem solving using – Sara model, scanning, analysing, reporting and assessing.

### **c) Public safety**

Public safety.

- a) Overcrowding leading to an increased risk of violence or to the safety of people in the premises.
- b) Fire issues – which should be reported to the fire service first.
- c) Anyone being hurt or having an accident in licenced premises – should seek medical care and report to the relevant authorities.

### **d) The prevention of public nuisance**

The essential purpose of the licence holder under this objective is to make sure that all reasonable steps have been taken to prevent disruption to their neighbours.

Consider measures –

- a) Noise – keep windows and doors closed during regulated entertainment.
- b) Use sound proofing in areas used for live entertainment, install sound limiter.
- c) Close garden and open areas at 2300 hours.
- d) Move speakers away from walls.
- e) Notice for exits and to leave quietly.



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

Restrict access to the premises to exclude children to protect them from harm from the following.

- a) Adult entertainment.
- b) Elements of gambling on premises.
- c) Restrict where children are allowed in the premises.
- d) A time restriction, when to allow children in the premises.
- e) A notice explaining to customers when and where children are allowed or not.
- f) Proof of age, request I.D. Passport, driving licence or citizen card.

**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 or my share code issued by the Home Office online right to work checking service (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	
Capacity	

**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)

**Send all correspondence to premises address**

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



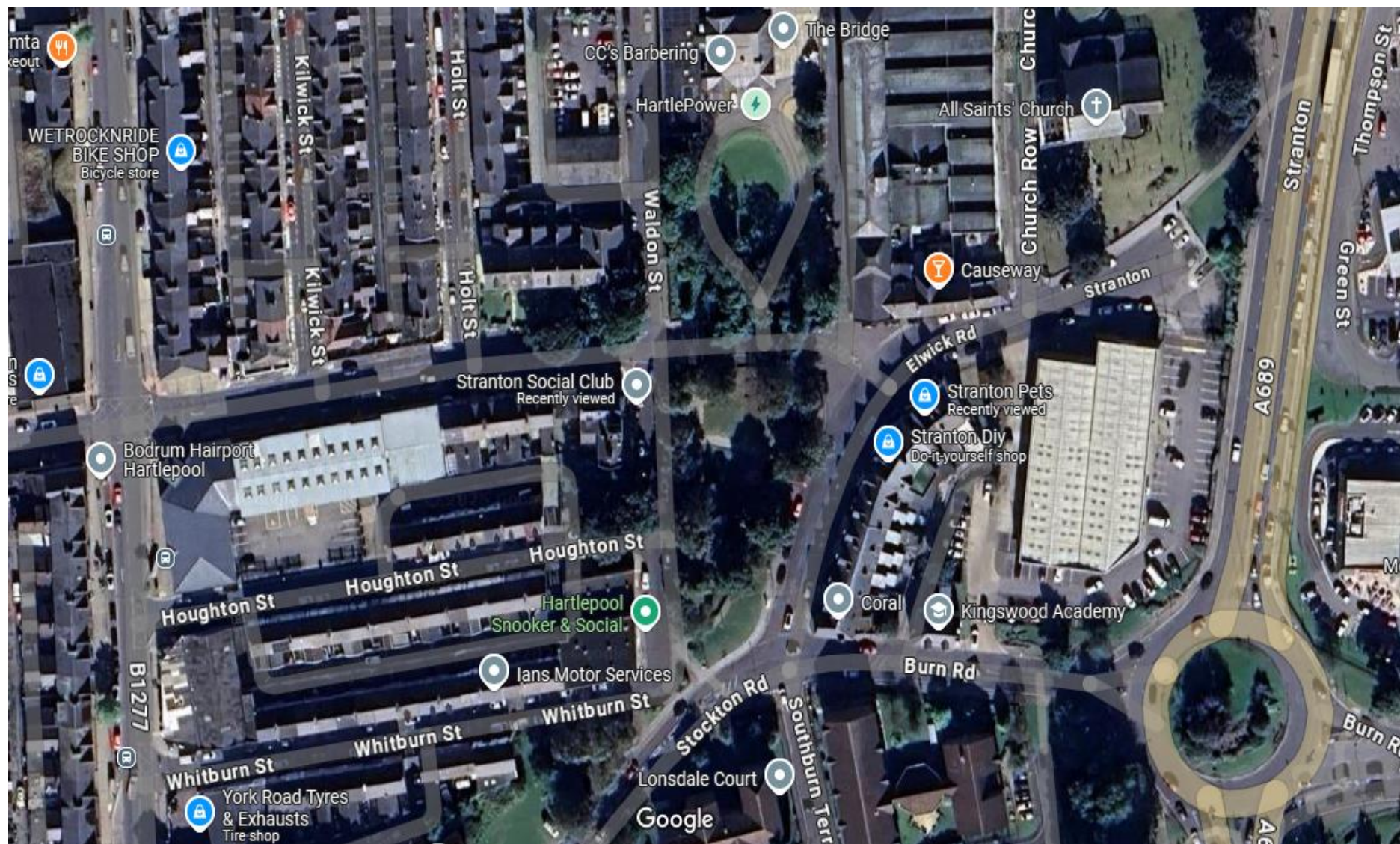














Gall, Sandi <[sgall@clevelandfire.gov.uk](mailto:sgall@clevelandfire.gov.uk)>

To: O Licensing

[Reply](#) [Reply all](#) [Forward](#) [Add to calendar](#) [More](#)

Thu 13/02/2025 08:48

This sender [sgall@clevelandfire.gov.uk](mailto:sgall@clevelandfire.gov.uk) is from outside your organisation.

[Block sender](#)

[Show blocked content](#)

You don't often get email from [sgall@clevelandfire.gov.uk](mailto:sgall@clevelandfire.gov.uk). [Learn why this is important](#)

Good morning,

**New Premise License Application for the Ha'Way Inn**

Cleveland Fire Brigade wish to submit representation on the above License application for the reasons given below;

On 27<sup>th</sup> January 2025, colleagues within our Fire Safety team visited the above premises regarding a concern and identified that unauthorised building works are being carried out. Local Authority Building Control have been informed.

Additionally, section M c of the New Premise License application does not identify the proactive measures being taken, in regards to public safety.

Please would you kindly advise, the correct process to submit representation.

Kind regards

**Sandi Gall**

**Business Fire Safety Advisor**

T: 01429 872311

Email: [sgall@clevelandfire.gov.uk](mailto:sgall@clevelandfire.gov.uk)

Fire Engineering Department • Cleveland Fire Brigade • Training & Administration Hub • Queens Meadow Business Park • Hartlepool • TS25 5TH



Your Ref:  
Our Ref:

When telephoning please use  
(01642) 303176 to contact  
Pc 1620 Clare Lawton

21/02/2025

Dear The Ha'way Inn

**Re: Licensing Act 2003**  
**Application for Premises Licence**  
**Ha'way Inn**  
**The Grange**  
**Waldon Street**  
**Hartlepool**  
**TS247QJ**

I am in receipt of a completed copy of your application for a licence under the Licensing Act 2003 and as a designated 'Responsible Authority' I have considered the contents carefully.

With regards to your application and licensing conditions appropriate. I recommend the following conditions to be attached to your licence.

If you agree to the conditions attached, I will ask that you sign the enclosed acceptance form and return it to

Pc 1620 Clare Lawton  
Middlesbrough Police Station  
Bridge Street West  
Middlesbrough  
Cleveland  
TS2 1AB

If you are unwilling to accept the attached conditions, it is likely that the matter will need to be resolved by the Council's Licensing Committee, by way of a hearing.

1) A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.

The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.

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, the immediate area outside the frontage of the Premises and all areas where the sale/supply of alcohol occurs.

The system will record and retain CCTV footage for a minimum of 31 days.

The system will record for 24 hours a day.

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

The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.

There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of and is able to operate the equipment.

Upon receipt of a request for a copy of CCTV footage from Police, Licensing Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours or less if urgently required for investigations of serious crime.

CCTV footage must be made available to be viewed by the Police, Licensing Officers or other Responsible Authorities on request during an inspection of or visit to the Premises.

2) An incident book must be kept at the Premises and maintained up to date (no later than 24 hours after the incident) at all times.

The incident book will record the following information:

- Time, date and details of all incidents/complaints of crime and disorder or anti-social behaviour in the premises or immediately outside of the premises.
- All crimes reported to the venue.
- All ejections of patrons.
- Any faults in the CCTV system, the date the faults were repaired or rectified.
- Any visit by a responsible authority or emergency service.
- The incident book must be made available to Police, Licensing Officers and all other Responsible Authorities on request or during an inspection.

3) A refusals register must be kept at the Premises and maintained up to date at all times recording the date, time, type of product refused, reasons for every refusal to sell alcohol to a customer and the name and signature of member of staff refusing the sale.

The refusals record must be made available to the Police, Licensing Officers and all other Responsible Authorities on request or during an inspection.

The Premises Licence Holder/Designated Premises Supervisor must monitor the refusals register on a monthly basis and must sign and date the register to confirm when this has been completed.

4) All staff engaged in licensable activity at the premises will receive training and information in relation to the following :

- The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by the club premises certificate issued under the Licensing Act 2003 and conditions attached to the certificate.
- iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).

- iv. Recognising the signs of drunkenness.
- v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 6mth intervals.

Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months

5) Staff must require ID in the form of a current ten year passport, photo card driving licence or PASS Hologram identity card from any customer who appears to be under the age of 25 and verify the customer is over the age of 18 before any sale or supply of alcohol is made.

6) There shall be notices at the point of sale and at the entrances and exits informing customers and reminding staff that the premises is operating a proof of age scheme which includes a "Challenge 25" policy.

There must be a minimum of two signs in the premises visible at the points of sale stating that it is an offence:

- to sell alcohol to persons under 18 years of age.
- to purchase alcohol on behalf of any person under 18 years of age
- to sell alcohol to any persons who appear drunk or under the influence of other illegal substances

7) Notices shall be displayed in prominent positions including the exit, asking for customers to respect the needs of the local residents and to leave the premises quietly.

8) Alcohol shall not be removed from the designated licensed area in open containers.

9) 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 notices displayed at all points of sale and at all entrances and exits to inform customers and remind staff that the premises is operating a "Challenge 25" policy.

10) Only valid passports, UK "photo card style" driving licence, PASS approved proof-of-age cards or Ministry of Defence "Form 90" identification cards shall be accepted as proof of age.

11) Children will be accompanied and supervised by a responsible adult at all times and will vacate the premise by 2100hrs.

12) Children are allowed to remain on the premise beyond 2100hrs in the function room only. They are to be accompanied and supervised by a responsible adult. The reason for them remaining is for the purpose of a pre booked function e.g. wedding, christening, birthday party etc.

13) A written drugs policy shall be in place and operated at the premises. It must detail the actions taken to minimise the opportunity to use or supply illegal substances within the premises. The policy must be made available for inspection and copying upon request by an authorised officer of a responsible authority.

14) All external doors and windows shall be kept shut at all times when the premises are open/during regulated entertainment, except in the case of emergency. Doors may be opened for normal entrance and egress of people but must be shut immediately after.

Yours faithfully,

**Pc 1620 Clare Lawton**

**Cleveland Police**

**Licensing Support Unit**