

Licensing Act 2003

Premises Licence

PLA0308

Part 1 – Premises Details

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

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Plays
 Films
 Indoor Sporting Events
 Live Music
 Recorded Music
 Performances of Dance
 Anything of Similar Description (e,f,g)
 Late Night Refreshment
 Supply of Alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

A. Plays (Indoors)

Description	From	To
Monday to Sunday	08:00	- 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 00:30. On 12 occasions per calendar year 08:00 - 00:00

B. Films (Indoors)

Description	From	To
Monday to Sunday	08:00	- 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 00:30. On 12 occasions per calendar year 08:00 - 00:00

C. Indoor Sporting Events

Description	From	To
Monday to Sunday	08:00	- 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 00:30. On 12 occasions per calendar year 08:00 - 00:00

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E. Live Music (Indoors)

Description	From To
Monday to Sunday	08:00 - 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 00:30. On 12 occasions per calendar year 08:00 - 00:00

F. Recorded Music (Indoors)

Description	From To
Monday to Sunday	08:00 - 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 00:30. On 12 occasions per calendar year 08:00 - 00:00

G. Performances of Dance (Indoors)

Description	From To
Monday to Sunday	08:00 - 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 00:30. On 12 occasions per calendar year 08:00 - 00:00

H. Anything of Similar Description (e,f,g) (Indoors)

Description	From To
Monday to Sunday	08:00 - 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 00:30. On 12 occasions per calendar year 08:00 - 00:00

I. Late Night Refreshment (Indoors)

Non-Standard Timings

New Year's Eve & New Year's Day 23:00 - 00:30. On 12 occasions per calendar year 23:00 - 00:00

J. Supply of Alcohol

Description	From To
Monday to Sunday	09:00 - 23:00

Non-Standard Timings

New Year's Eve & New Year's Day 09:00 - 00:30. On 12 occasions per calendar year 09:00 - 00:00

THE OPENING HOURS OF THE PREMISES

Monday to Sunday 08:00 - 23:30

Non-Standard Timings

New Year's Eve & New Year's Day 08:00 - 01:00. On 12 occasions per calendar year 08:00 - 00:30

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WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

Alcohol is supplied for consumption both on and off the premises.

Part 2

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

Poringland Parish Council , Overtons Way, Poringland, Norfolk, NR14 7WB

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

Ms Lisa Jane Gooderham, 9 West View, Poringland, Norwich, Norfolk, NR14 7LW

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

DPS Personal Licence Reference: PA0880

Licensing Authority: South Norfolk Licensing Team

ANNEXES

ANNEX 1 – MANDATORY CONDITIONS

1. The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made by:
 - (a) The British Board of Film classification (BBFC), where the film has been classified by that Board or
 - (b) The Licensing Authority where no classification certificate has been granted by the BBFC, or, where the Licensing Authority has notified the licence holder that section 20 (3) (b) applies to the film in question and the admission of children must be in accordance with any recommendation made by the Licensing Authority.

2. No supply of alcohol may be made under this licence:
 - (a) at a time when there is no designated premises supervisor in respect of it; or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.

3. Every sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.
4. 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. 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;
4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another, other than where that person is unable to drink without assistance by reason of a disability.
5. The responsible person must ensure that free potable water is provided on request to customers where it reasonably available.
6. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
7. 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 a holographic mark.
8. 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: 25ml or 35 ml
 - (iii) still wine in a glass: 125ml
 - (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.

9. 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.
10. Where the permitted price would not be a whole number of pennies, the permitted price shall be taken to be the price rounded up to the nearest penny.
11. Where the permitted price 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, 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

The prevention of crime and disorder

1. All staff will be trained as to their responsibilities in respect of the four licensing objectives, selling alcohol to drunken persons and preventing sales of alcohol to young people under the age of 18.
2. A record will be made of this training showing who was trained, when and by whom, and the subjects covered. This record will be made available to Police or officers of the Licensing Authority on reasonable request.
3. A log will be kept detailing all refused sales of alcohol. The log will include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for the inspection at the premises by the Licensing Authority or Police on request.
4. An incident log shall be kept at the premises and made available on request to an officer of the Licensing Authority or Police, which will record the following:
 - (a) All crimes reported to the venue
 - (b) All ejections of patrons
 - (c) Any complaints received
 - (d) Any incidents of disorder
 - (e) Any faults in the CCTV system
 - (f) Any visit by a relevant authority or emergency service
5. Whenever possible a member of Poringland Community Centre staff will be on the premises whilst a function is taking place and involving the sale of alcohol.
6. The premises shall not advertise, promote, sell or supply alcoholic drinks in such a way that it is intended to encourage persons to consume alcohol to excess.
7. The premises shall maintain a comprehensive CCTV system. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum of 28 days with the date and

time stamping. Recordings shall be made available immediately upon request to the Licensing Officer or Police.

8. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public.
9. No patrons shall be allowed to leave the premises whilst in possession of any open glass bottle or drinking vessel, whether empty or containing any alcoholic beverage.

Public safety

10. A health & safety policy has been adopted.
11. All risk assessments are completed.
12. All reasonable requests of the fire officer will be adhered to.
13. A full fire risk assessment has been carried out and will be maintained.
14. A capacity limit of 250 has been set to prevent overcrowding in the main hall area.
15. Where appropriate a member of staff will supervise to ensure the capacity limits are controlled.
16. Adequate and appropriate supply of first aid equipment and materials will be available on the premises.
17. Confirmation of public liability insurance in the minimum sum of £2 million will be provided to the Licensing Authority upon request.

The prevention of public nuisance

18. Hirers are required to ensure noise is controlled and unlikely to cause nuisance to neighbouring properties.

The protection of children from harm

19. A booking form is issued to all hirers who must be over 18 years of age.
20. A 'proof of age' scheme, Challenge 25 shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as driving licence or passport.
21. Staff will be trained and directed to challenge persons who appear to be underage to provide documentary proof of age including passport or driving licence.
22. A suitably worded sign must be displayed at the point of entry to the premises and in a suitable location at the point of sale, advising customers that they may be asked to produce evidence of their age.

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ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

1. Notice to be placed by all exit doors requesting persons to leave quietly and respect neighbouring residents.
2. The moveable internal acoustic screening must be kept in place during amplified sound.
3. All doors and windows to be kept closed during the use of amplified sound.
4. References to amplified sound as regards licensable activities include both amplified music and speech.

ANNEX 4 – PLAN(S)

See attached.

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Supply of Alcohol

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Poringland Parish Council , Overtons Way, Poringland, Norfolk, NR14 7WB

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

Not Applicable.

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Ms Lisa Jane Gooderham

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Not Applicable