

APPENDIX 1

**COPY APPLICATION FORM, PROPOSED OPERATING PLAN, PROPOSED LAYOUT
PLAN, AND RISK ASSESSMENT**

Licensing (Scotland) Act 2005, section 20
APPLICATION FOR PREMISES LICENCE/PROVISIONAL
PREMISES LICENCE*

*Delete as appropriate

If you are completing this form by hand, please write legibly in block capitals using ink.

To:

**The Depute Clerk:-
Aberdeenshire Licensing Board
Aberdeenshire Council
Legal & People
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ**

APPLICANT INFORMATION *Licensing (Scotland) Act 2005, section 20(1)*

Question 1

Name, address and postcode of premises to be licensed.

Farm To Table
Westerton of Pitarrow
Laurencekirk
AB30 1RT

Question 2

Particulars of applicant

2(a) *Where applicant is an individual, provide full name, date and place of birth, and home address including postcode.*

N/A

2(b) *Where applicant is a partnership, please provide full name and postal address of partnership.*

Westerton Farmers
Farm Office, 7 Cairnton Cottages
Cairnton Farm
Fordoun
Laurencekirk
AB30 1SN

2(c) *Where applicant is a company, please provide name, registered office and company registration number.*

N/A

2(d) *Where the applicant is a club or other body, please provide full name and postal address of club or other body.*

N/A

2(e) *Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.**

David Gammie

[REDACTED]

Fiona Smith

[REDACTED]

*** Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.**

Question 3

Previous applications

<i>Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?</i>	YES/NO*
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If YES – provide full details

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Question 4

Previous convictions

<i>Has the applicant or any connected person ever been convicted of a relevant or foreign offence^a</i>	YES/NO*
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**If YES – provide full details*

For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

Name & position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty

^a In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES *Licensing (Scotland) Act 2005, section 20(2)(a)*

Question 5

5 *Description of premises (where application is submitted by a members' club, please also complete question 6)*

Farm shop selling fresh vegetables, fruit, salads, other food and drink and locally produced goods. We also offer a small menu of takeaway food and hot drinks.

We are a small, single floor/storey retail premises in a rural location on a farm.

The shop is located 3 or 4 miles outside of Laurencekirk.

Question 6

6 *To be completed by members' clubs only*

<i>Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?</i>	YES/NO*
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**Delete as appropriate*

ADDITIONAL MATERIAL – PREMISES LICENCE APPLICATION LODGED NO LATER THAN 16TH JANUARY 2009

<i>Is there a licence under the Licensing (Scotland) Act 1976 held in respect of the premises?</i>	YES/NO*
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**Delete as appropriate*

<i>If so, do you consider the application to be a "Grandfather Rights" application (i.e. one falling within article 18 or 19 of the Licensing (Transitional and Saving Provisions) (Scotland) Order 2007)?</i>	YES/NO*
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**Delete as appropriate*

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT


If signing on behalf of the applicant please state in what capacity.

The contents of this Application are true to the best of my knowledge and belief **and the appropriate persons have read and understood the attached privacy notice.**

Signature  .. * (see note below)

Date 23 June 2023

Capacity General Manager..... ~~APPLICANT~~/AGENT (delete as appropriate)

Telephone number and email address of signatory 

GDPR

The applicant, any connected person and any other person who has supplied personal information as part of this application **MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Operating plan</i>	✓
<i>Layout plan</i>	✓
<i>Planning certificate</i>	✓
<i>Building standards certificate</i>	✓
<i>Food hygiene certificate</i>	✓

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

Licensing (Scotland) Act 2005

Section 20(2)(b)(iia)

DISABLED ACCESS AND FACILITIES STATEMENT

Question 1

Disabled Access and Facilities

1(a)	Is there disabled access to the premises	YES/ NO *
1(b)	Do you have facilities for those with a disability	YES/ NO *
1(c)	DO you have any other provisions available to aid the use of the premises by disabled people	YES/ NO *
<i>*Delete as appropriate</i>		

If you have answered YES to any of the questions above please complete, as appropriate, the following sections.

Question 2

Disabled access to, from and within the premises

Please provide a clear and detail description of how accessible the premises are for disable people. E.g. ramps, accessible floors, signage.

We have a car park with accessible parking spaces which are marked by signage. The parking is less than 50 metres from the main entrance. There is a drop-off point at the main entrance. From the car park to the entrance, there is level access. The car parking area is one single, level area running to the main entrance of the shop. There are no pavements, kerbs or separate paths. The main doors are double width and slide open automatically. The route through the shop between shop , shelving etc is 800mm wide, or more.

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people e.g. disabled toilets, lifts, accessible tables.

We have accessible height sales/till counter, hand wash point and tables in seating area.

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people e.g. assistance dogs welcome, large print menus.

Assistance dogs are welcome in the shop.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

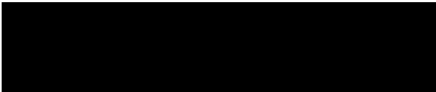
If signing on behalf of the applicant please state in what capacity.

The contents of this Disabled Access and Facilities Statement are true to the best of my knowledge and belief.

Signature  * (see note below)

Date 23/06/2023

Capacity ..General Manager..... ~~APPLICANT~~/AGENT (delete as appropriate)

Telephone number and email address of signatory 

*** Data Protection Act 1998**

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Licensing (Scotland) Act 2005, section 20(2)(b)(i)
OPERATING PLAN

If you are completing this form by hand, please write legibly in block capitals using ink.

To:

**The Depute Clerk to the:-
(please tick the appropriate box)**

North Board

Central Board

South Board

***Please send your application
to :-***

**Aberdeenshire Council
Viewmount
Arduathie Road
Stonehaven
AB39 2DQ**

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF
PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the premises?	YES /NO*
1(b) Will alcohol be sold for consumption solely OFF the premises?	YES/ NO *
1(c) Will alcohol be sold for consumption both ON and OFF the premises?	YES /NO*
*Delete as appropriate	

Question 2

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

Question 3

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **OFF** PREMISES

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	10:00	22:00
<i>Tuesday</i>	10:00	22:00
<i>Wednesday</i>	10:00	22:00
<i>Thursday</i>	10:00	22:00
<i>Friday</i>	10:00	22:00
<i>Saturday</i>	10:00	22:00
<i>Sunday</i>	10:00	22:00

Question 4

SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand? YES NO* YES

*If YES – provide details

We close in the early afternoon for a 1/2 day on Christmas Eve and Hogmanay.
We are fully closed on Christmas Day and for the first week in January.

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Accommodation</i>	NO	N/A	N/A
<i>Conference facilities</i>	NO	N/A	N/A
<i>Restaurant facilities</i>	NO	N/A	N/A
<i>Bar meals</i>	NO	N/A	N/A
5(b) Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Receptions including</i> <i>Weddings, funerals,</i> <i>birthdays, retirements</i> <i>etc.</i>	NO	N/A	N/A
<i>Club or other group</i> <i>meetings etc.</i>	NO	N/A	N/A
5(c) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Recorded music – see</i> <i>5(g)</i>	YES	YES	NO
<i>Live performances –</i> <i>see 5(g)</i>	NO	N/A	N/A
<i>Dance facilities</i>	NO	N/A	N/A
<i>Theatre</i>	NO	N/A	N/A
<i>Films</i>	NO	N/A	N/A

<i>Gaming</i>	NO	N/A	N/A
<i>Indoor/outdoor sports</i>	NO	N/A	N/A
<i>Televised sport</i>	NO	N/A	N/A
5(d) Activity	<i>Please confirm YES/NO</i>	<i>To be provided during core licensed hours – please confirm YES/NO</i>	<i>Where activities are also to be provided outwith core licensed hours please confirm YES/NO</i>
<i>Outdoor drinking facilities</i>	NO	N/A	N/A
5(e) Activity			
<i>Adult entertainment</i>	NO	N/A	N/A

Where you have answered YES in respect of any entry in Column 4 above, please provide further details below.

Recorded music will be played via a small speaker/radio as background music.

5(f) any other activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

We offer other public-facing activities on site (outwith the premises to be licensed) such as pick your own vegetables, salads, herbs, a children's play area and animals. We also offer a small menu of takeaway food and hot drinks.

We have some seating available where takeaway food and drink can be consumed. No alcohol can be consumed in these seating areas.

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music will the decibel level exceed 85dB?	YES/NO*
When fully occupied, are there likely to be more customers standing than seated?	YES/NO*
*Delete as appropriate	

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry?	YES/NO*
	*Delete as appropriate	

6(b) Where the answer to 6(a) is YES provide statement of the TERMS under which they will be allowed entry

6(c) Provide statement regarding the AGES of children or young persons to be allowed entry

6(d) Provide statement regarding the TIMES during which children and young persons will be allowed entry

6(e) Provide statement regarding the PARTS of the premises to which children and young persons will be allowed entry

Question 7

CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

The alcohol display area will be 3.48m².

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) Name

Ross Adamson

8(b) Date of birth

[REDACTED]

8(c) Contact address

[REDACTED]

8(d) Email address

[REDACTED]

8(e) Personal licence

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence
04/02/2022	Aberdeenshire Council	AB-PER241

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this operating plan are true to the best of my knowledge and belief.

Signature [redacted] (see note below)

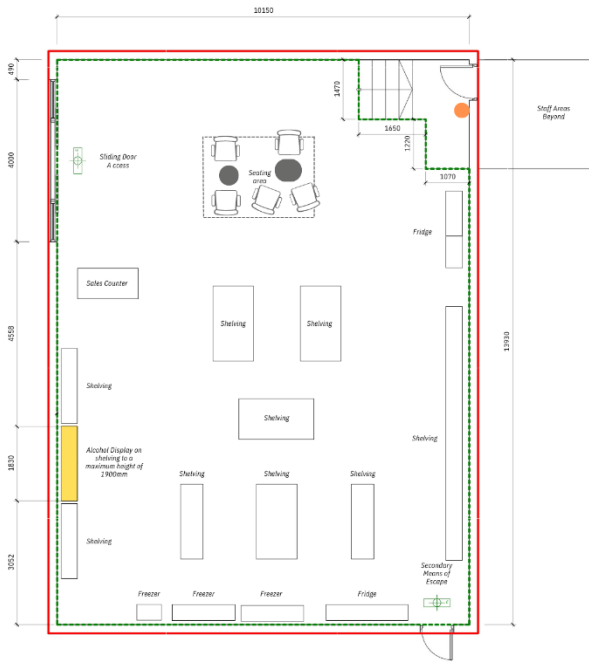
Date ~~22/06/2023~~ 23/06/2023

Capacity : APPLICANT/AGENT (delete as appropriate).

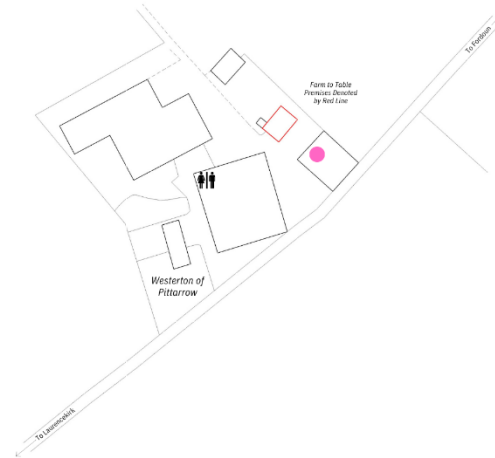
Telephone number and email address of signatory [redacted]

Address of Agent (if applicable)
.....
.....

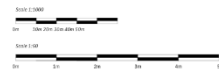
* Data Protection Act 1998
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Floor Plan
1 : 50



Location Plan
1 : 1000



Legend

- Application Area —
- Public Accessible Areas including Children - - -
- Alcohol Display Area
- Alcohol Stock Locked Storage Area ●
- Electrical**
- Illuminated Emergency Light Fixing □
- Fire extinguisher ●
- Toilets ♂ ♀

REVISIONS

No	Description	Date

Client
Westerton Farmers

Project
Farm to Table
Westerton of Pittarrow Farm

Drawing
Licensing Plan

Scale @ A1 Date Drawn
As Indicated March 2023 LICENSING

The Licensing (Scotland) Act 2005

Aberdeenshire Licensing Board's Risk Assessment

Guidance Note

The aim of this document is to offer advice and assistance to licence holders in relation to carrying out a risk assessment exercise.

The Board, in its statement of Licensing Policy strongly recommended that licence holders undertake a risk assessment before making any application to the Board for a premises licence. The results of that risk assessment should then be submitted to the Board when lodging the application for a premises licence in terms of the Licensing (Scotland) Act 2005. By requesting applicants to carry out such an exercise the Board is promoting the licensing objectives. Applicants will also promote the licensing objectives through any action carried out in response to such an assessment.

The Board does not consider this to be too onerous a task. Risk assessments are commonplace and action may not be required under every heading.

The Board has sought to give applicants as much assistance with the process as possible. Each matter detailed in this document is by way of information and recommendation. Every premises is unique. Not all matters will be relevant to each premises. A risk assessment is as individual as an operating plan and will vary according to the nature of the business. Applicants best understand their own business and it is for applicants to decide what is appropriate in each case.

There are five basic principles to bear in mind when carrying out a risk assessment:-

1. Identify potential hazards in the premises
2. Decide who (e.g. employees, visitors) might be in danger where a risk does materialise.
3. Evaluate the risks arising from the hazards and decide whether your existing measures are adequate or whether more should be done to get rid of the risks or to control the risks.
4. Record your findings and details of the action you took as a result. Tell your employees about your findings.
5. Keep the assessment under review and revise it when necessary.

Applicants should be clear about giving reasons for their assessment of the risk for each matter listed.

Where applicants adopt a particular policy as a result of the risk assessment then the policy should be put in writing, and brought to the specific attention of appropriate staff members. It should be continually enforced and reviewed at regular intervals in light of changes of circumstance or incidents. It should be made available for inspection either by Grampian Police, a representative of the Board or Aberdeenshire Council or by the Licensing Standards officer.

The completed risk assessment will provide valuable information to the Board and demonstrate that applicants have taken these matters into account and are actively promoting the licensing objectives. It encourages voluntary participation in best practice and should mean that applicants will face less adverse representations from responsible authorities and the public. This, in turn, should reduce the need for the Board to (a) be too prescriptive in its statement of policy; and (b) hold detailed hearings and possibly attach conditions to premises licences.

The Licensing Objectives are:

- 1. Preventing crime and disorder**
- 2. Securing Public Safety**
- 3. Preventing public nuisance**
- 4. Protecting and improving public health**
- 5. Protecting children from harm**

This assessment is designed to assist you in carrying out your risk assessment, and so the headings follow the order of the licensing objectives.

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
	Entry and Exit					
1.1	Applicants should consider whether door supervisors or other security staff are required in respect of the venue and the licensable activity proposed.					N/A
1.2	In the event that door supervisors are used by the applicant's premises: <ul style="list-style-type: none"> Such persons must hold the relevant qualifications under the Private Security Industry Act 2001; Should be properly trained and sufficient in number, both inside and outside the premises according to the nature and extent of the licensable activities carried on. Should be required to vet, regulate and control persons entering or leaving the premises and to seek to ensure the prevention of crime and disorder but also to safeguard public safety and internal security at the premises; Should be trained in, have regard to and comply with the Guidance for Door Stewards issued by Grampian Police, available from Grampian Police. 					N/A
1.3	External duties should include in particular the exclusion of persons who appear to have had too much to drink and/or who appear inclined to disorder. Duties inside the premises should include the monitoring of persons on the premises for excessive consumption of alcohol and/or who exhibit the potential for disorder.					N/A
1.4	In the event that door supervisors or other security staff are used, applicants should made appropriate arrangements for a daily register of staff and the recording of incidents in an approved incident log.					N/A
1.5	The daily register and incident log should be open to inspection by authorised officers of the Board, Aberdeenshire Council and Grampian Police on request.					N/A

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.6	Applicants should consider whether measures should be put in place to prevent the use or supply of illegal drugs or weapons, such as the searching of customers for offensive weapons or drugs on entering the premises. Please refer to Police Guidelines on this matter.					N/A
1.7	Where such measures are in place, applicants will also be expected to make arrangements to record the search of individuals and the seizure of any property which may be required for evidential purposes. Applicants will also be expected to provide a suitable receptacle for the safe retention of illegal substances and to inform the Police so that appropriate disposal can be arranged.					N/A
1.8	Applicants should also consider discouraging the use of illegal substances or weapons by displaying notices in, and at entrances to, licensed venues which clearly define the policy of the venue and should state that criminal offences will be reported to Grampian Police.					N/A
1.9	For town centre venues the Board recommends the Safer Clubbing Guide, found at the following link: www.drugs.gov.uk/publication-search/young-people/safer-clubbing-guide.pdf?view=Binary Applicants should confirm that the Guide has been considered and measures implemented where necessary.					N/A
1.10	Applicants should consider whether a means of communication with other premises and the Police is required. This is likely to be particularly relevant in town centres. The Board recommends the existing Pubwatch Schemes as examples of good practice.					N/A
1.11	Applicants should consider whether a personal licence holder and/or the premises manager should be a member of a recognised licensee's association or other representative body such as Pubwatch.					N/A

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.12	Applicants should also note the advantages of consultation with the Police, particularly where events are of a character that is not usually held in that particular venue. Minimising any risk of disorder in this way is an example of good practice and is likely to lead to fewer requests to review licences.					N/A
1.13	Applicants may consider the use of exclusions of known troublemakers from their premises to minimise the risk of disorder. In certain cases, organisations of licensees may consider the operation of exclusion or banning scheme so that known troublemakers are refused entry to all licensed premises in particular vicinity. If such a scheme is in force locally, applicants should consider whether to become part of it. In exceptional cases, applicants may seek to refer a particular case to the Police for consideration of an Anti-Social Behaviour Order (ASBO) to enforce an exclusion					N/A
1.14	Applicants should consider policies on managing groups of people, particularly larger, single sex groups.					N/A
1.15	Applicants should consider a policy to prevent the sale of alcohol to persons that appear to be drunk. This also promotes the objectives of preventing public nuisance and protecting public health. There is no legal definition of drunk and it is up to staff to decide whether to serve a particular person or to determine whether that person is too drunk. Staff should be made aware, in a written policy, of the signs that a person is too far under the influence of alcohol and when service should be refused e.g. the first signs are loss of inhibition, impairment of judgement and emotional effects, followed by impairment of speech and movement and loss of memory followed by acute alcohol poisoning, evidenced by impairment of automatic functions like breathing and heart rate. Applicants are encouraged to keep a refusals book and make the same available for inspection.			X	No consumption on premises under premises licence. Premises is in remote rural location and unlikely to be visited by people who are already drunk.	Refusals log is in place on premises.

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.16	Applicants should consider adopting a policy to ensure patrons are not put in vulnerable situations after leaving e.g. allowing the phoning of a taxi and waiting in a specific area within the premises. Any policy should be in writing, advised to all staff members, where appropriate made clear to customers, be available for inspection, reviewed regularly and a detailed record of reviews maintained.					N/A
Proof of Age						
1.17	Challenge 25 – Applicants must request proof of age for all persons who appear to be under 25 who are trying to buy alcohol to demonstrate that they are actually over 18 years of age.			X	Typical age demographic of shop customers & nature of alcoholic goods sold (higher priced wines etc) means we generally see fewer younger adults in the premises.	Challenge 25 & associated team training are carried out & recorded.
1.18	Proof of age is a valid passport, a valid EU photocard driver's licence or a valid Young Scot or other approved card with the "PASS" logo/hologram. Proof of age means requesting proof, checking that the proof is valid, checking the proof of ID belongs to the person producing it and has no obvious signs of tampering.			X	Typical age demographic of shop customers & nature of alcoholic goods sold (higher priced wines etc) means we generally see fewer younger adults in the premises.	Challenge 25 & associated team training are carried out & recorded.
1.19	Applicants are encouraged to keep a refusals book and make the same available for inspection.			X	Refusals log book is in place in the event that a challenge & refusal is carried out by trained team member.	Refusals log is in place on premises.
Glass and Bottles						

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.20	Glasses and bottles may on occasion be used as weapons in and near licensed premises and can and do cause serious injury. Applicants should note that glass and bottles can impact upon public safety and cause a public nuisance in addition to the crime and disorder implications.					N/A
1.21	Applicants are expected to take reasonable steps to prevent the removal of glasses and opened bottles from premises.					N/A
1.22	Applicants should also consider policies which provide that, on appropriate occasions, all drinks are dispensed into toughened glassware or plastic containers and that at certain times during late hours of operation and/or when significant numbers of people are on premises there is exclusive use of toughened glassware or plastic containers including dispensing all bottled drinks into such vessels. Applicants should assess the potential risk of crime and harm and adopt an appropriate policy.					N/A
1.23	Applicants should have considered adopting written procedures for a system of regular glass/bottle/container collection and cleaning, as tidy areas that are regularly cleaned and monitored benefit customers and encourage better behaviour.					N/A
	Byelaws on Alcohol in Designated Places					
1.24	Where such orders are in force, applicants are expected to take reasonable steps to inform customers of the existence and effect of such an order. This may include the display of a notice to that effect at exit points from the premises.					N/A

2.	Licensing Objective Securing Public Safety	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken

2.	Licensing Objective Securing Public Safety	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
2.1	Applicants may provide evidence that such matters have already been addressed within an existing health and safety risk assessment or similar in which case a separate risk assessment for these purposes is not required.					N/A
2.2	Applicants may have a capacity limit imposed on the premises through fire or building regulations, or both. However, applicants should note that the Board might seek to impose capacity conditions where there are no such limits, on grounds of safety, following representations on safety grounds. The Board may also seek to impose capacity figures which are lower than the capacity limit on crime and disorder grounds.					N/A
2.3	Applicants should demonstrate how they intend to control and maintain the agreed occupancy levels within the venue.					N/A
2.4	Applicants should consider adopting procedures for evacuation of the premises.		X		No high fire risk activities take place in premises (one single space with 3 exists available). Medium risk based on shop electrical equipment (fridges, camera & till systems etc).	Evacuation procedure in place & all staff trained.
2.5	Applicants should have in place procedures for reporting accidents or incidents at the premises.			X	Retail premises with low risk of accidents/incidents occurring.	First aid kit & accident/incident reporting book in place on premises.

2.	Licensing Objective Securing Public Safety	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
2.6	Applicants should have in place procedures for routine maintenance of the premises and for daily inspections, with a record log.			X		Checks of premises, equipment etc take place & are recorded at start & end of each day.
2.7	Applicants should have in place procedures for checking all exit routes from the premises and signage at same.			X		Entry/exit checks take place daily & are recorded at start & end of day.
2.8	Applicants should have in place procedures for the removal of obstructions and security devices to exit routes and doors, prior to occupation of the premises.					N/A
2.9	Applicants should have in place procedures for the installation, testing, maintenance and certification of fire and alarm systems, electrical equipment including emergency lighting, music and music cut out systems, fire retardant systems. Record logs should be maintained.			X		All electrical and fire safety equipment installed & regularly checked (PAT tests etc) by qualified electrician.
2.10	Applicants should have in place procedures for regular inspection and maintenance of the building structure. Records should be maintained.					N/A
2.11	Applicants should consider adopting written procedures for the inspection and maintenance of furnishings and fabrics, guarding to stairs, balconies, landings and ramps, general condition of floor surfaces (e.g. trip hazards, non-slip surfaces), provision of safety glazing in critical locations, suspended decorations, lights and amplification systems, guarding to fires, candles and open flames.					N/A

2.	Licensing Objective Securing Public Safety	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
2.12	Applicants should consider safety measures when hot food and drink is prepared in close proximity to the public, to save any risk of burns and scalding.			X	Both units are designed to be in public areas and do not get dangerously hot to touch.	Counter top oven and hot holding units set back on counter top with warning notices.
2.13	Applicants should provide details of the first aid facilities and the treatment available on the premises, including details of the numbers of trained first aid staff. Consideration should also be give to the treatment of any persons who appear to be unwell, including those affected by drugs and/or alcohol.			X	No high risk activities occur on premises.	HSE compliant first aid kit available and management team members are first aid trained.
2.14	Applicants should demonstrate the safety measures to be implemented during the use of any special effects (like strobe lighting or smoke machines) on the premises, including the arrangements for prior notification to customers. The proposed use of pyrotechnics should be advised to the Fire Authority.					N/A
2.15	Applicants should be aware of the legal requirements in respect of facilities and access to their premises for people with disabilities. Applicants are recommended to address the needs of people with disabilities in an operating plan. This may include, access, facilities, physical and managerial methods for the safe evacuation of disabled persons. It may also identify trained members of staff to implement emergency egress plans and clarify whether equipment such as lifts are safe to use.			X	Low risk as accessibility is generally good – single level space, wide doors, no steps etc).	Accessibility guide exists for premises.

3.	Licensing Objective Prevention of Public Nuisance	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
3.1	<p>Applicants should determine and implement steps to prevent noise, vibration, smells or other nuisances escaping both from sources within the premises and from external sources under the control of the applicant such as: amplified and non-amplified music levels, singing and speech, disposal to waste and bottle bins, plant and machinery (including extraction systems), food preparation, the cleaning of premises and equipment.</p> <p>External doors should also be kept closed, except where necessary for access and egress i.e. doors should not be secured open and will be fitted with self-closers if necessary.</p>					N/A
3.2	<p>Steps to be taken may include: the installation/adoption of soundproofing, air conditioning to allow windows to be kept closed, sound limitation devices, use of lobby doors, cooling down period with reduced music levels at the end of the night, adopting hours of operation appropriate to the activities in question and the location, adopting a schedule for the disposal and collection of waste at times appropriate for the locality.</p>					N/A
3.3	<p>In considering applications from pubs, clubs and similar premises, and their activities, the Board expects licensees to have regard to any guidance published such as the Good Practice Guide on the control of noise from pubs and clubs published by the Institute of Acoustics. This is available at:- http://www.ioa.or.uk/publications.asp</p>					N/A
3.4	<p>Particular care should be taken where the noise source is in the open air, e.g. smoking areas, beer gardens, play areas, car parks, access roads, temporary structures or queues. Licensees should comply with the terms of the Board's smoking policy in not allowing smokers to take drinks out to smoking areas, particularly where they are situated close to residential properties where increased noise levels from continued outdoor socialisation promotes public nuisance. Speakers should not be positioned outside at any time.</p>					N/A

3.	Licensing Objective Prevention of Public Nuisance	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
3.5	Applicants should consider any special measures that should be adopted in premises located near noise-sensitive premises such as nursing homes, hospitals or places of worship.					N/A
3.6	Applicants should determine and implement steps to prevent excessive or ill-designed external lighting to premises, outdoor areas and car parks (including lighting intended specifically for public safety and security) intruding upon the comfort and amenity of nearby residents to such an extent as to be a nuisance.					N/A
3.7	Nuisance by smell is commonly attributable to the commercial preparation of hot food in kitchens with no or inadequate or poorly maintained filtration and extraction equipment. Applicants should determine and implement steps to prevent smells causing a nuisance to local residents and businesses.					N/A
3.8	The provision of hot food at and from premises after 11pm is often associated with the litter of paper containers and food discarded into the streets and onto private property in the vicinity of the premises. Applicants should determine and implement steps to prevent additional litter (e.g. food waste and food packaging, cans and bottles) in the vicinity of the premises. Such steps may include an agreed cleaning schedule in respect of litter in and in the vicinity of the premises).					N/A
3.9	The Board will not tolerate the detrimental impact on the amenity of those living and working in an area caused by fly posting and the irresponsible distribution of advertising flyers or other materials such as stickers. The Board expects applicants to determine and implement steps to prevent fly posting and other unauthorised advertising and to consider measures necessary to control the litter that can be produced by the irresponsible distribution of flyers and other advertising materials.					N/A

3.	Licensing Objective Prevention of Public Nuisance	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
3.10	Applicants should consider the steps to be taken to prevent disturbance by customers arriving at or leaving the premises, including the considerations that have been given to the cumulative effect of this in areas with other licensed premises in the immediate vicinity. This will be more important between 11pm and 7am than at other times.					N/A
3.11	Applicants should consider the steps to be taken to prevent queuing (either by pedestrians or vehicular traffic). If some queuing is inevitable then queues should be formed away from neighbouring premises or be otherwise managed to prevent disturbance or obstruction, for example, making provision for queuing inside the premises.					N/A
3.12	Applicants should consider the steps to be taken to ensure staff leave the premises safely and quietly. This will be of greater importance between 11pm and 7am than at other times.					N/A
3.13	Applicants should consider the arrangements made or proposed for parking by patrons, and the effect of parking by patrons on local residents, including the slamming of vehicle doors, vehicle horns, stereos, noise from engines idling and exhaust fumes.					N/A
3.14	Applicants should consider whether there is sufficient provision for public transport with regard to the proposed opening hours (including taxis and private hire cars) for patrons. Failure to do so may result in nuisance and this will be considered a serious failure.					N/A
3.15	Applicants should consider whether the service of the premises by licensed taxi or private hire cars is likely to disturb local residents and take reasonable steps to prevent disturbance from this source. Examples of actions that can be taken include the provision of an indoor waiting area, arrangements for door staff to advise customers that their transport has arrived (rather than taxis beeping) and phones in entrances lobbies perhaps linked directly to a private hire company.					N/A

4.	Licensing Objective Protecting and Improving Public Health	High Risk	Med Risk	Low Risk	Reasons for Assessment	Action Taken
4.1	Licensees should have regard to the Wine and Spirit Trade Association Social Responsibility Standards for the production and Sale of Alcoholic Drinks in the UK available at – http://www.wsta.co.uk/index.php?option+comcontent&task=59&Itemid=104					Responsible Retailing Standards (e.g. Challenge 25) used as part of staff training.
4.2	Applicants should consider whether the provision made for alternatives to alcoholic drinks adequately protects and promotes public health, particularly in terms of reasonably priced alternatives to alcohol i.e. soft drinks, tea, coffee, food and non-alcoholic substitutes (with an AB of below 0.5%)/ This is especially important for drivers.					N/A
4.3	Applicants should consider security arrangements to prevent tampering with unattended drinks.					N/A
4.4	Applicants should consider promoting public health by educating customers through the display of information on the number of units of alcohol for different types of alcoholic drinks available. This might be through the use of leaflets, posters, simple signage or free unit calculators etc. Information may also be displayed about the effects of alcohol on the body which may be beneficial as well as detrimental.					N/A

5.	Licensing Objective Protection of Children from Harm	High Risk	Med Risk	Low Risk	Reasons for Assessment	Action Taken
5.1	The Board expects that employers will make careful checks where premises or entertainment is specifically targeted towards children to ensure all persons employed or involved with the supervision or management are deemed appropriate persons to be engaged in the activity.					N/A

5.	Licensing Objective Protection of Children from Harm	High Risk	Medium Risk	Low Risk	Reasons for Assessment	Action Taken
5.2	The Board commends the Portman Group Code of Practice on the naming, packaging and promotion of alcoholic drinks. Where applicants intend children to be present on licensed premise or where the sale of alcohol takes place the Code should be given due regard and addressed in this assessment. The Code can be found at: http://www.portmangroup.co.uk/?pid=1&level=1					N/A
5.3	In the case of “children only” events, e.g. an under 18 disco, production of play, pantomime or similar events, applicants should consider what would be an acceptable ratio of adult supervisors to children on the premises for the activity.					N/A
5.4	In the case of premises giving film exhibitions, licensees or clubs should include in their operating plan arrangements for restricting children from viewing age restricted films, classified according to the recommendation of the British Board of Film Classification, or by the licensing authority in terms of a Cinema Licence.					N/A
5.5	Where children are to be allowed into licensed premises, applicants should consider the arrangements made for children including – the siting of toilets, whether children have to pass through what might be an unsuitable area to get to a toilet, where food is available, having a children’s menu, siting games and gaming, including machines, pool/snooker tables, darts etc., away from areas where children will be present.					N/A
5.6	Applicants should consider appropriate signage both internally and externally, where children are to be allowed into licensed premises. The Licensing (Scotland) Act 2005 introduces mandatory requirements for signage. Applicants should also bring to the attention of parents any conditions under which children will be allowed access, including supervisory requirements.					N/A

5.	Licensing Objective Protection of Children from Harm	High Risk	Medium Risk	Low Risk	Reasons for Assessment	Action Taken
5.7	<p>Applicants should consider controlling stock to promote the objective of protecting children from harm. This will include keeping stocks of alcohol away from areas where there may be other products attractive to children e.g. placing alcopops near ordinary fizzy drinks. It will also include assessing the likelihood of children attempting to buy alcohol and where the risk is high, removing those products most attractive to children and young persons, like vodka, cider, fortified/tonic wine, alcopops etc. This is especially true of those types of products sold in half, pocket style bottles with screw tops.</p>			X	<p>Range of alcoholic products is higher priced wines & beer.</p>	<p>Alcohol will not be displayed close to any products aimed at children (e.g. juices, snacks etc).</p>

