



# Licensing Sub-Committee

## 10 July 2015

**Time** 10.00 am      **Public Meeting?** YES      **Type of meeting** Regulatory  
**Venue** Committee Room 1 - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

### Membership

**Chair** Cllr Alan Bolshaw (Lab)

#### Labour

Cllr Bishan Dass

#### Conservative

Cllr Patricia Patten

Quorum for this meeting is two Councillors.

### Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

#### Contact

##### Tel/Email

**Address** Democratic Support, Civic Centre, 2<sup>nd</sup> floor, St Peter's Square,  
Wolverhampton WV1 1RL

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

# Agenda

## Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i>   |
|-----------------|--|
| 1               | <b>Apologies for absence</b>   |
| 2               | <b>Declarations of interest</b>  |
| 3               | <b>Licensing Act 2003 - Temporary Event Notice in respect of The Prince Albert, Railway Street, Wolverhampton (Pages 3 - 52)</b><br>[To consider the objection notice received from West Midlands Police]  |
| 4               | <b>Exclusion of press and public</b><br>To pass the following resolution:<br>That in accordance with section 100A (4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business as it involves the likely disclosure of exempt information falling within paragraph 3 of schedule 12A to the act relating to the business affairs of particular persons. |

### **PART II - PRESS AND PUBLIC EXCLUDED**

- |   |   |
|---|---|
| 5 | <b>Deliberations and decision</b>       |
| 6 | <b>Re-admission of press and public</b> |

### **PART I - ITEMS OPEN TO THE PRESS AND PUBLIC**

- |   |                                 |
|---|---------------------------------|
| 7 | <b>Announcement of decision</b> |
|---|---------------------------------|



# Licensing Sub-Committee

10 July 2015

<b>Report Title</b>	Licensing Act 2003 – Temporary Event Notice in respect of The Prince Albert, Railway Street, Wolverhampton WV1 1LG.	
<b>Wards Affected</b>	St Peter's	
<b>Accountable Strategic Director</b>	Tim Johnson, Place	
<b>Originating service</b>	Licensing Services	
<b>Accountable employee(s)</b>	Rob Edge Tel Email	Section Leader (Licensing) 01902 55(0106 ) <a href="mailto:rob.edge@wolverhampton.gov.uk">rob.edge@wolverhampton.gov.uk</a>

**Recommendation for action or decision:**

The Sub-Committee is requested to consider the Objection Notice in relation to a Temporary Event Notice received by the Licensing Authority in respect of the Prince Albert.

## **1.0 Purpose of Report**

- 1.1 To submit for consideration by the Sub-Committee an Objection Notice given by the Chief Officer of Police in respect of a Temporary Event Notice received by the Licensing Authority.

## **2.0 The Premises User and Permitted Temporary Activities**

- 2.1 The Temporary Event Notice has been submitted for The Prince Albert. Railway Street, Wolverhampton WV1 1LG.
- 2.2 The Temporary Event Notice has been submitted by Miss Sarah Emma Hughes Personal licence number DV502795 issued in Dudley
- 2.3 The premises user proposes to carry on temporary licensable activities at the above named premises. A copy of the Temporary Event Notice is attached at Appendix 1 and the temporary licensable activities are detailed within the notice.
- 2.4 The premises user has served the Temporary Event Notice on the Licensing Authority for an event to be held during the period 18-19 July 2015 as detailed in Appendix 1. The premises are situated within St Peter's ward, and a location plan is attached at Appendix 2
- 2.5 Following receipt of a copy of the Temporary Event Notice, West Midlands Police have submitted an Objection Notice advising that they are satisfied that allowing the premises to be used in accordance with the Temporary Event Notice would undermine the prevention of crime and disorder and public safety licensing objectives. A copy of the Objection Notice is attached at Appendix 3.
- 2.6 A copy of the premises licence is attached at Appendix 4

## **3.0 Legal Implications**

- 3.1 Part 5 of the Licensing Act 2003 entitled 'permitted temporary activities' details the statutory powers available to a Licensing Authority when processing a Temporary Event Notice.
- 3.2 Provisions within Part 5 allow the temporary carrying on of licensed activities at premises which are not authorised by a premises licence or club premises certificate.
- 3.3 A Temporary Event Notice is given by an individual 'premises user' indicating the intention of the premises user to conduct one or more licensable activity at the premises for no more than 168 hours. A temporary event is subject to certain restrictions to include the requirement that there should be a minimum of 24 hours between events.
- 3.4 The premises user must give the Temporary Event Notice to the Licensing Authority and submit a duplicate to the Chief Officer of Police and Environmental Health (for the area in which the premises is situated). This must be done at least 10 working days (not including the day it is served or the day of the event) before the start of the event period.

- 3.5 The Chief Officer of Police or Environmental Health may object to the holding of the temporary event on the grounds that they are satisfied that allowing the premises to be used in accordance with the notice would undermine the licensing objectives and they must issue an Objection Notice to the Licensing Authority, the premises user and any other relevant person explaining the reasons why. When an Objection Notice is received the Licensing Authority must hold a hearing.
- 3.6 At the hearing, the Licensing Authority must, having regard to the Objection Notice, give the premises user a Counter Notice if it considers it necessary for the promotion of the licensing objectives. By issuing a Counter Notice the Licensing Authority stop the temporary event from occurring.
- 3.7 At any time before a hearing is held, a temporary event notice may be modified to address concerns of the responsible authorities. Once the Temporary Event Notice has been modified, the Licensing Authority must send a copy of the modified notice to all parties.
- 3.8 If Police or Environmental Health objections are not received or are withdrawn, the Licensing Authority has no power under the Licensing Act to prevent permitted temporary events.
- 3.9 When considering what action to take with regard to the Temporary Event Notice the Licensing Committee must have regarded to:
- the Objection Notice;
  - the four licensing objectives;
  - the Licensing Act 2003
  - the statutory guidance issued by the Secretary of State in accordance with Section 182 of the Act [ amended]; and
  - Wolverhampton City Council's Statement of Licensing Policy.
- 3.10 Premises users are not required to be on the premises for the duration of the event, but at all times, remains liable to prosecution should they cause or allow any provisions of general law to be breached. For example laws governing sales of alcohol to persons under 18 years. [SH/08072015/D]

#### **4.0 Human Rights and Equalities Implications**

- 4.1 This report has human rights implications for both the premises user and the residents from the local neighbourhood. Refusal of a Temporary Event Notice may have financial implications for a premises user's business and livelihood whereas authorising a Temporary Event Notice may have impact upon the day to day lives of residents living in close proximity to the premises. This report does not have any equality implications.
- 4.2 Article 8(i) of the European Convention of Human Rights provides that everyone has the right to respect for his/her private and family life and his/her home (which includes business premises). This right may be interfered with by the Council on a number of grounds including the protection of rights and freedoms of others. The First Protocol – Article 1 – also provides that every person is entitled to the peaceful enjoyment of his

possessions and shall not be deprived of his possessions except in the public interest and conditions provided for by law. Councillors must accordingly make a decision which is proportionate to the hearing and endeavour to find a balance between the rights of the applicant, residents and the community as a whole.

## **5.0 Financial Implications**

- 5.1 The Licensing Committee agreed fees and charges for this function on 21st January 2015. The fees are based on a cost recovery basis. The fee for the application of a new licence is £100.00 and is non-refundable. [TK/09012015/H]

## **6.0 Environmental Implications**

- 6.1 This report has environmental implications, from patrons leaving the premises at a late hour.

### Temporary Event Notice

Before completing this notice please read the guidance notes at the end of the notice. If you are completing this notice by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

You should keep a copy of the completed notice for your records. You must send two copies of this notice to the licensing authority and an additional copy must be sent to the chief officer of police for the area in which the premises are situated. The licensing authority will endorse one of the two copies and return it to you as an acknowledgement of receipt.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	HUGHES		
Forenames	SARAH EMMA		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth		Day 23	Month 09 Year 1991
4. Your place of birth		WOODSLEY.	
5. National Insurance Number		JP227584.	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
90, BLOOD GAUGE WAY.			
Post town WOLVERHAMPTON		Post code WV70 0AZ	
7. Other contact details			
Telephone numbers		02902 421551	
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail Address (optional)		SARAH6MM@HUGHES_@HOTMAIL.CO.UK.	
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			



THE PRINCE ALBERT, RAILWAY STREET,	
Post town <del>WV</del> WOLVERHAMPTON	Post code WV1 1LG
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail Address (optional)	

<b>2. The premises</b>
Please give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references) (Please read note 2)
THE PRINCE ALBERT, WOLVERHAMPTON, RAILWAY STREET, WV1 1LG.
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)
LEAN CAR PARK "THE SCENA", ADJACENT TO CIVIC SQUARE TERRACE.
Please describe the nature of the premises below. (Please read note 4)
BAR & LATE NIGHT VENUE. - PLEASE FIND ALL LISC ASSESSMENT ATTACHED.
Please describe the nature of the event below. (Please read note 5)
OUR USUAL SATURDAY NIGHT FOR AN EXTENDED OUTDOOR AREA, PLEASE FIND LETTERS ATTACHED.



3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please mark an "X" next to the licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input checked="" type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 7)	
18 <sup>th</sup> July 2015 - 19 <sup>th</sup> July 2015.	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 8)	
18:00 18/07/15 - 05:00 19/07/15.	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 9)	350
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please mark an "X" next to the appropriate box). (Please read note 10)	On the premises only <input checked="" type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input type="checkbox"/>

4. Personal licence holders (Please read note 11)		
Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority	DUDLEY	


Licence number	01502795
Date of issue	NA
Date of expiry	01/02/2026.
Any further relevant details	-

5. Previous temporary event notices you have given. (Please read note 12)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? (Please mark an "X" in the box that applies to you)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices you have given for events in that same calendar year	1	
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues. (Please read note 13)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>


7. Checklist (Please read note 14)	
I shall (Please mark the appropriate boxes with an "X")	
Send two copies of this notice to the licensing authority for the area in which the premises are located	<input checked="" type="checkbox"/>
Send a copy of this notice to the chief officer of police for the area in which the premises are located	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, send two copies of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
Make or enclose payment of the fee for the application	<input checked="" type="checkbox"/>
Sign the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 15)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 16)	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence:	
(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and	
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	30/06/2015.
Name of Person signing	SARA EMMA HUGHES.

Date received:	2/7/15
Amount:	£21.00
Cash <input checked="" type="checkbox"/>	Cheque <input type="checkbox"/>
Cheque No.	
Receipt no:	UC/25004612
Initial:	
Receipt issued by:	AK

For completion by the Licensing Authority

10. Acknowledgement (Please read note 17)	
I acknowledge receipt of this temporary event notice.	
Signature	 On behalf of the Licensing Authority
Date	2/7/15
Name of Officer signing	Shellen Humphries

Please Describe the Nature of the Event Below:

The opening in regards to an "event" is in actuality no different to our regular Saturday, Paparazzi, which runs every Saturday. We are putting in a application to open the arena, (from here on-going weekly – TENS will follow in suit) for the following reasons:

- Due to the nature of the building, in the summer, the majority of people within the venue choose to remain on the terrace. As EHO witnessed (upon meeting with the DPS Sarah-Emma Hughes) the terrace has limited space & could become a hazard if over filled, alongside this, detaining people within the premises in the heat is adequately as dangerous, so we would wish to open another outdoor area to permit more people to remain outside the venue eradicating the above issues.
- This opening, would also limit noise pollution, we are as of current permitted to play music outside on our terrace. This is located along Railway St. near the Britannia, & although our music is kept at a reasonable level (within what our license permits) if we were to move our sound into our arena space, the music would only hit the rear of our premises limiting the chance of noise pollution & eradicates any minimal disturbances to surrounding areas.
- As we are growing increasingly popular, & are numbers are increasing weekly, having the extra capacity that this area permits would be beneficial not only to the business but to the City, after reviewing the ID Scans, were pulling people from external areas, like Birmingham, etc. It would be great if we could permit these people entry if we had additional capacity.
- We would like to secure this area, with an additional 3 security, one monitoring the external bar area, one monitoring the rear gate, & one monitoring the inside of the arena covering all elements that could put us at risk (please find attached security risk assessment for this area.)

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005

### FIRE RISK ASSESSMENT

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Employer:	Richard Ryan Limited
Address of Property:	Prince Albert, Railway Street, Wolverhampton, WV1 1LG.
Person(s) Consulted:	Ryan McGillicuddy
Assessor:	Colin Lavery
Date Premises Inspected:	21 April, 2015
Date of Fire Risk Assessment:	28 May, 2015
Date of Previous Fire Risk Assessment:	None
Suggested Date for Review <sup>1</sup> :	November 2016

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The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

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<sup>1</sup> This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

## GENERAL INFORMATION

### 1. THE PREMISES

1.1 Number of floors: 5

1.2 Approximate floor area - per floor :  
Cellar 200 m<sup>2</sup>  
Ground 250 m<sup>2</sup>  
First 250 m<sup>2</sup>  
Second 250 m<sup>2</sup>  
Third 250 m<sup>2</sup>

1.2 Approximate floor area - gross : 1200 m<sup>2</sup>

1.2 Approximate floor area -on ground floor : 250 m<sup>2</sup>

1.3 Brief details of construction:

- Brick built

1.4 Occupancy:

- Public House and office

### 2. THE OCCUPANTS

2.1 Approximate maximum number: 1

2.2 Approximate number of employees at any one time: 9

2.3 Maximum number of members of public:  
Ground Floor Bar 200 persons  
Club Room 150 persons  
VIP Room 50 persons  
Outside covered 155 persons  
**Total 550 persons**  
Also occasional use of new side yard  
300 persons

### 3. OCCUPANTS AT SPECIAL RISK

3.1 Sleeping occupants:

3.2 Disabled occupants:  Ground only

3.3 Occupants in remote areas:

3.4 Others:

### 4. FIRE LOSS EXPERIENCE

- None

## 5. OTHER RELEVANT INFORMATION

- The third floor of the building does not form part of this fire risk assessment as the area has been sealed off and is unoccupied. However, there is smoke detection in the area so that if a fire situation did arise the fire alarm would sound throughout the building.
- Any mention of fire safety related signs and notices should conform to Health and Safety (Safety Signs and Signals) Regulations 1996. Those that comply with B.S. 5499, Part 1 1990 also comply.
- 30 minute fire resisting doors must comply with British Standard 459 Part 3. The doors must also be fitted with intumescent fire seals, cold smoke seals and positive self-closing device.
- Any mention of emergency lighting within this fire risk assessment means an emergency lighting system that conforms to British Standard 5266 : Part 1.
- Any mention of fire alarm system within this fire risk assessment means an electrical fire alarm system that conforms to British Standard 5839 Part 1.



## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 6. ELECTRICAL SOURCES OF IGNITION

- 6.1 Reasonable measures taken to prevent fires of electrical origin? Yes  No
- 6.2 More specifically:
- Fixed installation periodically inspected and tested? Yes  No
- Portable appliance testing carried out? Yes  No
- Suitable policy regarding the use of personal electrical appliances? Yes  No
- Suitable limitation of trailing leads and adapters? Yes  No
- 6.3 **Significant Findings:**
- See page 18
- 6.4 **Additional Comments**

### 7. SMOKING

- 7.1 Reasonable measures taken to prevent fires as a result of smoking? Yes  No
- 7.2 More specifically:
- Smoking prohibited in the building? Yes  No
- Smoking prohibited in appropriate areas? Yes  No
- Suitable arrangements for those who wish to smoke? N/A  Yes  No
- Any evidence of breaches of policy? Yes  No
- 7.3 **Significant Findings:**
- None
- 7.4 **Additional Comments**

**8. ARSON**

8.1 Does basic security against arson by outsiders appear reasonable<sup>2</sup>? Yes  No

8.2 Is there unnecessary fire load in close proximity to the Premises available for ignition by outsiders? Yes  No

**8.3 Significant Findings:**

- See page 19

**8.4 Additional Comments**

**9. PORTABLE HEATERS AND HEATING INSTALLATIONS**

9.1 Is the use of portable heaters avoided as far as practicable? Yes  No

9.2 If portable heaters are used,  
is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A  Yes  No

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A  Yes  No

9.3 Are fixed heating installations subject to regular maintenance? N/A  Yes  No

**9.4 Significant Findings:**

- See page 19

**9.5 Additional Comments**

<sup>2</sup> Note: C.J. Lavery is not a specialist in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

**10. COOKING**

10.1 Reasonable measures taken to prevent fires as a result of cooking?

N/A  Yes  No

10.2 More specifically:

Filters changed and ductwork cleaned regularly?

N/A  Yes  No

Suitable extinguishing appliances available?

Yes  No

10.3 **Significant Findings:**

- See page 19

10.4 **Additional Comments**

**11. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION**

11.1 Ignition sources:

None

11.2 **Significant Findings:**

- None

11.3 **Additional Comments**

**12. HOUSEKEEPING**

12.1 Is the standard of housekeeping adequate? Yes  No

12.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes  No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes  No

Appropriate storage of hazardous materials? N/A  Yes  No

Avoidance of inappropriate storage of combustible materials? Yes  No

12.3 **Significant Findings:**

- See page 20

12.4 **Additional Comments**

**13. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**

13.1 Is there satisfactory control over works carried out in the building by outside contractors? Yes  No

13.2 Are fire safety conditions imposed on outside contractors? Yes  No

(Suitable guidance is contained in the following publications:

- *Standard Fire Precautions for Contractors Engaged on Crown Works*, Department of Environment, HMSO.
- *Fire Prevention on Construction Sites*. Loss Prevention Council.
- *Fire Safety in Construction Work*. HSE.

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.)

13.3 If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits? N/A  Yes  No

**13.4 Significant Findings:**

- See page 20

**13.5 Additional Comments**

## FIRE PROTECTION MEASURES

### 14. MEANS OF ESCAPE

14.1 It is considered that the premises are provided with reasonable means of escape in case of fire.

Yes  No

14.2 More specifically:

Adequate design of escape routes?

Yes  No

Reasonable distances of travel?

Yes  No

Suitable protection of escape routes?

Yes  No

Adequate provision of exits?

Yes  No

Exits easily and immediately openable where necessary?

Yes  No

Escape routes unobstructed?

Yes  No

14.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.

Yes  No   
Ground floor only

14.4 **Significant Findings:**

- See pages 20 to 22

14.5 **Additional Comments**

The occupancy calculations have been made using the formulae in British Standard 9999 2008 Managing Fire Safety.

Due to the premises also being used for football supporters on match days, the duty of the door security staff is of great importance. The entrance to each individual area, i.e. ground floor bar and outside areas must be staffed by security with the clickers and persons must be clicked in and out so that they occupancy of the individual area is never exceeded. During the inspection a conversation took place about removing some area of fencing and adding steps. This idea is a very good idea and would greatly enhance movement and means of escape around the outside area.

## 15. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

15.1 It is considered that there is:

compartmentation of a reasonable standard<sup>3</sup>.

Yes  No

reasonable limitation of linings that may promote fire spread.

Yes  No

15.2 **Significant Findings:**

- See page 22

15.3 **Additional Comments**

## 16. ESCAPE LIGHTING

16.1 Reasonable standard of escape lighting system provided<sup>4</sup>?

Yes  No

16.2 **Significant Findings:**

- See page 23

16.3 **Additional Comments**

## 17. FIRE SAFETY SIGNS AND NOTICES

17.1 Reasonable standard of fire safety signs and notices?

Yes  No

17.2 **Significant Findings:**

- None

17.3 **Additional Comments**

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<sup>3</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>4</sup> Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

**18. MEANS OF GIVING WARNING IN CASE OF FIRE**

18.1 Reasonable manually operated electrical fire alarm system provided<sup>5</sup>? Yes  No

18.2 Automatic fire detection provided? Yes  Yes  No   
(throughout premises) (part of premises only)

18.3 Remote transmission of alarm signals? Yes  No

**18.4 Significant Findings:**

- See page 23

**18.5 Additional Comments**

**19. MANUAL FIRE EXTINGUISHING APPLIANCES**

19.1 Reasonable provision of portable fire extinguishers? Yes  No

19.2 Hose reels provided? Yes  No

**19.3 Significant Findings:**

- None

**19.4 Additional Comments**

As discussed at the time of the inspection, if required fire fighting equipment in licensed areas can be positioned in staff areas, i.e. behind bar servery.

<sup>5</sup> Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.



## **20. RELEVANT‡ AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

20.1 Type of system:

None

20.2 **Significant Findings:**

- None

20.3 **Additional Comments**

## **21. OTHER RELEVANT‡ FIXED SYSTEMS**

21.1 Type of system:

Gas shut off valve in the kitchen.

21.2 **Significant Findings:**

- None

21.3 **Additional Comments**

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‡ Relevant to life safety and this risk assessment (as opposed to property protection).

## MANAGEMENT OF FIRE SAFETY

### 22. PROCEDURES AND ARRANGEMENTS

22.1 Persons responsible for fire safety<sup>6</sup>:

- Sarah Emma Hughes
- Kelsey Dugmore

22.2 Competent person(s) available to assist in implementation of fire safety legislation?

Yes  No

22.3 Appropriate fire procedures in place?

Yes  No

22.4 Persons nominated to respond to fire?

N/A  Yes  No

- Staff and door security

22.5 Persons nominated to assist with evacuation?

N/A  Yes  No

- Staff and door security

22.6 Appropriate liaison with fire brigade?

N/A  Yes  No

22.7 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?

N/A  Yes  No

22.8 **Significant Findings:**

- See page 24

22.9 **Additional Comments**

- As part of the premises license Wolverhampton City Council registered door staff are required during busy licensing hours. All these door staff, as part of their training, are instructed in fire safety matters.
- During busy trading times and when the Public House is being used by football supporters there are 5 SIA trained door security on site.

<sup>6</sup> This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

**23. TRAINING AND DRILLS**

23.1 Are all staff given instruction on induction? Yes  No

23.2 Are all staff given periodic 'refresher training' at suitable intervals? Yes  No

23.3 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A  Yes  No

23.4 Are fire drills carried out at appropriate intervals? Yes  No

**23.5 Significant Findings:**

- See pages 24 and 25

**23.6 Additional Comments**

**24. TESTING AND MAINTENANCE**

24.1 Adequate maintenance of workplace? Yes  No

24.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A  Yes  No

24.3 Monthly, six-monthly and annual testing routines for emergency lighting? Yes  No

24.4 Annual maintenance of fire extinguishing appliances? Yes  No

24.5 Six-monthly inspection and annual testing of rising mains? N/A  Yes  No

24.6 Weekly testing and periodic inspection of sprinkler installations? N/A  Yes  No

24.7 Routine checks of final exit doors and/or security fastenings? N/A  Yes  No

24.8 Other relevant inspections or tests:

24.9 **Significant Findings:**

- See page 25

24.10 **Additional Comments**

## 25. RECORDS

25.1 Appropriate records of:

Fire drills? N/A  Yes  No

Fire training? Yes  No

Fire alarm tests? N/A  Yes  No

Escape lighting tests? N/A  Yes  No

Maintenance and testing of other fire protection systems? N/A  Yes  No

25.2 **Significant Findings:**

- See page 25

25.3 **Additional Comments**

## FIRE RISK ASSESSMENT

*[Non-sleeping risks]*

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800<sup>7</sup>:

Potential consequences of fire ⇒ Fire hazard ↓	Slightly harmful	Harmful	Extremely harmful
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at these premises is:

Low       Medium       High

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slightly harmful       Harmful       Extremely harmful

In this context, our definition of the above terms is as follows:

**Slightly harmful:** Outbreak of fire very unlikely to result in serious injury or death of any occupant.

**Harmful:** Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people.

**Extremely harmful:** Potential for serious injury or death of one or more occupants.

<sup>7</sup> BS 8800: 1996. *Guide to occupational health and safety management systems.*

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

**(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING SECTION. THE RISK ASSESSMENT SHOULD BE REPEATED PERIODICALLY.)**

## SIGNIFICANT FINDINGS

It is considered that the following should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Point No.	ELECTRICAL SOURCES OF IGNITION	Significant Finding	Control Measures	Date Completed
6.3	<ul style="list-style-type: none"> <li>• Certification is required to show that the premises' electrical installation complies with British Standard 7671:2008 which requires that fixed wire installations are to be tested every 5 years. If certification is not available then the system must be tested by a qualified engineer and certification gained.</li> <li>• Portable appliances within the premises must be tested as laid down in The Electrical Equipment (Safety) Regulations 1994 by a qualified electrical engineer and certification showing compliance with the regulations gained.</li> <li>• Electrical items of equipment, both inside and outside, are being supplied by trailing electrical leads connected to the electric supply within the building.</li> </ul>	<ul style="list-style-type: none"> <li>• If works are required they must be completed within one month of the date of this fire risk assessment.</li> <li>• If works are required they must be completed within one month of the date of this fire risk assessment.</li> <li>• This practice must cease as a matter of urgency and the electrical installation extended to include further sockets so all equipment has its own supply. Exterior sockets must be the type that are designed for external use. These works must be completed within two months of the date of this fire risk assessment.</li> </ul>		

Point No.	Significant Finding	Control Measures	Date Completed
7.3	SMOKING None		
8.3	ARSON <ul style="list-style-type: none"> <li>There is a lot of combustible waste stored in and around the marquee that is used occasionally in the rear yard.</li> </ul>	<ul style="list-style-type: none"> <li>This area must be cleared of waste and all combustible items that are not required should be removed. <b>These works must be completed within one month of the date of this fire risk assessment.</b></li> </ul>	
9.4	PORTABLE HEATERS AND HEATING INSTALLATIONS <ul style="list-style-type: none"> <li>LPG heaters are used to heat the garden area.</li> </ul>	<ul style="list-style-type: none"> <li>A contract has been set up so that the LPG supplier removes the cylinders once they are empty on a one for one basis meaning full or empty cylinders that are not in use do not have to be stored on the premises.</li> </ul>	
10.3	COOKING <ul style="list-style-type: none"> <li>The kitchen is being brought back into use within the next week or so. The filters have been cleaned by staff but the ductwork requires cleaning by a professional cleaning company and certification gained.</li> </ul>	<ul style="list-style-type: none"> <li>The ductwork must be cleaned by a professional cleaning company <b>within one month of the date of this fire risk assessment</b> and a contract set up to have the system cleaned on <b>at least an annual basis.</b></li> </ul>	
11.2	OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION None		



Point No.	Significant Finding	Control Measures	Date Completed
12.3	HOUSEKEEPING <ul style="list-style-type: none"> <li>See Significant Finding 8.3 above.</li> <li>There were a number of LPG cylinders haphazardly stored behind the marquee in the rear yard. I was informed that these cylinders were there on a temporary basis as they actually belonged to Mr. McGillicuddy's catering business and they were being removed in the next 24 hours.</li> </ul>	<ul style="list-style-type: none"> <li>See Control Measure 8.3 above.</li> <li>These cylinders must be removed as a matter of urgency; in at least one week of the date of this fire risk assessment. The practice of storing cylinders in the yard must cease from then on.</li> </ul>	
13.4	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS <ul style="list-style-type: none"> <li>Information and a log will accompany this fire risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Implement immediately.</li> </ul>	
14.4	MEANS OF ESCAPE <ul style="list-style-type: none"> <li>Within the ground floor bar there is a means of escape indicated next to the single door by the bar server. This door has a coded lock fitted to it for security reasons. This type of lock is not acceptable on means of escape doors.</li> <li>On the side means of escape stair from the offices there is a cleaners' store which stores combustible material. This door must be kept locked at all times the store room is not in use.</li> </ul>	<ul style="list-style-type: none"> <li>As discussed at the time of the inspection, this door is not required as a means of escape as the other two 1100 m doors are suitable means of escape for the occupancy of 200 persons. The signage indicating this door as a means of escape must be removed. <b>These works must be completed within one week of the date of this fire risk assessment.</b></li> <li>A sign that complies with the standard detailed in Section 5 of this fire risk assessment and reads "Fire Door Keep Locked Shut" must be displayed on the outside of the door. <b>These works must be completed within one month of the date of this fire risk assessment.</b></li> </ul>	Continued..... Continued.....

Point No.	Significant Finding	Control Measures	Date Completed
14.4 MEANS OF ESCAPE Continued.....	<ul style="list-style-type: none"> <li>• The means of escape stair from the back of the club room to the ground floor is not 30 minute fire resisting. The stair must be underdrawn with 30 minute fire resisting material, i.e. plasterboard and plaster. The walls must be inspected and where there are holes that would allow the passage of smoke and flame in a fire situation they must be filled in. For larger holes plasterboard and plaster may be used. For smaller holes the use of 30 minute fire resistant expanding intumescent foam may be acceptable.</li> <li>• The rear means of escape stairwell from the club room is being used as a storage area.</li> <li>• The fire resisting door to the side means of escape stair from the VIP room has been removed.</li> </ul> <p style="text-align: right;">Continued.....</p>	<ul style="list-style-type: none"> <li>• These works must be completed within one month of the date of this fire risk assessment.</li> <li>• All this storage must be removed as a matter of urgency; within at least one week of the date of this fire risk assessment. Thereafter the stair must be kept completely clear giving an unobstructed path to the final exit.</li> <li>• A 30 minute fire resisting door that complies with the standard detailed in Section 5 of this fire risk assessment must be reinstated in the doorway. The door must have a positive self-closing device, intumescent strips and cold smoke seals. <b>These works must be completed within one month of the date of this fire risk assessment.</b></li> </ul> <p style="text-align: right;">Continued.....</p>	

Point No.	MEANS OF ESCAPE Continued.....	Significant Finding	Control Measures	Date Completed
14.4		<ul style="list-style-type: none"> <li>The large gates at the rear of the yard are inward opening. As the Public House is used during the football season to host away supporters the Police want these gates kept closed for security.</li> </ul> <p>There are two solutions to this problem:</p> <ol style="list-style-type: none"> <li>At all times when the premises are in use security staff must be stationed next to the gates so that in the case of an evacuation the gates can be immediately opened and the security staff can assist the persons to evacuate via the gates.</li> <li>The current gates are opened electronically if an electronic cut out was fitted to the gates from the fire alarm so that on any actuation of the fire alarm the gates would fail safe into the open position. The fail safe must also operate on an electrical failure within the premises.</li> </ol>	<ul style="list-style-type: none"> <li>Whichever solution is decided on the security on the gates <b>must be implemented immediately</b>. If option 2. Is decided upon, once the works on the gates is complete the need for the security next to the gates will not be required.</li> </ul>	
15.2	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	<ul style="list-style-type: none"> <li>An audit of all 30 minute fire resisting doors must be completed to ensure that they comply with the standard detailed in Section 5 of this fire risk assessment. All doors must be checked to ensure that they close tightly on the rebates by the use of the positive self-closing device and that the intumescent strips and cold smoke seals are in place.</li> </ul>	<ul style="list-style-type: none"> <li>These works <b>must be completed within one month of the date of this fire risk assessment.</b></li> </ul>	

Point No.	Significant Finding	Control Measures	Date Completed
16.2	<p><b>ESCAPE LIGHTING</b></p> <ul style="list-style-type: none"> <li>The emergency lighting system throughout the premises must be tested to ensure compliance with the previously mentioned Standard. Special attention must be paid to the club room and chill out room as I was unable to identify any non-maintained emergency illuminaires. The electrical engineer must also instruct the management on how to test the system. Certification showing compliance with the previously mentioned standard must be attained. A testing schedule in compliance with the relevant Standard should then be implemented.</li> </ul>	<ul style="list-style-type: none"> <li>These works must be completed within six weeks of the date of this fire risk assessment.</li> </ul>	
17.2	<p><b>FIRE SAFETY SIGNS AND NOTICES</b></p> <p>None</p>		
18.4	<p><b>MEANS OF GIVING WARNING IN CASE OF FIRE</b></p> <ul style="list-style-type: none"> <li>The fire alarm system throughout the premises must be tested by a qualified electrical engineer to ensure compliance with the standard detailed in Section 5 of this fire risk assessment. As part of the works, the electrical engineer must extend the fire alarm system to include music cut-off devices connected to the fire alarm so that on any actuation of the fire alarm the volume of the music reduces in order for the fire alarm to be audible throughout the premises.</li> </ul> <p>Also, the engineer must carry out a fire alarm sound test to ensure that the volume of the fire alarm sounders is 65 decibels throughout the second floor, especially in the office area.</p>	<ul style="list-style-type: none"> <li>These works must be completed within six weeks of the date of this fire risk assessment.</li> </ul>	

Point No.	Significant Finding	Control Measures	Date Completed
19.3	MANUAL FIRE EXTINGUISHING APPLIANCES		
20.2	RELEVANT* AUTOMATIC FIRE EXTINGUISHING SYSTEMS		
21.2	OTHER RELEVANT* FIXED SYSTEMS		
22.8	PROCEDURES AND ARRANGEMENTS	<ul style="list-style-type: none"> <li>Implement immediately.</li> </ul>	
23.5	TRAINING AND DRILLS	<ul style="list-style-type: none"> <li>Implement immediately.</li> </ul>	

Point No.	Significant Finding	Control Measures	Date Completed
23.5 TRAINING AND DRILLS Continued....	<ul style="list-style-type: none"> <li>Prior to opening on busy trading times there should be a briefing on fire procedures and what to do in the case of fire. This is especially important for the SIA door security as it may not always be the same personnel that are allocated by the door security company. Once briefed, staff and door security must sign to indicate that they understand their responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Implement immediately.</li> </ul>	
24.9 TESTING AND MAINTENANCE	<ul style="list-style-type: none"> <li>The fire alarm should be tested on a weekly basis and the emergency lighting on a monthly basis. Records must be kept. Information on how to do this and a log book will accompany this fire risk assessment.</li> <li>Fire safety maintenance checks must be carried out on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Implement immediately.</li> </ul> <p>A log detailing the checks to be completed and the timescale in which they should be done, along with a signature log book will accompany this fire risk assessment. <b>Implement immediately.</b></p>	
25.2 RECORDS	<ul style="list-style-type: none"> <li>Comments and recommendations contained within this Fire risk assessment have highlighted areas of training and testing which at present are not being complied with. Once these are in place records must be maintained. Information how to do this and a log book will accompany this fire risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Implement immediately.</li> </ul>	

**WORKS DETAILED IN THIS FIRE RISK ASSESSMENT MUST BE COMPLETED. TO ACHIEVE THIS A BUSINESS PLAN SHOULD BE DRAWN UP SO THAT WORKS ARE COMPLETED IN THE EARLIEST POSSIBLE TIMEFRAME.**

## FUTURE SIGNIFICANT FINDINGS

This page is supplied for recording future Significant Findings that require Control Measures. These may be of a temporary nature, e.g. decorations.

Significant Finding	Control Measures	Date Identified	Date Completed

Significant Finding	Control Measures	Date Identified	Date Completed



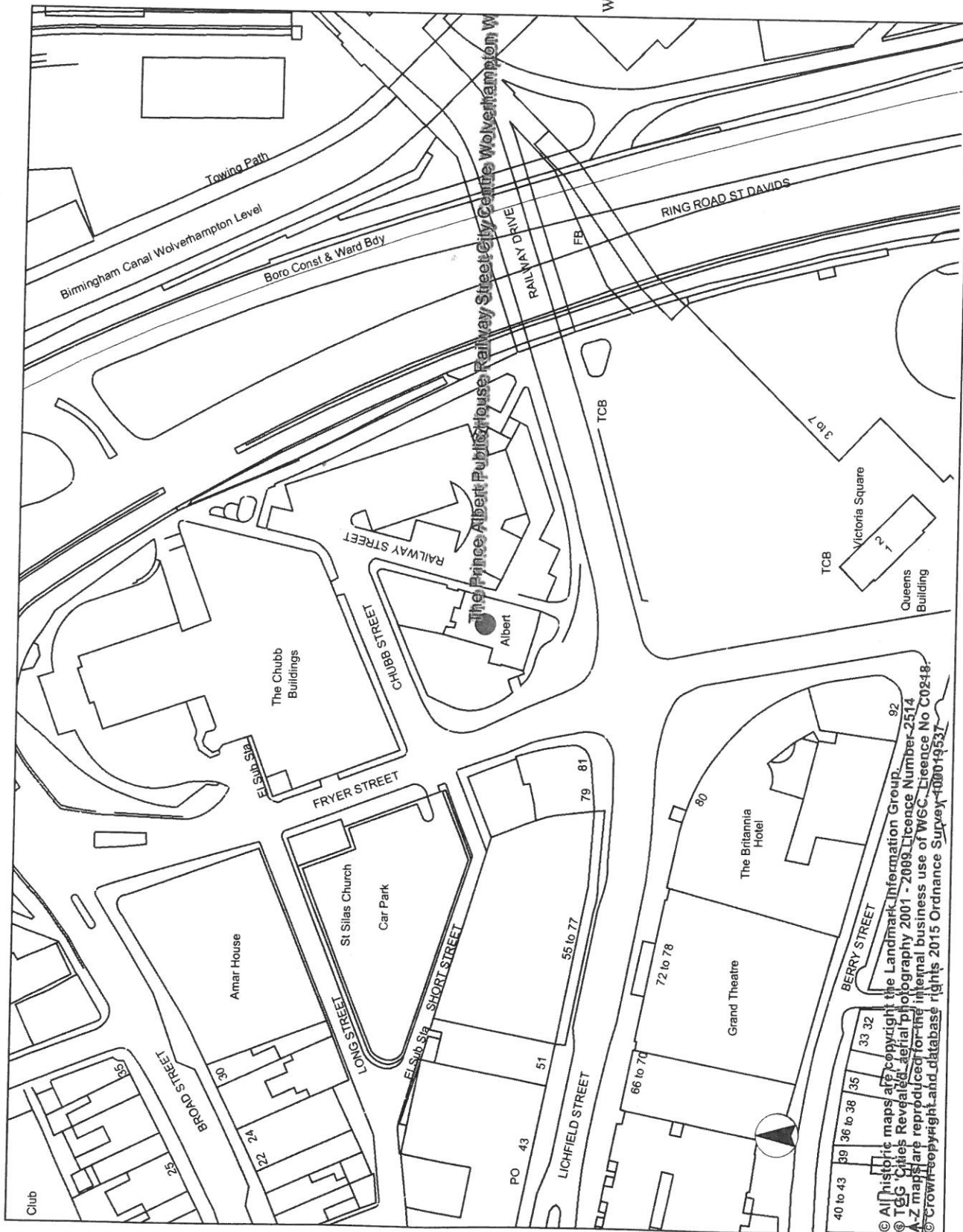


Prince Albert  
Railway Street

Wolverhampton City Council  
Asset Management  
Civic Centre  
St Peters Square  
Wolverhampton  
WV1 1RL

Plan Produced  
8.7.2015  
Scale 1:1,250

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**From:** WV Licensing  
**Sent:** 07 July 2015 16:36  
**To:** Shelley Humphries  
**Subject:** RE: PRE274 PRINCE ALBERT, RAILWAY STREET - TEN 18-19 July 2015 [PROTECT]

Dear Shelley

Police can confirm they have received the above papers from the applicant for a ten (18th and 19th July).

Police make formal representations to object to this application as the event is planned to be held in the 'Arena', an area that is not a generally used by the premises.

We note that the application is identical to one submitted for the 11th and 12th July 2015. We also note that there is an indication that TEN applications are to be utilised by the venue from here on in to utilise this area of their venue.

Police at this time insufficient time to plan for this event in order to check details of door staff, their numbers in relation to patron numbers, and the suggested placement of the door staff. In addition, to check DJ's to be utilised. Unfortunately having examined the risk assessment and there is no mention of either.

There is, however, a brief inclusion with the application that refers to 3 extra security and where they will be positioned, this is not in the risk assessment itself. (We note that this puts the three door staff responsible for 116 patrons each).

Within this inclusion note, we see no details of names of door staff, or SIA badge numbers to indicate the staff to be used are SIA accredited.

Further the TEN application states this will be a normal 'Paparazzi' night. However, we have no details of acts/dj's which plan to play at the event in order to conduct vital checks.

Recently we discussed with the DPS the venue was using acts that we had never been given details of and therefore the licensing department could not conduct checks for these acts.

As the venue was subject to a serious incident of crime and disorder as recently as June 14th and without being furnished these details to check against, Police have little time available to allow checks to be conducted into this event to ensure public safety and prevention of crime and disorder.

Police object to this late TEN application.  
**Licensing Department.**  
**Wolverhampton Central Police Station**  
**Bilston Street**  
**Wolverhampton**  
**West Midlands**  
**WV1 3AA**

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# Premises Licence

Issued in accordance with The Licensing Act 2003

**Name of Premises:** The Prince Albert

**Address of Premises:** Railway Street  
City Centre  
Wolverhampton  
WV11 1LG

**Premises Licence Number:** 15/00322/PREDPS – Variation of Premises DPS

**Date Licence Granted:** 09/02/2015

## 1. Opening hours of the premises

**Normal Hours:** Monday to Sunday 0800 to 0700 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** 0800 hours closing on Friday, Saturday, Sunday and Monday on Bank Holiday weekends, Christmas Eve and Boxing Day

## 2. Licensable activities authorised by the licence and the times the licence authorises the carrying out of these activities

**Activity:** **Films**  
**Normal Hours:** Monday to Sunday 1000 to 0700 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** When opening hours are extended on Bank Holidays these hours follow the opening hours

**Activity:** **Indoor Sporting Events**  
**Normal Hours:** Monday to Sunday 1000 to 0700 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** When opening hours are extended on Bank Holidays these hours follow the opening hours

**Activity:** **Live Music**  
**Indoor**  
**Normal Hours:** Sunday to Monday 1000 to 0230 hours  
**Outdoor**  
 Sunday to Monday 1800 to 0400 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** None

**Activity:** **Recorded Music**  
**Indoor**  
**Normal Hours:** Monday to Sunday 1000 to 0600 hours  
**Outdoor**  
 Monday to Sunday 1800 to 0400 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** When opening hours are extended on Bank Holidays these hours follow the opening hours (**Indoor**)

**Activity:** Performances of Dance  
**Normal Hours:** Monday to Thursday 1100 to 2300 hours  
Friday & Saturday 1100 to 0000 hours  
Sunday 1200 to 2230 hours

**Seasonal Variations:** None  
**Non Standard Hours:** None

**Activity:** Activity like music or dance  
**Normal Hours:** Sunday to Monday 1000 to 0600 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** When opening hours are extended on Bank Holidays these hours follow the opening hours

**Activity:** Late Night Refreshment  
*Indoor*  
**Normal Hours:** Monday to Sunday 2300 to 0700 hours  
*Outdoor*  
Monday to Sunday 2300 to 0400 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** When opening hours are extended on Bank Holidays these hours follow the opening hours (**Indoor**)

**Activity:** Sale/Supply of alcohol on the premises  
*Indoor*  
**Normal Hours:** Monday to Sunday 1000 to 0600 hours  
*Outdoor*  
Monday to Sunday 1800 to 0400 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** 1000 hours New Years Eve to 1000 hours New Years Day  
1000 - 0700 on Friday, Saturday, Sunday and Monday on  
Bank Holiday weekends, Christmas Eve and Boxing Day  
(**Indoor**)

**Activity:** Sale/Supply of alcohol off the premises  
**Normal Hours:** Monday to Sunday 1000 to 0600 hours  
**Seasonal Variations:** None  
**Non Standard Hours:** 1000 hours New Years Eve to 1000 hours New Years Day  
1000 - 0700 on Friday, Saturday, Sunday and Monday on  
bank holiday weekends, Christmas Eve and Boxing Day  
(**Indoor**)

**3. Name of the designated premises supervisor if the sale of alcohol is involved**

Sarah Emma Hughes dated as of 09/02/2015  
Personal licence number: DY502795  
Issued by Dudley Metropolitan Borough Council

**4. Is access to the premises by children restricted or prohibited**

Provision only as prohibited or restricted under the Licensing Act 2003

**5. Name, (registered) address of the holder of the premises licence**

Richard Ryan Ltd  
20 Market Street  
Stourbridge  
DY8 1AG

## **Mandatory Conditions**

### **Mandatory conditions as required by the Act will apply to the licence.**

It is the responsibility of the Premises Licence Holder and the Designated Premises Supervisor to ensure that they are conversant and compliant with all current mandatory conditions in relation the Licensing Act 2003.

## **Conditions consistent with the Operating Schedule**

### **Historic permissions consistent with the Justices Licence as converted under the Licensing Act 2003**

#### **Provision of substantial refreshment**

Hot food or hot drinks may be provided in line with alcohol sales with an additional thirty minutes thereafter.

#### **Recorded Music**

The playing of recorded music in the premises is permitted 24 hours a day pursuant to Section 182 of the Licensing Act 1964

#### **New Years Eve**

The Regulatory Reform (Special Occasions Licensing) Order 2002.

Where this licence does not otherwise permit, on New Years Eve these hours may be extended from the end of licensed hours on New Years Eve to the start of licensed hours on New Years Day.

### ***General***

The types of regulated entertainments proposed re-instate and then enhance the normal pub entertainments that were previously unregulated, with the benefit to enhance the local facilities for social entertainment and reduce the focus on alcohol.

No new steps have been identified by my risk assessment in relation to the four licensing objectives, except as below.

I have considered the terms of your local licensing policy in preparing this application.

#### ***Variation granted 05/01/2012***

All existing conditions will also be applied to the 1st Floor.

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

Providing a 60 minute extension of opening hours after the end of the sale of alcohol will promote this objective as the last drink will be consumed less quickly, with access to the pubs toilet facilities.

We will join the local Pub Watch scheme.

#### ***Variation granted 21/11/2013***

We have signed up to the Radio Link and are in the process of purchasing the Scan X ID Scanner.



### ***Public safety***

Function bookings will be limited to 150 persons. My risk assessment identifies no other risk of overcrowding.

### ***The prevention of public nuisance***

Live music will end at 0230 hours

All windows will be kept closed after 2200 hours

### ***Variation granted 21/11/2013***

Specialist sound systems have been installed which are limited and cannot be adjusted. Music volume will be reduced between the hours of 0100 and 0400 and softer music introduced to further reduce the volume and calm crowds before leaving the event at closing time.

### ***The protection of children from harm***

The restrictions set out in the Licensing Act 2003 apply

No unusual risks of harm to children have been identified during daytime hours, however strictly no under 18's after 8pm or when adult entertainment is on.

## **Conditions attached after a hearing by the Licensing Authority**

### ***Variation granted 05/01/2012***

1. On Thursday, Friday and Saturday evening and at any other times where any licensable activity is permitted past 12 midnight, at least two SIA door supervisors to be deployed from 2100 hours until close of business and until every member of the public has left the Premises. Two door staff to be deployed at the entrance of the Premises and at least one female (for searching females) and two door staff on each floor, with a further member of door staff floating between floors as a more visible presence in the Premises.
2. All door staff to be SIA registered, clearly displaying their own badges and wearing high visibility attire.
3. A least one member of SIA registered door staff to be deployed at the external smoking facility.
4. All patrons to be searched on entry or re-entry to the Premises with the use of electric hand wands and random searches to be carried out at the discretion of the Designated Premises Supervisor. All patrons refusing to be searched would have their access to the Premises refused.
5. A strict dress code to be implemented at the Premises, i.e. no tracksuits, baseball caps, hoodies etc. Smart, casual dress only.
6. Challenge 21 to be implemented at the Premises and photograph identification should be produced by anyone who appears to be under the age of 21 and all staff to receive sufficient training in challenging underage drinking. This training is to be documented.
7. No glass drinking vessels or glass bottles to be permitted outside the venue, either out into the street at the front of the Premises or out into the street at the rear of the Premises.
8. Last entry for all patrons into the Premises at 0200 hours, unless in possession of a pre-booked, dated admission ticket allowing access until 0300 hours.
9. All events are to be held at the discretion of the Designated Premises Supervisor (DPS) and/or Premises Licence Holder (PLH) and at least 28 days written notification, consisting of a risk assessment incorporating details of door supervisors DJs/performers and capacity levels, to

- be given to the licensing department at Wolverhampton Central Police Station. Police advice received upon the outcome of this risk assessment should always be taken into consideration.
10. No events aimed specifically at under 18s to be held prior to authorisation of the Licensing Department at the Wolverhampton Police Station and at least 14 days notice to be given of the event.
  11. Premises to join the Radio Link Scheme and sign up to the Information Sharing Agreement in conjunction with Wolverhampton City Centre Management (currently known as WV ONE).
  12. The Designated Premises Supervisor or representative to attend Pubwatch meetings and any customer who behaves inappropriately will be barred from the Premises and their details passed to the Pubwatch Scheme.
  13. Evidential quality CCTV to be installed and maintained to a high standard, with images/ recordings to be kept for 31 days and to be available upon request by any Responsible Authority. At any time, at least one member of staff to be on duty who can use/ download CCTV on request. CCTV should cover entry and exit points of the Premises and areas where alcohol/ money is served taken and in all areas to which public access and the immediate vicinity outside the Premises. The CCTV system should indicate the correct time and date.
  14. An incident logbook shall be kept in the Premises, in which will be recorded any incident of crime and disorder. This book will be reviewed by senior management in association with the Designated Premises Supervisor. Any incident of crime and disorder at the Premises shall be reported by a member of staff to the Police as soon as it is reasonably practical to do so.
  15. All staff who are involved in the sale of alcohol will be fully trained to ensure that no person who is drunk or disorderly or who appears to be under the age of 18 years will be served with intoxicating liquor; such training to be repeated every six months and to be documented.
  16. An accurate record shall be kept of the number of persons admitted to each part of the Premises; such records to be kept for six months and to be made available to any Responsible Authority.
  17. All staff to be trained in order to carry out the safe evacuation of the Premises in an emergency and training to be implemented at least annually. A record of this training is to be kept at the Premises and to be made available to any Responsible Authority upon request.
  18. At least one member of First Aid trained staff to be on the Premises at any time that members of the public are present, to deal with problems associated with alcohol/drugs. If more than one First Aid trained member is on duty then their specific role and responsibilities are to be outlined before their duties commence. Training to be undertaken every six months, to be documented and made available to any Responsible Authority upon request.
  19. Daily briefing/ tasking to be undertaken for all staff, outlining their responsibilities and any relevant information/policies in relation to the Premises to be documented and provided to any Responsible Authority upon request.
  20. At least two (four - six if all floors/ beer garden to be open) SIA door staff to be deployed at the Premises when there is a football match at Wolverhampton Wanderers Football Club of a Category C or above. For all other categories it is advisable, but to the discretion of the Designated Premises Supervisor. Police advice should be taken into consideration.
  21. Facilities shall be provided to enable taxis to be booked/ordered from the Premises.

## **Conditions attached after a hearing by the Licensing Authority**

### ***Variation granted 21/11/2013***

#### Conditions agreed between the West Midlands Police and the Premises Licence Holder

The following conditions will only apply to the outside part of the venue, to be called 'The Arena':

- 1) All events in the Arena are to be held at the discretion of the DPS and/or PLH and at least 28 days written notification, consisting of a risk assessment incorporating details of door supervisors, DJs/performers and capacity levels, to be given to the licensing department at Wolverhampton Central Police Station. Police advice received upon the outcome of this risk assessment should always be taken into consideration.

- 2) Plastic or polycarbonate glasses only to be used for the consumption of beverages whilst in any of the outside areas. No glasses or glass bottles/containers to be permitted under any circumstances in this area, either by staff or customers.
- 3) The premises will be equipped with an ID Scanner which will be utilised as part of the entry requirements for patrons. All patrons to be scanned on first visit. Any patrons refusing to have ID scanned will not be permitted into the venue. Any information stored within the ID Scanner must be made available to any member of a Responsible Authority upon request, or least within 12 hours of request.
- 4) Door supervisors deployed in the Arena area must wear high visibility attire consisting of at least a fluorescent tabard/jacket so that they are easily identified as security staff. Overt wearing of SIA certificates only is not sufficient.
- 5) The capacity level of the Arena area must not exceed the number detailed within the risk assessment for each specific event. Door supervisors deployed in this section must operate clickers to ensure that this level is not exceeded.
- 6) All patrons entering the Arena area will be subject of a search by door supervisors. Any person refusing to be searched will not be permitted in the Arena area.
- 7) The outside area must be covered by CCTV with the following stipulation:
  - CCTV should cover entry and exit points of the Arena area and all areas where alcohol/money is served/taken and all areas to where public have access and the immediate vicinity outside the premise.
  - Images / recordings to be downloaded in a suitable format and provided to any member of a Responsible Authority upon request and without any undue delay.
  - Images and recordings must be of evidential quality, must indicate the correct time and date and be kept for at least 31 days.
  - All staff to be trained to use the CCTV system and at least one member of staff to be on duty who is trained to download the systems images should any member of a Responsible Authority make a request.

Conditions agreed between Environmental Health (Commercial) and the Premises Licence Holder

The following conditions will only apply to the outside part of the venue, to be called 'The Arena':

- 1) Noise/vibration will not emanate from the premises to cause at nuisance at the closest sensitive property.
- 2) Compliance with the noise plan submitted on 21 November 2013 will be set as conditions of your operating schedule.
- 3) All doors and windows in the Prince Albert building must remain closed when regulated entertainment takes place, except to allow for access and egress.
- 4) No licensable activity will take place outdoors on a Monday to Thursday except on all Bank Holidays (including bank Holiday Mondays), Valentine's Day, Easter Monday, Halloween, Bonfire night, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.
- 5) All recorded and Live music will be reduced after 0100 hours. Sound limiter equipment must be used on **all** sound producing equipment used at all events to ensure noise and

vibration from the licensable activities does not cause a nuisance at the closest sensitivity properties.

- 6) All recorded and live music in the outside area will terminate at 0200 hours with the exception of any background entertainment and a maximum of two outdoor events in the arena area per calendar month.
- 7) Regular patrols, by a responsible person, will be undertaken of the surrounding area of the external area of the premises to ensure that the entertainment at the premises or noise from patrons outside the premises is at a level not to cause a nuisance to residents living in the vicinity of the premises. Patrols will be undertaken at least twice each day/night regulated entertainment takes place.
- 8) Should the DPS or Premises licence holder be notified of any justified noise complaints action must be taken immediately to reduce the level of music and or vibration to the satisfaction of the investigating Officer.
- 9) The surface of the lower arena area will be resurfaced prior to are being used, so as to provide a sound, safe, even surface for patrons

Further to the above specific conditions the following recommendations are made:

The same sound producing system is used to provide all regulated entertainment.

Speakers in the arena area are directed towards the Prince Albert building to reduce noise and vibration levels emanating from events.

## **Plans**

As submitted with application dated 09/11/2011 (Indoor) and 11/10/2013 (Outdoor) and retained by Wolverhampton City Council