



**LICENSING ACT 2003  
PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council



**s licence number**

**PRM 0270 (Issued 23/09/2016)**

**Premises details**

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

**ROYAL PAVILLION BRASSERIE  
PIER PRESSURE  
INN ON THE PIER**

**MARINE TERRACE**

**Post town**

**ABERYSTWYTH**

**Post code**

**SY23 2AZ**

**Telephone number**

**01970 636 100**

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

**LICENCE NOT TIME LIMITED**

**Licensable activities authorised by the licence**

**REGULATED ENTERTAINMENT:**

**PLAYS - Indoors**

**FILMS - Indoors**

**LIVE MUSIC - Indoors**

**RECORDED MUSIC - Indoors**

**PERFORMANCES OF DANCE - Indoors**

**ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC or**

**PERFORMANCES OF DANCE - Indoors**

**LATE NIGHT REFRESHMENT – Indoors and Outdoors**

**SALE BY RETAIL OF ALCOHOL – On and Off Sales**

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

**REGULATED ENTERTAINMENT:**

**PLAYS - Indoors**

**FILMS - Indoors**

**LIVE MUSIC - Indoors**

**RECORDED MUSIC - Indoors**

**PERFORMANCES OF DANCE - Indoors**

**ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC or  
PERFORMANCES OF DANCE - Indoors**

**LATE NIGHT REFRESHMENT – Indoors and Outdoors**

**SALE BY RETAIL OF ALCOHOL – On and Off Sales**

**ALL ABOVE ACTIVITIES**

**MON – SUN: 0900hrs – 0400hrs**

**INN ON THE PIER ONLY**

**MON – SUN: 24hrs for LATE NIGHT REFRESHMENT and SALE BY RETAIL  
OF ALCOHOL ONLY**

**The opening hours of the premises.**

**ROYAL PAVILLION BRASSERIE**

**PIER PRESSURE**

**MON – SUN: 0900hrs - 0430hrs**

**INN ON THE PIER**

**Not applicable**

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

**ON AND OFF SALES**

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

**REVEGATE ABERYSTWYTH LTD**

**1 CITY ROAD EAST  
MANCHESTER  
M15 4PN**

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

1976165

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

**LEE PRICE,**

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

**CER 0085**

**CEREDIGION COUNTY COUNCIL**

## **Annex 1 - MANDATORY CONDITIONS**

### **1 Mandatory conditions where licence authorises supply of alcohol**

(1) Where a premises licence authorises the supply of alcohol, the licence must include the following conditions.

(2) The first condition is that no supply of alcohol may be made under the premises licence-

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

(3) The second condition is that every supply of alcohol under the premises licence

must be made or authorised by a person who holds a personal licence.

### **2 Mandatory condition: exhibition of films**

(1) Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

(2) Where the film classification body is specified in the licence, unless subsection

(3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

(3) Where-

(a) the film classification body is not specified in the licence, or

(b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

(4) In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

### **3 Mandatory condition: door supervision**

(1) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence

must include a condition that each such individual must be licensed by the Security Industry Authority.

- (2) But nothing in subsection (1) requires such a condition to be imposed-
- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or
  - (b) in respect of premises in relation to-
    - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
    - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section-
- (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and
  - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

## **The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014**

**With effect from 28<sup>th</sup> May 2014**

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1-
  - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) “permitted price” is the price found by applying the formula –
$$P = D + (D \times V)$$
where –
    - (i) P is the permitted price
    - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol
  - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
    - (i) The holder of the premises licence,
    - (ii) The designated premises supervisor (if any) in respect of such a licence, or
    - (iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.  
  
(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order  
2014

The below Mandatory Conditions **replace** the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and comes into effect **on 1<sup>st</sup> October 2014**

**Conditions 1 to 4 refer to all premises that sell or supply alcohol for consumption on the premises. Condition 3 is relevant to Premises that sell for consumption off the premises.**

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).



**2.** The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

**3. (1)** The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

**4.** The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

## Annex 2 - Conditions consistent with the operating Schedule

### Premises Licence application

**The Royal Pier**  
(Inc. Inn on the Pier, Pier Pressure, Pier Pavilion Brasserie)

**Marine Terrace**  
**Aberystwyth**  
**SY23 2AZ**

### Appendix A

#### General - all four licensing objectives

- A serious commitment is demonstrated to ensure so far as is reasonably practicable its business is conducted in such a manner as to ensure that it does not expose its customers, visitors and public generally to risks to their health and safety. Staff training to include;
  - a) A comprehensive package of literature relating to the Health and Safety at Work etc Act 1974 is issued to a potential employee prior to commencement of duties with its prospective employer (see Appendix A (j)).
  - b) BIIAB Level 2 National Certificate for Licensees (On-Licence) (Off-Licence) attained by senior management providing a benchmark of knowledge of licensing law and the social responsibilities of licensees relevant to each class on licence.
  - c) Operations managers accredited with a Level 2 National Certificate for Door Supervisors and licensed by the Security Industry Authority.
- Premises are monitored by 24 hour video surveillance. Public notices endorsing the use of a CCTV system are displayed clearly at the premises. A secured storage facility and accurate log of CCTV footage is available at any time to support potential criminal proceedings by the local police authority.
- Pub Watch Scheme - the premises is an effective member of a positive crime prevention scheme to ensure potential trouble makers are deterred from licensed premises and moved on.
- As a premises connected with the alcoholic drinks industry in the UK, it upholds vehemently its responsibility to promote responsible drinking and comply with The Portman Group's Code of Practice.

## **Appendix A (i)**

### DON LEISURE LIMITED.

#### AN INTRODUCTION TO YOUR EMPLOYMENT.

Don Leisure Limited will do everything practicable to provide safe premises and safe systems of work, but it is the responsibility of each member of staff to help prevent accidents. This package has been produced to help you understand how health and safety is achieved at Don Leisure Limited and to explain what your part is in ensuring the health and safety of yourself, your colleagues and our customers. It does not give you a rule to follow in every situation, nor is it a substitute for good common sense. Its purpose is to create a general awareness of health and safety matters to help you to avoid action, which might endanger yourself, and others with whom you come into contact. It is important that you read each of these sections applicable to your employment, produced for your guidance. If there is anything you do not understand, please ask your General Manager.

#### Responsibilities for Health and Safety.

Under the Health and Safety at Work etc Act 1974, Don Leisure Limited is legally required and seriously committed:

\*To ensure so far as is reasonably practicable, the health and safety and welfare of its employees.

\*To conduct its business in such a manner as to ensure that it does not expose its customers, visitors and public generally to risks to their health and safety.

*Donald Deakin*

CHAIRMAN DON LEISURE LIMITED

\*These are clear objectives and must be achieved.

#### Duties of Employees.

The Health and Safety at Work Act states that as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts and omissions at work. The act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety. Should any equipment provided by your employer be in need of replenishment, repair or replacement, it is your duty as an employee to inform your Manager.

It is also your responsibility to co-operate with the Managers as far as is necessary to enable Don Leisure Limited to achieve its objectives in health and safety. In other words, if Don Leisure Limited is responsible for ensuring that it makes rules and safe operating practices to ensure safety at work, then it is your responsibility to ensure that you follow those rules and respect safe operating practices.

Failure to co-operate with your Managers on any systems of work at Don Leisure Limited will ultimately result in the termination of your employment with the Company.

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HEALTH AND SAFETY.

This document sets out the various particulars of both health and safety policies and procedures implemented by Don Leisure Limited.

ACCIDENTS IN THE WORKPLACE.

- Reporting accidents at work is a legal requirement. The incident must first be recorded in the accident book (located at the Amusement Arcade Cash Desk and Pier Pressure's Pay Desk) and then if necessary an F2508 must be completed. Always report to your manager should an accident occur at any time when occupying a working capacity on the premises.
- Should you use any item from the first aid box, always inform your Manager present for it is of vital importance the item is immediately replaced, thus ensuring a full kit of contents at all times.
- The location of first aid boxes on The Royal Pier:
  - a) The Royal Pier Amusement Arcade - (1) the cash desk.
  - b) The Royal Pier Video Club - (1) the video counter.
  - c) Inn on the Pier - (1) behind the island bar.
  - d) The Royal Pier Snooker and Social Club - (1) shelf underneath computer monitor.
  - e) Pier Pressure Night Club - (1) the pay desk.
  - f) Pier Pavilion Wine Bar, Brasserie, NightClub - (1) behind the bar.
- **In the event of an accident or emergency, you should be aware who the company's trained and qualified first aid persons are. A notice listing these persons can be found in the clocking-in room on the Pier.**
- **At least one of these persons will be on duty throughout the entire time the premise is open to the public and it is of vital importance any accident, whether considered to be slight or serious, is immediately reported to their attention. It is then only the responsibility of the company's trained and qualified first aid person(s) to perform any form of treatment to an injured party.**

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VIOLENCE

As with any organisation with staff in contact with the public, you should be aware of the possibility of threats or assaults and what steps can be taken to avert an incident. In any event you should not do anything to put yourself at risk. Personal protection is more important than product or cash.

(a) Threats and Intimidation.

- Try to recognise when stress and tension are building up - for example when someone is clearly drunk or distressed.
- Well-chosen words can avert frustration.
- Try to remain cool and reasonable. Your confidence can help diffuse situations.
- Try to avoid any physical contact that may worsen the situation.
- Always report minor threats to your Manager.

(b) Assaults.

- Protect yourself first. Never attempt to restrain assailants equipped with weapons.
- Only protect stock or property if this can be done without risk.
- Using any Company telephone, press 'auto-dial' then '099', for emergency police assistance as soon as possible.
- Make a note of the assailants' description and the direction they left. Tell the police.
- Ensure anyone injured is taken directly to hospital.

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VIOLENCE AT WORK

RISK ASSESSMENT

As with any organisation with staff in contact with the public, you should be aware of the possibility of threats or assaults and what steps can be taken to avert an incident. In any event you should not do anything to put yourself at risk. Personal protection is more important than product or cash.

Our premises are often those to be visited last, after members of the public have completed the circuit of Aberystwyth's bars and public houses. It is an offence for a drunken person to enter or frequent any part of our licensed premises. If a person is drunk, violent, quarrelsome or disorderly and refuses to leave, they are committing an offence and are liable to criminal prosecution.

IT IS IMPERATIVE...

- You are observant of potential problems.
- You use the communication framework provided by your radio equipment and internal telephone network to alert members of staff and security personnel of potential danger or risk.
- Should you believe a fracas is likely to ensue, remove all items of glassware (glasses, bottles, ashtrays) and any items that may be used as a weapon from the immediate area to prevent them being used in a potential attack on yourself or a member of the public.

\*\*\*Concentration and general awareness has to be at it's highest from 10.00pm. You are more at risk to threats, intimidation and assault from this time onwards than at any other point in the day. It is the point where, more often than not, a person's intake of alcohol is at its highest. Look for signs of drunkenness. Refuse to serve, ask to leave and alert your Manager.

(c) Threats and Intimidation.

- Try to recognise when stress and tension are building up - for example when someone is clearly drunk.

**Drunk or not?  
When is someone really "drunk"?**

There are different ways to measure if a person is drunk. The noticeable signs of drunkenness grow worse as a person drinks more. Some of the signs of drunkenness are:

- Slurred speech.
- Lowered reasoning ability.
- Weakened balance.
- Slower reaction times.
- Staggering walk or inability to walk.
- Glossy appearance to eyes.
- Weakened sense of hearing.
- Skin may be cool to the touch (but the drinker may feel warm).

- Heavy sweating.
- Anxiety, restlessness.
- Slower pupil response.
- Nausea and vomiting.
- Loss of consciousness.

When dealing with a person in distress:

***DO...***

- Keep the tone of your voice low and calm. Allow the person to speak freely at first in order to grasp the matter of difficulty or distress.
- Offer choices-no matter how small.
- Use well-chosen words that will help to avert frustration.
- Try to remain cool and reasonable. Your confidence can help diffuse situations.
- Try to avoid any physical contact that may worsen the situation.
- Use your judgement carefully and consider taking the person to a quiet place away from other members of the public, preferably in an area of space where the person has room to pace and burn off energy.
- Pay attention to your stance and use of personal space.
- Offer something to drink; water, fruit juice or a soft drink.
- Present an empathetic attitude.
- Allow for enough personal space so that you or the other person has time to break.
- Ensure your approach is such that a person's dignity and self-esteem is maintained.
- Always report minor threats to your Manager.

***DON'T...***

- Argue, challenge or react with anger.
- Condescend.
- Agree or disagree with distortions of reality.
- Get involved in any kind of power struggle.
- Make promises that you can't keep nor have no control over.
- Interrupt, talk too much or hurry the communication process.
- Touch the person.
- Corner the person.
- Isolate the person or yourself in an area of the premises where help is not immediately available to you.
- Keep the person in a crowded area where there exists a risk that other persons may attempt to fuel or aggravate the situation.
- Express a negative attitude.

(d) Assaults.

- Protect yourself first.
- If circumstances dictate that you are placed in a position where you are escorting a person out of the premises, exercise care and sharp concentration.
- Should you need to use force in ejecting a person out of the premises, it must be 'reasonable'.
- You are never encouraged to work on your own but as part of a team. If and when escorting a person(s) out of the premises, ensure the number of personnel doing so is complementary to the seriousness of the conduct and the number of the offenders. Heavy handedness or unnecessary use of force will lead to you being prosecuted by the police and dismissed by your employer.
- Working as part of a team provides valuable assistance, safety and invaluable evidence for police proceedings should a member of the public make an official complaint about your conduct.

- A member of the public demonstrating violent behaviour inside the premises may attempt to offer their apologies to you and offer their hand as a gesture of remorse. **Maintain a safe distance and do not accept this gesture. The hand can turn into a fist and you will become an unassuming victim of physical assault.**
- Never attempt to restrain assailants equipped with weapons.
- Only protect stock or property if this can be done without risk.

#### **How do I call the Police?**

- Using any Company telephone, press 'auto-dial' then '099', for emergency police assistance as soon as possible.
- Make a note of the assailants' description and the direction they left. Tell the police.
- Ensure anyone injured is taken **directly** to hospital. Where relevant, an entry into the Company's accident book and/or an F2508 must be completed. *Reporting accidents and dangerous occurrences is a legal requirement.*



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HEALTH AND SAFETY.

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TELEPHONE BOMB THREAT.

- If possible, tell someone else immediately so that they can tell the Manager. But do not put down the handset or stop the conversation.
- Tell the caller which town or area you are speaking from.
- Try to keep the caller talking (apologise for a bad phone line, ask him or her to speak up, and so on).
- Get as much information as you can.
- It is important to get the following pieces of information needed. Try and ask them in the order they appear so that you don't miss any out:
  - (a) Message (exact words).
  - (b) Time of call.
  - (c) Where is the bomb?
  - (d) What time will it go off?
  - (e) What does it look like?
  - (f) What kind of explosive is in the bomb?
  - (g) Why are you doing this?
  - (h) Who are you?
- When the call is finished give these details to the General Manager. The General Manager will decide what to do next. The more information you can get, the easier it will be to decide whether the warning was serious or not.
- Overleaf is a sample of the checklist that can be found next to the main telephones in each department. This checklist should be filled out and handed to your Manager in the event of a telephone bomb threat.

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TELEPHONE BOMB THREAT CHECKLIST.

( Fill in this form as you go along )

- Message ( exact words ) :
  
- Time of call:
- Where is the bomb:
- What time will it go off:
- What does it look like:
- What kind of explosive is in the bomb:
- Why are you doing this:
- Who are you:

Details about the caller ( tick where applicable ):

- Man
- Woman
- Child
- Young
- Old
- Don't know

How they sounded:

- Drunk
- Rambling
- Serious
- Rational
- Laughing
- Accent
- Speech Impediment

Was the caller reading the message?

Were there any other noises during the call?

Did the caller use a pay phone ( pay tone or coins heard )?

Did you hear the operator?

Were there any interruptions to the call?

Were there any other noises in the background?

- Traffic
- Talk
- Typing
- Machinery
- Aircraft
- Music
- Children
- Other:

YOUR NAME:

NUMBER YOU RECEIVED THE CALL ON:

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DRUGS POLICY.

Please be aware the Company adopts a **ZERO TOLERANCE** policy regarding the possession, supply and trafficking of illegal drugs in any of its venues.

***Spotting the signs of dealing***

There are several signs that might tell you that drug dealing is taking place:

- a person or group of persons being very popular
- regular trips to the toilet
- customers staying for a short time and not buying drinks
- deal list - pieces of paper discarded with numbers and names(preserve as evidence)
- secretive or sly conduct
- information from other staff or customers
- know users/dealers frequenting premises
- money changing hands.

If you suspect that a customer is supplying drugs to others in any of the Company venues, do the following:

- inform the manager/licensee

***What to do if you are approached by dealers***

Tell your management and get colleagues to help if you are approached by dealers who:

- threaten you in any way
- attempt to bribe you
- ask you to turn a blind eye
- ask you to evict another dealer.

***Always inform your manager if:***

- you suspect a customer is misusing drugs in the premises
- you think that someone is suffering from the effects of drugs
- drugs come into your possession while you are working in any capacity on the premises.

As a member of staff you play a vital role in the Company's strategy of keeping its premises drug-free and communicating this message firmly to its customers.

***Do not become involved in drug dealing!***

- If a member of staff is involved in drug dealing it will be noticed by the management and authorities, and acted upon vigorously. If you notice that a colleague is involved in drug activity, you must inform management.

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UNDER AGE DRINKING.

Please be aware the Company adopts a **ZERO TOLERANCE** policy regarding the supply of alcohol to a person under the age of 18 years. It is a serious offence for an employee to serve intoxicating drinks to someone under 18. Where there is doubt about age, you must ask for documentary evidence.

***What forms of identification can I accept?***

Proof of age cards are not always reliable because they may be fake. Remember that driving licences without a photograph could belong to an older relative or friend. Accept only:

- a passport
- a driving licence with a photograph
- 'Prove It' proof of age card with a photograph supplied through The Portman Group

***No legal claim.***

A person refused service on age grounds alone has no legal claim against you.

***If in doubt, refuse.***

If you have any doubts, you should consult your manager or refuse.

***Underage drinking is illegal and can result in a fine of £1,000.***

Trading Standards and the Police will be monitoring licensed premises and prosecuting offenders...***make sure it's not YOU!***

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STATEMENT OF ACKNOWLEDGEMENT.

As an employee it is your duty to follow the appropriate systems of work laid down for your safety, make proper use of equipment provided and co-operate with your employer on health and safety matters.

"I, the undersigned, acknowledge that I have carefully studied all relevant literature provided by my employer concerning my working position within Don Leisure Limited".

"I agree that I am familiar with the operating practices imposed by 'Don Leisure Limited.' and agree that it is my responsibility as an employee to follow Company rules and respect these safe operating procedures".

SIGNED:

## **Premises Licence application**

### **The Royal Pier**

(Inc. Inn on the Pier, Pier Pressure, Pier Pwllion Brasserie)

### **Marine Terrace**

**Aberystwyth**

**SY23 2AZ**

## **Appendix B**

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

- A serious commitment will be shown to engage positively with Government to tackle alcohol misuse by building positive relationships and partnerships with Government departments, local Council and emergency authorities.
- As a premises connected with the alcoholic drinks industry in the UK, it will uphold vehemently its responsibility to promote responsible drinking and comply with The Portman Group's Code of Practice.
- Staff training - a comprehensive package of literature relating to the Health and Safety at Work etc Act 1974 will be issued to a potential employee prior to commencement of duties with its prospective employer to ensure so far as is reasonably practicable its business is conducted in such a manner as to ensure that it does not expose its customers, visitors and public generally to risks to their health and safety.
- Door supervisors will be accredited with a Level 2 National Certificate for Door Supervisors and licensed by the Security Industry Authority and;
  - a) Display the appropriate name badge.
  - b) Will be used at a ratio of 2 for the first 100 customers and 1:100 thereafter.
  - c) A female door supervisor will be available if searches are to be conducted on female customers.
  - d) Will wear uniformed clothing that is easily identified by CCTV systems.
- The premises will be monitored by 24 hour video surveillance. Public notices endorsing the use of a CCTV system will be displayed clearly at the premises. Recordings will be maintained for a minimum period of 7 days and a secured storage facility and accurate log of CCTV footage will be available at any time to support potential criminal proceedings by the local police authority. If the CCTV develops a fault, the Police and Licensing Authority will be informed as soon as possible and immediate remedial action will be taken to restore the system to full working order.
- Bottles and glasses - alcoholic and soft drinks will be served in toughened glasses. Members of the public carrying open or sealed bottles are not admitted to the premises at any time. Customers are not permitted to take open containers of any alcoholic drinks or any soft drinks in glass bottles from the premises. All bottles and glasses are removed from public areas as soon as they are finished or empty. Open containers of any beverages left unattended for a significant period of time are removed to lessen the chances of drinks being 'spiked'.
- Radio communication - an in-house radio communication system is operated between management, door supervisors and bar persons. The radio equipment will be kept in working order at all times and will be on at all times the premises are open to the public. It will be monitored by the Designated Premise Supervisor or other(s) responsible

personnel. Any instances of crime and disorder will be reported to the police as soon as is reasonably practicable.

- Capacity limits - the following capacity limits based on advice from the local police and fire authority are endorsed to prevent overcrowding which could lead to crime and disorder;

a) Inn on the Pier	150 persons
b) Pier Pavilion Brasserie	300 persons
c) Pier Pressure	650 persons

Premise supervisors and door supervisors are employed to ensure the capacity are controlled.

- Pub Watch Scheme - the premises is a member of Aberystwyth Pub Watch Scheme and a representative will attend Pub Watch meetings and participate in all initiatives.
- Proof of age - a passport, photo ID driving licence or The Portman Group Identification Card will be accepted only as proof of age. The Portman Group Age ID Card Scheme is supported enthusiastically and application forms are offered free of charge at the premise.
- Drugs policy - a zero tolerance policy regarding the possession, supply and trafficking of illegal drugs sits in place at the premises. Public notices are sited clearly outlining that drug searches are conducted at random and at any time the premises is open and trading to the public. A secure facility to store controlled drugs prior to collection by the police is available.
- Notices - crime prevention notices are displayed warning customers of the possibility of crime which may target them, eg. "Rat on a rat", "Pickpockets do it in a flash", "Spiked?". A detailed "customer code of conduct" poster will be on display at all times to warn customers that if they act in an inappropriate manner they could be barred from all licensed premises in the vicinity. Any restrictions on the admission of children to the premises will be displayed immediately outside the premises.

## Premises Licence application

### The Royal Pier

(Inc. Inn on the Pier, Pier Pressure, Pier Pavilion Brasserie)

### Marine Terrace

### Aberystwyth

SY23 2AZ

## Appendix C

### Public safety

- Public liability insurance effected through Jardine Lloyd Thompson Corporate Risks, Lloyds Chambers, 1 Portsoken Steet, London E1 8LN to the sum of £5,000,000.
- Safety certificates:
  - a) Electrical Inspection and Testing endorsing electrical safety at the premises is carried out by D.M.JONES ELECTRICAL CONTRACTORS, Tynyfron, Llanfarian, Aberystwyth, Ceredigion SY23 4QG every year.
  - b) The premises have a Fire Certificate issued under the Fire Precautions Act 1971 by Mid and West Wales Fire Authority dated 02.04.2001.
  - c) The premises have a log supporting the inspection of the portable fire fighting equipment and fire detection alarm system.
  - d) The premises will make available for inspection upon request information relating to the periodic examination of its steel structural supports.
- Hot work permits are requested on behalf of the proprietor prior to any 'hot' work being performed at the premises.
- Fire risk assessment - see Appendix C (i).
- Fire safety:
  - a) Appropriate fire doors to satisfy the fire authority are in place.
  - b) The surface finishes of ceilings, walls and partitions comply with Building Regulations and British Standard.
  - c) Upholstered seating meet standard requirements of current fire and safety legislation.
  - d) Fire resistance of floors comply with the relevant provisions of British Standard Specification 476: Parts 20 to 23, minimum fire resistance of floors being 30 minutes.
  - e) Fire alarm system complies with British Standard 5839: Part 1: 1988 with additional detection.
  - f) Fire signs and notices are maintained legible and in appropriate position.
  - g) Fire Log Book with recorded details of any events, tests, examinations, fire instruction and drills is readily available for inspection as and when required.
  - h) All fire exits and means of escape are signed in accordance with BS5499, properly maintained and kept free from combustible storage.
  - i) Notices detailing the actions to be taken in the event of fire or other emergency are prominently displayed and maintained in good condition.
  - j) Exit doors are regularly checked to ensure they function satisfactorily. Records of these are kept and can be produced on request.
  - k) All removable security fastenings are removed whenever the premises are open to the public or staff.
  - l) Fire resisting doors to cupboards are kept locked shut.



- m) Fire safety signs are adequately illuminated.
- Fire instruction - instruction is be given in respect of the action, purpose etc., of the following; discovering a fire, hearing the fire alarm, the assembly point, calling the fire brigade, making safe power supplies etc., use of fire alarms and fire extinguishers, and the means of escape routes:
  - a) First month of employment, two instruction periods.
  - b) Three monthly for staff on night duties.
  - c) Six monthly for staff on day duties.
- Staff training - a comprehensive package of literature relating to the Health and Safety at Work etc Act 1974 is issued to a potential employee prior to commencement of duties with its prospective employer to ensure so far as is reasonably practicable its business is conducted in such a manner as to ensure that it does not expose its customers, visitors and public generally to risks to their health and safety.
- Door supervisors will be accredited with a Level 2 National Certificate for Door Supervisors and licensed by the Security Industry Authority and;
  - a) Display the appropriate name badge.
  - b) A female door supervisor will be available if searches are to be conducted on female customers.
  - c) Will wear uniformed clothing that is easily identified by CCTV systems.
- The premises will be monitored by 24 hour video surveillance. Public notices endorsing the use of a CCTV system will be displayed clearly at the premises. Recordings will be maintained for a minimum period of 7 days and a secured storage facility and accurate log of CCTV footage will be available at any time to support potential criminal proceedings by the local police authority. If the CCTV develops a fault, the Police and Licensing Authority will be informed as soon as possible and immediate remedial action will be taken to restore the system to full working order.
- Bottles and glasses - alcoholic and soft drinks will be served in toughened glasses. Members of the public carrying open or sealed bottles are not admitted to the premises at any time. Customers are not permitted to take open containers of any alcoholic drinks or any soft drinks in glass bottles from the premises. All bottles and glasses are removed from public areas as soon as they are finished or empty. Open containers of any beverages left unattended for a significant period of time are removed to lessen the chances of drinks being 'spiked'.
- Capacity limits - the following capacity limits based on advice from the local police and fire authority are endorsed to prevent overcrowding which could lead to crime and disorder;
  - a) Inn on the Pier            150 persons
  - b) Pier Pavilion Brasserie   300 persons
  - c) Pier Pressure             650 persons

Premise supervisors and door supervisors are employed to ensure the capacity limits are controlled.

- Drugs policy - a zero tolerance policy regarding the possession, supply and trafficking of illegal drugs sits in place at the premises. Public notices are sited clearly outlining that

drug searches are conducted at random and at any time the premises is open and trading to the public. A secure facility to store controlled drugs prior to collection by the police is available.

- Disabled persons - adequate safety arrangements exist at the premise to ensure that in the event of fire or evacuation, special provision is provided for disabled persons to ensure their safe evacuation from the premises. Disabled persons are made aware of these arrangements.
- Notices - crime prevention notices are displayed warning customers of the possibility of crime which may target them, eg. "Rat on a rat", "Pickpockets do it in a flash", "Spiked?". A detailed "customer code of conduct" poster will be on display at all times to warn customers that if they act in an inappropriate manner they could be barred from all licensed premises in the vicinity. Any restrictions on the admission of children to the premises will be displayed immediately outside the premises.
- Adequate lighting - in the absence of adequate daylight suitable and sufficient lighting is provided and maintained in any area accessible to the public.
- Emergency lighting - system complies with British Standard 5266: Part 1: 1988, part maintained, part non-maintained. An inspection of the system for cleanliness, particularly luminaries, occurs daily. A test of self contained luminaries, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaries to be checked for proper function occurs on a monthly basis. Records of these tests are available upon request.
- First aid - British Red Cross trained first aid persons trained to deal with drug and alcohol related problems are present at all times the premises are trading to the public with open access to sufficient first aid equipment.
- Accident reporting - accidents are reported in the premises' accident books and where necessary to the Health and Safety Executive's Incident Contact Centre at [www.riddor.gov.uk](http://www.riddor.gov.uk). The premises comply with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, enabling the enforcing authorities to identify where and how risks arise and to investigate serious accidents.
- Pre-admission checklists are completed to ensure as far as is reasonably practicable the safety of the premises.
- Special effects used at the premises will be restricted to smoke machines and strobe lighting only. Public notices indicating the use of such effects will be on display where relevant at all times and at the immediate entrance of the premises.
- A continuous and accurate record is maintained of the number of patrons within the premises. These records are available upon request.
- A survey of the noise levels to which customers are subjected has been undertaken and relevant adjustments made achieving levels to support health and safety and restrict noise nuisance.
- Seating - suitable arrangement exists to accommodate up to 40% of the maximum capacity of the premises.

## **Premises Licence application**

**The Royal Pier**  
(Inc. Inn on the Pier, Pier Pressure, Pier Pavilion Brasserie)  
**Marine Terrace**  
**Aberystwyth**  
**SY23 2AZ**

### **Appendix C (i)**

#### **Fire Risk Assessment**

##### ***IDENTIFICATION OF SOURCES OF IGNITION***

- Smoker's material i.e. Cigarettes and matches
- Cooking
- Electrical equipment fault
- Arson

##### ***IDENTIFICATION OF SOURCES OF FUEL***

- Flammable liquid based products; paints, varnish, white spirits, adhesives
- Flammable chemicals
- Wood
- Paper and card
- Furniture, including fixtures and fittings
- Textiles
- Loose packaging material
- Waste material

##### ***WORK PROCESSES***

- Frying food products using fish frying range
- Cooking food using gas pizza oven

##### ***LOCATION OF PEOPLE AT SIGNIFICANT RISK IN CASE OF A FIRE***

Staff, customers, visitors and public generally;

- Amusements Arcade
- Inn on the Pier
- Pizza Royal
- Royal Pier Social and Snooker Club
- Pier Pavilion Wine Bar, Brasserie, NightClub
- Pier Pressure NightClub
- Pier Videos
- Don Gelato Ice Cream (Front of House and Rear Ice Cream Manufacturing Plant)

##### ***FIRE SAFETY MEASURES***

###### ***CONTROL OF IGNITION SOURCES***

1. Smoker's material i.e. Cigarettes and matches  
Only permit smoking in areas where it is allowed.  
In smoking areas, use the ashtrays.  
Make sure ashtrays are emptied regularly.

Don't throw away cigarettes or matches, and always check that all cigarettes have been put out before leaving or discarding. A smouldering cigarette could set light to other materials and start a fire.

2. Cooking

Qualified persons only to operate equipment located in food preparation zones.  
Suitable means for fighting potential fire prominently placed in kitchen areas.

3. Electrical equipment

All electrical equipment should be used safely and properly.  
Ideally all equipment should be switched off, and preferably unplugged, when not in use, especially overnight.  
Always perform a simple visual inspection of the electrical equipment for any signs of damage or fault. Cables and equipment should be in good condition. Around 95% of faults or damage can be found just by looking.  
Any suspect equipment or cables must be withdrawn from use and reported to your immediate supervisor.  
Never overload power points and avoid using multiple adapters wherever possible.  
Never try to adjust or repair electrical equipment.  
Never use private electrical equipment until it has been checked and approved.  
Know where controls, switches and isolators are kept and keep access to them clear.  
Liquids and electricity are a dangerous combination.

4. Flammable substances

Take great care when you use or store flammable substances or liquids.  
Always keep them in secure, cool stores.

5. Aerosols

Keep only the number of aerosol cans you need for immediate use. Don't expose them to direct sunlight, radiators or other forms of heat.  
Never smoke when using an aerosol.  
Always read the maker's instructions on the can and follow them carefully.  
Dispose of empty cans safely and don't throw them away with waste that is going to be burnt.

6. Gases(including oxygen)

Take care when handling cylinders and don't damage them. Keep their protective caps in place and keep cylinders as far as you can away from heat sources.  
Oxygen needs special care. Never smoke or use a naked flame near oxygen supply equipment. Never allow oil, grease or anything similar that might burn to come into contact with gas cylinders. They might explode.  
Do not try to fight a fire involving burning gas. Turn off the supply if you can safely do so and leave it for the fire brigade.

7. Arson

Always be on the look for suspicious actions.  
Secure all doors and windows against intruders whenever you can (without, of course, obstructing fire escape routes).  
Don't allow rubbish to pile up where a fire raiser could use it.

8. Good Housekeeping

Good housekeeping and sensible fire precautions will reduce the possibility of fire occurring. On the other hand poor house keeping will not only make the outbreak of the fire more likely but also will inevitably allow a fire to spread more rapidly.

- **FIRE DETECTION/WARNING (INDICATED File Ref. No.421/00232)**
- **MEANS OF ESCAPE (INDICATED File Ref. No.421/00232)**
- **MEANS FOR FIGHTING FIRE (INDICATED ON SHEET No.2)**

Only tackle a fire if it is in its **very early** stages. **If in doubt: get out, get the fire brigade out, and stay out.** Always call the fire brigade even if you have managed to put the fire out. They are the experts and will make sure that the fire is properly extinguished.

#### FIRE EXTINGUISHER – WATER TYPE

WATER works mainly by cooling burning material. Best for wood, cloth, paper, plastics, coal etc. Fires involving solids.

**Do not use on burning fat or oil or on electrical appliances.**

Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

#### FIRE EXTINGUISHER – DRY POWDER TYPE

DRY POWDER knocks down flames. Best for wood, cloth, paper, plastics, coal etc. Fires involving solids. Liquids such as grease, fats, oils, paint petrol etc. (except chip or fat pan fires).

**This type of extinguisher does not cool the fire very well and care has to be taken that the fire does not re-ignite. Additionally, although it is safe to use on live electrical equipment, it does not readily penetrate spaces inside the equipment and similar care has to be taken to ensure the fire does not re-ignite, the simplest method of which is usually to isolate the power supply. Smouldering material in deep-seated fires such as upholstery can cause the fire to start up again.**

#### FIRE EXTINGUISHER – CARBON DIOXIDE TYPE

CARBON DIOXIDE CO<sub>2</sub> vaporising liquid gas which smothers the flames by displacing oxygen in the air. Best for liquids such as grease fats, oil, paint, petrol etc. (except chip or fat pan fires). Clean, effective and safe on live electrical equipment.

**This type of extinguisher does not cool the fire very well and care has to be taken that the fire does not re-ignite. Gas from CO<sub>2</sub> extinguishers can be harmful if used in confined spaces as it displaces oxygen in the air. Ventilate the area as soon as the fire has been extinguished.**

#### FIRE BLANKET

FIRE BLANKETS are made of fire resistant material. They are particularly useful for smothering fat pan fires or for wrapping round a person whose clothing is on fire.

#### HOSE REELS – WATER

WATER works mainly by cooling burning material. Best for wood, cloth, paper, plastics, coal etc. Fires involving solids.

**Do not use on burning fat or oil or on electrical appliances.**

Point the hose reel at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

- **MAINTENANCE AND TESTING OF FIRE PRECAUTIONS**

A maintenance contract is carried out with FIRE CONTROL UK Quarry Hill Road, Ilkeston, Derbyshire DE7 4DA. All equipment serviced in accordance with current British Standard;

EXTINGUISHERS BS 5306 Part 3  
FIRE ALARMS BS 5839 Part 1  
EMERGENCY LIGHTING BS5266 Part 1

In addition, the following tests are carried out by a competent person, employed by Don Leisure Limited;

\*Indicates an entry made in the FIRE LOGBOOK.

#### HOSE REELS

Regular inspections for leaks and correct operation.

\*Annual test when the hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight. A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved.

#### FIRE EXTINGUISHERS

\*Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.

#### FIRE ALARM

***It is important that the operations of testing do not result in a false signal of fire.***

A daily inspection of the panel for normal operation of the system.

\*Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely:

Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested quarterly for a monitored system and weekly for an unmonitored system. Each time a zone is tested a different trigger device should be used.

#### FIRE DETECTORS

Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

#### EMERGENCY LIGHTING

***Because of possible failure, all tests should be undertaken at times of least risk.***

Regularly inspect the system for cleanliness, particularly luminaries.

\*Monthly test of self contained luminaries, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaries to be checked for proper function.

\*Six monthly test of self contained and central battery systems, by simulation of a failure of the normal lighting supply, for a continuous period of one hour. During the test check all luminaries for proper function.

\*Three yearly test for full duration of self contained and central battery systems which have a specified duration category in excess of one hour. During test check all luminaries for proper function.

#### • FIRE SAFETY TRAINING OF EMPLOYEES

#### FIRE INSTRUCTIONS

\*At intervals shown below instruction should be given in respect of the action, purpose etc., of the following; discovering a fire, hearing the fire alarm, the assembly point, calling the fire brigade, making safe power supplies etc., use of fire alarms and fire extinguishers, and the means of escape routes.

First month of employment, two instruction periods.

Three monthly for staff on night duties.

Six monthly for staff on day duties.

#### FIRE DRILLS

At intervals shown below drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management.

Do not call the fire brigade for the purposes of a drill, it is an offence.

Six monthly for places of public entertainment.

#### **FIRE PROCEDURE**

1) What do I do if I *discover* a fire on the premises?

- If you discover a fire, sound the alarm immediately by breaking the glass of the nearest fire alarm call point.
- Only ever attempt to tackle a fire with an extinguisher if it is strictly safe to do so.
- If it is not safe to tackle the fire, move away closing all doors behind you in order that the fire is contained within the initial area or zone.
- A designated person will attend the area immediately on hearing the alarm. Explain the situation in full to this person.
- If ever you discover smoke coming from underneath a door, activate the fire alarm immediately. Under no circumstances should you open the door since the resulting rush of oxygen will dramatically fuel the fire in a far worse way than petrol.

2) What should I do if I *hear* the fire alarm sounding?

- On hearing a fire alarm, all designated persons must quickly attend the fire alarm point.
- All staff should remain calm and explain to the public concerned that the matter is being swiftly investigated.

3) What must I do if there *is* a fire?

- If there is a fire, the code word 'MERRY WEATHER' will be clearly announced **three** times over the telephone paging system.
- On hearing the code word, it is imperative you remain calm.
- All accessible fire exits must then be opened to allow safe and speedy exit off the premises.
- Customers should be shepherded, physically and verbally towards the nearest available fire exit.
- Once all customers have been evacuated from the premises, each member of staff should make their way, together as a group, to the assembly point at the white railings immediately next to the Don Gelato ice cream parlour.

4) DESIGNATED PERSONNEL.

- On hearing the alarm, make your way immediately to the fire alarm point.
- Silence the alarm.
- On discovering in which area the alarm has been activated, allocate two people to go and inspect the said zone.

#### ***If a fire is discovered, proceed to sound the alarm.***

- If there is no response within two minutes from the designated personnel checking the area in which the alarm has been activated, a fire **must** be assumed.

- Reactivate the alarm and proceed to clearly announce the code word 'MERRY WEATHER' over the telephone paging system **three** times. An external page is performed on the phone system by lifting the handset, pressing 6-2-0 (the message 'Extrnl Page All' will appear in the display phones) and then speaking.  
Return to your department and proceed to evacuate each premise.
- Ensure (**only if safe to do so**) that all persons have left the premises, collect the timecards located at the **IN** timekeeping tray and make your way to the assembly point.
- Perform a simple register check in order to verify that all employees on duty are at the assembly point. Inform the nearest fire officer if anyone is missing. Under no circumstances should you attempt to re-enter the building.
- Wait for the fire brigade to arrive and explain the findings.

#### ***SPECIFIC DEPARTMENTAL RESPONSIBILITIES***

##### ***Amusements Arcade***

The Arcade Mechanic(s) must ensure all accessible fire exits are fully opened so as to allow safe and speedy exit from the premises.

If it is safe to do so, the Arcade Cashier should deposit keys and cash taking into the night safe. The Arcade Manager must switch off all machines.

##### ***Inn on the Pier***

The Duty Manager should use the roaming microphone to verbally shepherd customers towards the nearest accessible fire exit(s).

##### ***Pizza Royal***

The Duty Manager should shut down the pizza oven and isolate the gas supply.

##### ***The Royal Pier Social and Snooker Club***

The Duty Manager should ensure the caged store and ice cream manufacturing area are clear of members of staff and the toilet areas are evacuated. Under no circumstances should customers be allowed to check the toilets.

##### ***Pier Pavilion Wine Bar, Brasserie, NightClub***

The Duty Manager should use the roaming microphone to verbally shepherd customers towards the nearest accessible fire exit(s) and ensure the toilet areas are evacuated. Under no circumstances should customers be allowed to check the toilets or cloakroom area.

##### ***Pier Pressure NightClub***

The Duty Manager should monitor all staff, ensure all customers are verbally and physically shepherded towards the nearest accessible fire exit(s) and make certain the toilet areas are evacuated. Under no circumstances should customers be allowed to check the toilets or cloakroom area.

Ensure all door supervisors put into practice the fire instructions outlined on the Fire Procedure Card issued at the beginning of their working shift;

##### ***Head of Security***

Ensure all security persons are accurately positioned. Evacuate each toilet. Verbally and physically 'shepherd' customers towards the nearest accessible fire exit. Ensure all customers have left the premises. Ensure all security staff on duty safely leaves the premises and meet at the fire assembly point (white railings adjacent to Don Gelato Ice Cream Parlour).

##### ***Door Security***



Ensure the immediate clearance of all entrance poles. Open entrance fire doors to a 90-degree angle. Fully open front gate. Man each front fire exit firmly 'shepherd' customers, verbally and physically away from the immediate promenade.

*Floating Security Person*

Occupy the space at the centre of the dance floor, at a point exactly half way between security persons 2 and 5. Verbally and physically 'shepherd' customers towards the nearest accessible fire exit.

*Security Position Number 1*

Ensure fire doors at the top of the stairs are open to a 90-degree angle. Occupy the space in front of the cloakroom and explain to customers belongings cannot be collected. Verbally and physically 'shepherd' customers towards the front exit, if blocked by fire, close fire doors and direct customers towards fire exit number 4.

*Security Position Number 2*

Occupy the space immediately behind your position, at a point exactly half way between positions and 3, facing towards the back bar. Verbally and physically 'shepherd' customers towards fire exit number 2, if blocked by fire, direct customers towards main front entrance.

*Security Position Number 3*

Ensure immediate fire doors are pushed open. Walk swiftly along the roof and open the fire doors leading to the promenade. Occupy the space at the top of the metal stairs. Verbally and physically 'shepherd' customers towards the front exit, if blocked by fire, direct customers towards fire exit 3.

*Security Position Number 4*

Ensure immediate fire doors are pinned open. Walk swiftly down the exit and open the fire doors leading into the corridor. Evacuate ladies toilets, and then occupy the space immediately outside the toilets, preventing any person from entering. Verbally and physically 'shepherd' customers through exit 3, if blocked by fire, direct customers towards fire exit 4.

*Security Position Number 5*

Evacuate gents' toilets, and then occupy the space immediately outside the toilets, preventing any person from entering. Occupy the space immediately behind your position, at a point exactly half way between positions 6 and 3, facing towards the back bar. Verbally and physically 'shepherd' customers towards fire exit 3, if blocked by fire, direct customers towards fire exit 4.

*Security Position Number 6*

Ensure immediate fire doors are pinned open. Walk swiftly down the exit and open the fire doors leading onto the deck. Occupy the space at the top of the stairs. Verbally and physically 'shepherd' customers towards the front exit, if blocked by fire, direct customers towards fire exit 1.

## **Premises Licence application**

### **The Royal Pier**

(Inc. Inn on the Pier, Pier Pressure, Pier Pavilion Brasserie)

### **Marine Terrace**

### **Aberystwyth**

**SY23 2AZ**

## **Appendix D**

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

- Door supervisors will be accredited with a Level 2 National Certificate for Door Supervisors and licensed by the Security Industry Authority and;
  - a) Display the appropriate name badge.
  - b) A female door supervisor will be available if searches are to be conducted on female customers.
  - c) Will wear uniformed clothing that is easily identified by CCTV systems.
- The premises will be monitored by 24 hour video surveillance. Public notices endorsing the use of a CCTV system will be displayed clearly at the premises. Recordings will be maintained for a minimum period of 7 days and a secured storage facility and accurate log of CCTV footage will be available at any time to support potential criminal proceedings by the local police authority. If the CCTV develops a fault, the Police and Licensing Authority will be informed as soon as possible and immediate remedial action will be taken to restore the system to full working order.
- Zero tolerance towards anti-social behaviour incorporating those persons who are drunk, violent, quarrelsome, disorderly, suspected or known to be a drug dealer or noisy.
- Noise control;
  - a) Doors and windows will be kept closed whenever necessary.
  - b) Secondary glazing exists to control and confine noise to the premises.
  - c) The premises are air-conditioned/has comfort cooling and suitable extraction to avoid the need to open doors and windows for ventilation.
  - d) All entrances and exits have a lobby entrance to minimise the breakout of noise.
  - e) Noise limiting facilities to amplification equipment exist.
  - f) Public Notices politely requesting customers to respect the needs of local residents and to leave the premises and immediate area quietly are displayed clearly at all exits.
  - g) The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance to the surrounding community is prohibited.
  - h) A full acoustic survey into the impact of the noise from the premises has been carried out by a competent person and all recommendations have been adhered to.
- Noxious smells;
  - a) All ventilation and extract systems are designed and maintained so as to prevent noxious smells causing a nuisance to nearby properties.
  - b) Refuse receptacles are cleaned with disinfectant every week.

- Light pollution - we do not use bright lights on or outside the premises. Security lighting is installed and operated so as not to cause a nuisance to nearby properties.
- Litter;
  - a) A litter receptacle is placed outside the premises for customers to use. This is emptied daily.
  - b) The premises have a waste collection agreement with Ceredigion County Council who remove waste daily.

## **Premises Licence application**

### **The Royal Pier**

(Inc. Inn on the Pier, Pier Pressure, Pier Pavillon Brasserie)

### **Marine Terrace**

### **Aberystwyth**

**SY23 2AZ**

## **Appendix E**

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

- Staff training - a comprehensive package of literature relating to the Health and Safety at Work etc Act 1974 is issued to a potential employee prior to commencement of duties with its prospective employer to ensure so far as is reasonably practicable its business is conducted in such a manner as to ensure that it does not expose its customers, visitors and public generally to risks to their health and safety.
- Unaccompanied children will not be permitted on the premises at any time.
- Children will be restricted access to any adult entertainment.
- A limit on the hours during which children can be present on the premises will take place. Accompanied children will be evacuated from the premises before 22:30.
- There will be provision of specific family and children areas.
- The premises will display clear signs explaining the reasons for the restriction of activities and services for people less than 18 years.
- Zero tolerance will be displayed towards anti-social behaviour incorporating those persons who are drunk, violent, quarrelsome, disorderly, suspected or known to be a drug dealer or noisy.
- Proof of age - a passport, photo ID driving licence or The Portman Group Identification Card will be accepted only as proof of age. The Portman Group Age ID Card Scheme is supported enthusiastically and application forms offered free of charge at the premises.
- Amusement with prizes (AWP) machines and cigarette vending machines will be sited within open view of the management and staff and persons under the age of 18 years and 16 years respectively restricted from their use.
- Drugs policy - a zero tolerance policy regarding the possession, supply and trafficking of illegal drugs sits in place at the premises. Searches are conducted at random and at any time the premises is open and trading to the public.
- As a premises connected with the alcoholic drinks industry in the UK, it upholds vehemently its responsibility to promote responsible drinking and comply with The Portman Group's Code of Practice.

**Annex 3 - Conditions attached after a hearing by the licensing authority/  
Mediation meeting**

**Licensing Hearing held on the 27<sup>th</sup> February 2007 at The Council Chamber,  
Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron.**

**Determination:**

The application for a new Section 17 Premises Licence is granted subject to terms/conditions and amendments.

The Licence to be divided into three establishments as follows:

Royal Pavillion Brasserie  
Pier Pressure  
Inn on the Pier

Pier Brasserie and Pier Pressure

Both to remain as they are  
i.e. Sale by retail of alcohol  
Late night refreshment  
Regulated entertainment (all types)  
Facilities for entertainment

All of the above, between 0900hrs – 0400hrs.  
Opening hours: Monday – Sunday: 0900hrs – 0430hrs

Inn on the Pier

24 hours to be granted for:  
Provision of Late Night Refreshment  
Sale by Retail of Alcohol.

Subject to the following additional conditions:-

1. The Applicant to liaise with Dyfed Alarms, and to install the improved/enhanced CCTV system (as outlined by Heddlu Dyfed Powys Police) within two calendar months.
2. Capacity and door supervisors; as contained in the operating schedule and as agreed in the Mediation Schedule

Inn on the Pier

Capacity – 150

Door supervisors – Two for first 100 and one per 100, or part thereafter:  
dependent on capacity 2230hrs to 0230hrs

Per Pressure

Capacity – 650

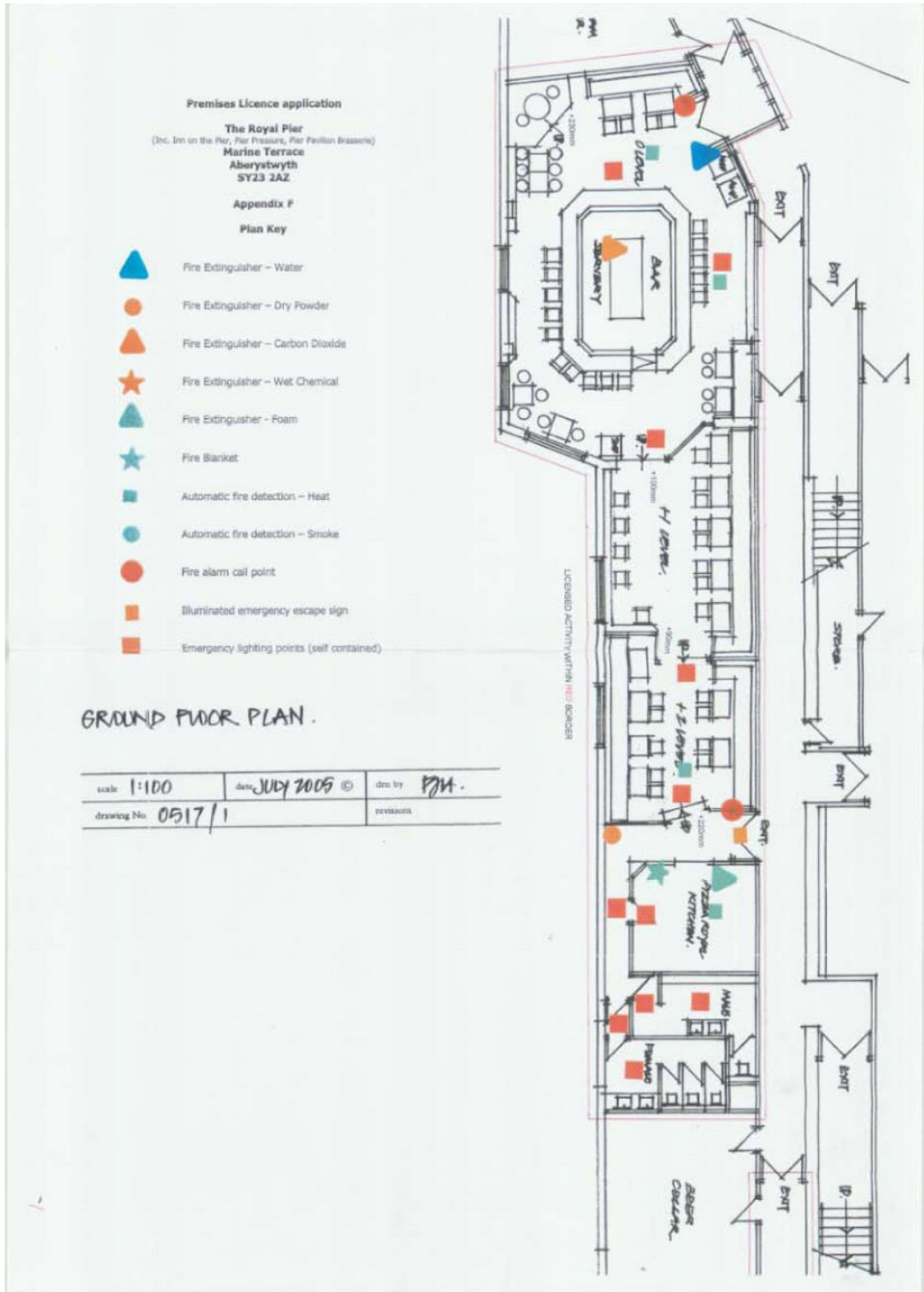
Door supervisors – Two for first 100 and one per 100, or part thereafter  
whenever open to the public

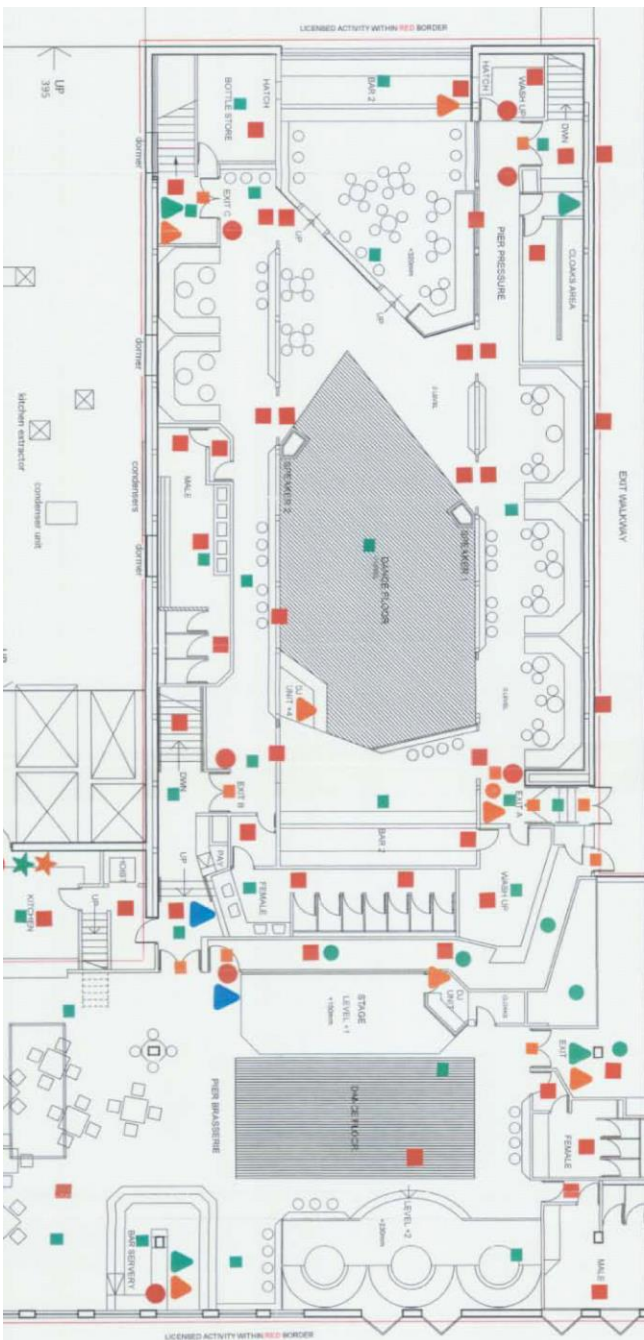
Brasserie

Capacity – 300

- Door supervisors – One for first 100 and one per 100, or part thereafter.  
Friday and Saturday only. No requirement Sunday to Thursday.
3. Background music only between 0400hrs and 0900hrs
  4. In relation to the Premises Licence generally, all other conditions referred to in the Operating Schedule to apply to all areas of the premises.
  5. The volunteered conditions that door persons will observe Pier Street and the Promenade in both directions to ensure the safe passage of customers leaving the premises.

# Annex 4 – Plans





Prevention Licence application  
 The Royal Pier  
 (Site Plan for the Pier, Pier, Piers, Pier, Piers, Piers)  
 Aberdeen  
 8723 242

Appendix 7  
 Plan Key

- ▲ Fire Extinguisher - Water
- Fire Extinguisher - Dry Powder
- ▲ Fire Extinguisher - Carbon Dioxide
- ★ Fire Extinguisher - Wet Chemical
- ▲ Fire Extinguisher - Foam
- Fire Blanket
- ▲ Automatic Fire detection - HEAT
- ▲ Automatic Fire detection - SMOKE
- Fire alarm call point
- ▲ Illuminated emergency escape sign
- Emergency lighting points (not contained)

**EXISTING FIRST FLOOR PLAN**

scale	1:100	date	JULY 04	dn. by	CS
drawing No.	1122/1	revision			