



# **Procedure - Premises Licence and Late Evening Booking Allocation**

## **Purpose**

To define the procedure by which All Saints' PCC meets the conditions of the licence and allocates the late evening bookings for the centre

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## **RELATED DOCUMENTS**

Document	Licensing Act 2003 Premises Licence – 059024
POL_01.04	All Saints Centre Hire
COM03	Noise Assessment
COM04	Centre Leaving Notice

## **SECTION 1 - GENERAL OUTLINE**

- 1.1** This procedure defines how All Saints' PCC will comply with the conditions as set by Stockton-on-Tees Borough council in relation to the conditions applied to the premises license issued.
- Stockton Council have only given All Saints' Church permission for six occasions, where music other than just background music, can be played until 23:00 in the centre.
- The licence itself is issued yearly on or around 19<sup>th</sup> January. The number of late evening occasions are also reviewed yearly and could be reduce further if complaints are made by local residents in respect of non-compliance by All Saints' to the conditions set under the terms of the license.

## **SECTION 2 - OPERATION OF THE SYSTEM**

### **2.1 Conditions to the Licence**

#### Prevention of Crime and Disorder

1. Persons wishing to hire the premises must be over 21 years of age.
2. If the supply of alcohol is permitted then no charge shall be made.

#### Public safety

1. Fire fighting equipment shall be maintained in a satisfactory working order.

#### Prevention of Public Nuisance

1. The use of appropriate management controls to reduce the likelihood of customers causing noise disturbance to local residents when vacating the premises. This should include placing at all exits from the premises, in a place where they can be easily seen and easily read by the public, notices requiring customers to leave the premises and the area quietly. This should also include a reference to vehicles.
2. The PCC or its representative shall conduct periodic assessments of the noise coming from the premises when used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments and shall include, the time and date of the checks, the person making them and the results including any remedial action. All records shall be retained for one year.
3. All external doors and windows shall be kept closed when regulated entertainment is being provided except in the event of an emergency. Any music played within the premises shall not cause a disturbance at the nearest residential premises. Any music shall be played indoors only.
4. Any music played in the premises after 21:00 shall be background music only and inaudible at the nearest residential premises. Music other than background music may be played within the premises between 21:00 and 23:00 for a maximum of six events a year.

#### Protection of Children from Harm

1. Children shall be adequately supervised at all times.
2. A policy for children and youth work shall be maintained for the premises.

### **2.2 Definition of Controls**

A nominated person or persons will assess the noise level from within the centre on the periodic basis of once per month.

Any music played after 21:00 should be inaudible from within Church House, except for the six occasions where music other than background can be played until 23:00.

The music on these six occasions must still not cause a disturbance at the nearest residential premises. A record of these assessments will be made on form COM03 Noise Assessment. Any remedial action required due to excess noise being heard should also be recorded, this may include asking the hirer to reduce the volume of noise, to cease the playing of music, or even vacate the premises in the event of a serious breach. The noise level must be assessed on all six occasions when music can be played until 23:00.

### **2.3 Allocation of the six late events**

As there are only six opportunities for late music the following determines how the bookings are allocated.

Four of the six slots will be kept for Church events and allocated by the PCC or Standing committee. These are intended to be for functions which are Church 'owned' events.

The remaining two will be publicised as being available, for a period of one month, to members of our congregation. The subsequent allocation will be on a first come first served basis and only to confirmed, deposit paid bookings i.e. we will not hold provisional bookings. The two available occasions will be publicised in the Notice Sheet.

If after the one month period, either of the two slots are still free, then the office will be permitted to take external bookings for them.

### **2.4 Review**

At any time during the year the PCC can decide to give away any of the four pre-allocated slots. If this is the case then the PCC should clearly state the method by which the slot is to be allocated i.e. is it to be publicised internally prior to it being offered externally.

### **3.0 2006-2007 Exceptions**

It has been decided that for the licence year 2006-2007 all six of the bookings will be held by the PCC. The event allocation will be reviewed during the autumn term and a decision made, as to if any of the slots still unused should be offered to the congregation or external customers.

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