

Licensing Act 2003 Premises Licence



West Wiltshire District Council
Licensing Team
Bradley Road
Trowbridge
BA14 0RD

Premises Licence number

WW0500846LAPRVA

Tel 01225 770328

Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description

Broughton Gifford Village Hall
The Street
Broughton Gifford

Post town

Melksham

Post code

SN12 8PN

Telephone number

Licensable activities authorised by the licence

Sale of Alcohol (on sales)
Recorded Music
Live Music
Facilities for dancing
Performance of dance

Where the licence is time limited, the dates

This licence is valid from 24 November 2005

The times authorised by the licence for the carrying on of licensable activities

Sale of Alcohol:

Monday – Thursday

19.00 – 23.00

Friday & Saturday

19.00 – Midnight

Sunday

19.00 – 22.30

Non Standard Timings:

Occasional events agreed by management committee in consultation with Designated Premises Supervisor.

The playing of live and recorded music, performance of dance and the provision of facilities for dancing may take place:

Monday – Thursday

19.00 – 23.00

Friday & Saturday

19.00 – Midnight

Sunday

19.00 – 22.30

The opening hours of the premises

The premises can remain open at any time

Where the licence authorises the sale of alcohol whether these are on [and / or] off sales

On Sales

Name, (registered) address, telephone no and email (if relevant) of holder of premises licence

Broughton Gifford Village Hall Management Committee
C/O Mr A. W. Rumble (Chairperson)
76 The Common
Broughton Gifford
Melksham
SN12 8ND
Tel: 01225 782074

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

305477

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

Anthony Ronald Stanley
The Bell on The Common, Broughton Gifford, Melksham SN12 8LX
Tel: 01225 782309

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

WW05/00152/LAPERL issued by West Wiltshire District Council

Mandatory conditions

1 No retail sale 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.

2 Every retail sale of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Conditions and restrictions from transferred licences

The maximum number of persons, including staff, permitted to be present on the premises during licensed hours shall not exceed

<u>Part of Premises</u>	<u>Max N°</u>
(a) Hall - when used for dancing	240
(b) Hall - when used for functions utilising tables & chairs	150
(c) Hall - when used for purposes combining (a) & (b) above	150
(d) Hall - when used for a standing audience	260

Supplies of free drinking water

When dancing takes place after 2300 hours in any premises, Licence Holders shall ensure that there is an adequately signed free potable water supply within at least one area of the premises, excluding the kitchen, and that free drinking vessels are available when necessary.

Noise

Noise generated by the premises should be kept at such a level at the boundary of any occupied property that it would be unlikely to be a nuisance to the occupier.

The Licence Holder shall monitor noise at the boundary of dwellings likely to be affected on at least a minimum of three occasions during each event to prevent the condition being breached and shall maintain a written record of such monitoring, available for inspection at any reasonable time. When the venue is let to a second party then the Licence Holder shall ensure the second party enforces this provision.

The Licence holder shall take all necessary steps to prevent residents in the neighbourhood being unreasonably disturbed by noise made by patrons waiting to enter and when leaving the premises

Electrical installation

At the distribution board the power supply to all electrical equipment which is portable or of a temporary nature shall be protected at source by residual current devices of 30 mill-amps sensitivity conforming with BS 4293.

Production lighting

Where production lighting is suspended in the auditorium above the audience, each light fitting must be attached to a separate securing device by means of a safety chain. Safety chains or lightweight spotlights and similar, may be linked by an appropriately strong chain or device.

Fire

All doors or openings used as fire exits shall be clearly indicated using exit signs.

All doors leading from exits into passageways or the outside of the premises shall be kept clear of obstruction at all times.

When required by West Wiltshire District Council before 24 November 2005, doors shall be kept open fastened back by means of a padlock or other device.

All means of escape shall be kept free from obstruction or combustible materials.

All doors used for the purposes of exit must, if fastened during the time the public are in the building, be secured during such time only by automatic panic bolts and latches complying with BS 5725 Part 1, or such fastenings as may be approved by the Licensing Authority.

Doors fitted with panic bolts shall have the appropriate **PUSH BAR TO OPEN** sign.

The edges including nosing of treads or steps in gangways and on stairways shall be made conspicuous by means of a light coloured or reflective material.

All gangways, exit ways and stairways shall be maintained with a non-slip surface, and all gangways, passageways, staircases and exit ways must be left entirely free from items or any obstructions, whether permanent or temporary.

Any matting or other floor coverings shall be secured in such a manner as to prevent them creasing and be so maintained in a safe condition. Any mats shall be inset as to be flush with the floor, or provided with splayed fillets and secured in position.

All chains and padlocks used to secure doors that form any part of a means of escape must be removed and hung on a 'chain board' provided before the public are allowed on the premises.

Safety/Emergency lighting

All premises open to the public on more than one occasion each year shall be fitted with safety lighting to a minimum of one hour duration.

In the event of failure of the main lighting system the public should be instructed to leave the premises immediately if the safety lighting is only of one hour duration. If the safety lighting is available for a longer period then the entertainment may continue until there is one hour remaining of the safety lighting at which point the entertainment should be stopped and the public should be instructed to leave.

The premises shall be fitted with illuminated maintained exit signs, in accordance with British Standards 5266 Part I 1999.

The safety/emergency lighting is to be properly maintained in effective working order. Maintained or sustained lighting is to be illuminated whenever the premises are in use.

The licence holder shall have in place a suitable system for dealing with emergencies.

Record keeping

A log book is to be provided in which to record details of:

- Tests of fire-fighting equipment.
- Tests of any safety/emergency lighting.
- Fire drills carried out.
- Incidents that involve the intervention of the door stewards (such as ejections, injuries and disturbance).

The log book shall **not** be in loose-leaf form and shall have numbered pages. The person carrying out the test must record his/her name in the log book together with the time and date of the check or incident.

The log book is to be separate from the fire log book as requested by the Wiltshire Fire Brigade and available for inspection at all times.

Fire Alarm

Weekly tests, using different call points for each test, are to be carried out on any fire alarm installed at the premises.

Fire equipment

All fire equipment required by this licence must be kept in a working condition.

Seating

Any upholstered furniture or seating which is either purchased, provided, or replaced, during the period of this licence, shall be capable of satisfying Crib Ignition Source 5 of BS 5852 Part 2 1980. Seating shall be arranged to allow clear means of escape from the premises.

When the premises are being used by close-seated audiences (moveable seating) the arrangements are to accord with the following:-

- **Gangways** - at least 1.1m in width and sited to conform with the means of escape, are to be provided to intersect the seating so that the centre of any seat is not more than 3.66m from a gangway measured along the line of seating.
- Where more than 200 persons are to be accommodated, all seats are to be securely fixed to the floor or battened together in sections of between 4 and 12 seats.
- **Standing area** - standing will only be allowed in the standing area shown on the plan for consideration by the Licensing Authority.

Furnishings and scenery

All scenery, stage curtains and similar hangings, decorations, furnishings and fabrics, including costumes worn by performers, are to be of such material or so maintained that they will not readily catch fire.

Hanging curtains over exit doors or across gangways shall be made to part in the centre, to hang so as to be drawn aside and not to trail on the floor, and be arranged so as to not conceal notices.

Attendants and stewards

At all times when a function is in progress, there must be an adequate number of attendants/door stewards on duty to assist persons entering or leaving the premises. In the majority of cases an adequate number of attendants would be provided if the following criteria is used:-

- Not less than one for every two hundred and fifty or part of two hundred and fifty persons present. The **minimum** number of stewards shall not be less than the number of exits.
- If the number of persons present on any floor or tier does not exceed one hundred there shall be at least one additional attendant on duty on that floor or tier.
- Where the number of persons present on any floor or tier exceeds one hundred there shall be at least two additional attendants on duty on that floor or tier.

At entertainment or exhibitions organised wholly or mainly for **children under the age of sixteen** there must be at least:-

- One attendant for every one hundred children or part of one hundred children on the lowest floor.
- One attendant for every fifty or part of fifty children on any floor above the lowest floor.
- And in any case the number of attendants on any floor where children are admitted shall not be less than the number of exits for use by the public in leaving the floor.

Fire Procedure Training

The licence holder must ensure that the person in charge, official attendants and himself are aware of the method of operating the fire extinguishers and the action to be taken in the event of a fire including evacuation of the premises, the method of calling the Fire Brigade and the location of the nearest available telephone.

Special Effects

Strobe lighting should not operate at more than 5 flashes per second.

Where either strobe lighting or smoke machines are in use warning signs must be clearly displayed. These signs must be displayed at a location outside of the room where the effects are being operated and in any case at a point prior to any payment being required for entry.

Naked flames and pyrotechnics

No naked flame or pyrotechnic devices shall be used in the premises without prior written consent of the Licensing Authority. All conditions attached to any consent shall be observed.

Conditions consistent with the operating schedule

Sale of alcohol to be limited to events agreed by the Management Committee and Designated Premises Supervisor.

All events by the hirer's personal invitation or pre-purchased ticket.

When the premises are operating, the car park is to be well lit during the hours of darkness

Noise levels from the premises must be kept at a level at which residents would not have reasonable cause for complaint.

Adult entertainment will not be permitted.

No gambling machines will be on the premises.

Conditions attached after a hearing by the licensing authority

NONE

Signed



Licensing Officer
West Wiltshire District Council

Licence granted on 1 October 2005