



Council of the
ISLES OF SCILLY

PREMISES LICENCES GRANT, VARIATION AND ANNUAL FEE

GUIDANCE FOR APPLICANTS

INTRODUCTION

This guidance has been produced to assist you in the application for a new license or a variation to your existing licence. The contents are intended as a guide to applicants, are not a full authoritative statement of the law and does not constitute legal advice. The Licensing Act 2003, Statutory Guidance and the Regulations are all available on the website <https://www.gov.uk/business-and-industry/alcohol-sales>

The Licensing Act 2003 brings increased flexibility to the licensed trade in terms of operating hours and activities. However, it should be remembered that, with this flexibility comes greater responsibility. Licensees must address the four licensing objectives when preparing their operating schedules.

Where examples of methods of fulfilling the licensing objectives are provided in this leaflet it must be understood that they are only there as a guide to applicants, and should not be slavishly copied. There will be many more options available but the applicant must identify measures appropriate to the proposed premises operation.

Licensing Department
Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly
TR21 0LW
Tel: 0300 1234 105

PREMISES LICENCE

Applications for new licences or for variations to existing licenses can only be made on the specified form and must specify:-

- The licensable activities you are applying for
- How you will achieve the Licensing Objectives
- Specified information about the designated premises supervisor if an existing licence authorises the sale of alcohol (see Note 1)
- Any other specified information

Applications in the specified form are available from the Council and will normally accompany this document.

The application must be accompanied by the fee (see Note 2) and the relevant documents – see below.

2.1 Relevant Documents

A plan in the prescribed form of the premises (see Note 4) Please send an extra copy of the plan with the application to the licensing authority.

A form of consent in the specified form, given by the individual (if any) named in the application as the proposed designated premises supervisor.

A form of consent in the specified form, given by any person who owns the premises

2.2 Notification of Application

The person making the application must give a copy of the application (and any documents that accompanied it) to the chief officer of police for the police area (or each police area) in which the premises are situated within 48 hours after the application is made.

In respect of this Council, the address for service is:-

**Chief Officer of Police
Devon & Cornwall and Dorset Police
Launceston Police Station
PL15 7HY**

A list of other statutory addresses to which notification must be sent are at Appendix D

2.3 Operating Schedule

An operating schedule will be required as part of the application. This will enable the applicant to put forward measures they intend to implement, which can be

attached as conditions to the licence, in order to control licensable activities so as to promote the licensing objectives.

2.4 Licensing Objectives

The Licensing Act 2003 Licensing Objectives specified in the Licensing Act 2003 are:-

- The Prevention of Crime & Disorder
- Public Safety
- The Prevention of Public Nuisance; and
- The Protection of Children from Harm

2.5 Policy

Examples of measures which can be considered to promote the licensing objectives are listed in the Council's Licensing Policy Document.

2.6 Additional Guidance

Safety

Appendix A contains guidance on fire safety risk assessments drafted by Isles of Scilly Fire and Rescue Service.

Trading Standards

Refer to Appendix B for guidance prepared by Trading Standards.

Child Protection

Appendix C contains guidance relevant to child protection issues, drafted by the Child Protection Agency.

2.7 Notification of Application for a Grant or Variation

The person making the application for a grant or variation must give notice of their application to each responsible authority by giving a copy of the application together with its accompanying documents, if any, on the same day as the day on which the application is given to the licensing authority.

Responsible authorities are listed at Appendix D to this guidance.

Please note that the Council's Licensing Policy requires that the applicant provides evidence to support that the responsible authorities have been sent the copy of the application. It is suggested that 'signed for' receipts are submitted as proof of service.

NOTES

Note 1 – Designated Premises Supervisor

Licences that include the retail of alcohol will require a person to be named on the licence as the Designated Premises Supervisor (DPS) who is also required to hold a personal licence. The Act only permits one DPS on the licence.

Applications must include details of the person and their consent.

The purpose of the Designated Premises Supervisor is to ensure that there is one specified individual in day to day charge at a premises where alcohol is sold. In this way officers of the Police, Fire Brigade or Council can immediately identify the person in a position of authority.

Note 2 – Fees

In the case where a premises has a rateable value specified in row 1, the premises shall be in the band indicated in row 2

Non-domestic rateable value	No rateable value to £4,300	£4,301 to £33,000	£33,001 to £87,000	£87,001 to £125,000	£125,001 and above
Band	A	B	C	D	E

Note A1. In all other cases the premises shall be in Band A.

Note A2. Where a premises forms part only of a hereditament in the local non-domestic rating list, the premises is treated as having a rateable value equal to the rateable value for the hereditament.

Note A3. Where the premises comprises of two or more hereditaments the premises shall be treated as having a rateable value equal to the rateable value for the hereditament with the highest rateable value.
new application or Variation Fee

Band	A	B	C	D See Note B1	E See Note B1
Fee	£100	£190	£315	£450 (x2)	£635

Note B1. Subject to note B2 below, where the application relates to a premises in band D or E and the use of the premises is exclusively or primarily for the carrying on on the premises of the supply of alcohol for consumption on the premises the amount of the fee is –

Band D = £900

Band E = £1,905

Note B2. In relation to an application for conversion of an existing licence when it relates to the provision of regulated entertainment only, no fee shall be payable if the following conditions are satisfied:-

in a case of an application by a proprietor of an educational institution in respect of premises that are or form part of the educational institution-

that the educational institution is a school or a college; and

the provision of regulated entertainment on the premises is carried on by the educational institution for and on behalf of the purpose of the educational institution; or

that the application is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

Premises Additional Fee

Note 3 – Additional Fees

Where the maximum number of persons the applicant, during the times when the existing licence authorises licensable activities to take place on the premises, may allow on the premises at the same time 5,000 or more then the application must be accompanied by an additional fee corresponding to the range of number of persons as indicated in the following table.

NUMBER	ADDITIONAL FEE
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,999	£4,000
20,000 to 29,999	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000
80,000 to 89,999	£56,000
90,000 and over	£64,000

Note 4 – Plan of the premises

Unless the relevant licensing authority has previously agreed in writing with the applicant following request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale,

the plan shall be drawn in standard scale. (Standard scale means 1 millimetre represents 100 millimetres).

The plan shall show –

the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises (please indicate in brown on the plan)

(b) the location of points of access to and egress from the premises;

(c) if different from paragraph (b), the location of escape routes from the premises;

(d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity (please indicate in red on the plan for retail/supply of alcohol, blue for entertainment and purple for late night refreshment);

in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol (please indicate in green on the plan);

fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;

in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;

in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;

in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;

(f) the location and type of any fire safety and any other safety equipment; and

(g) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan. It is requested that if using symbols that they are in the format of British Standard 1635.1990 (Graphic Symbols & Abbreviations for Fire Protection Drawings).

Note 5 – Advertisement of Application

Advertisement of applications

25. In the case of an application for a premises licence under section 17, for a provisional statement under section 29, to vary a premises licence under section 34, for a club premises certificate under section 71 or to vary a club premises certificate under section 84, the person making the application shall advertise the application, in both cases containing the appropriate information set out in regulation 26—

(a) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,

(i) which is—

(aa) of a size equal or larger than A4,

(bb) of a pale blue colour,

(cc) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;

(ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than 50 metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

(b) by publishing a notice—

(i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;

(ii) on at least one occasion during the period of 10 working days starting on the day after the day on which the application was given to the relevant licensing authority.

Advertisement of applications

26.—(1) In the case of an application for a premises licence or a club premises certificate, the notices referred to in regulation 25 shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on on or from the premises.

(2) In the case of an application for a provisional statement, the notices referred to in regulation 25—

(a) shall state that representations are restricted after the issue of a provisional statement; and

(b) where known, may state the relevant licensable activities which it is proposed will be carried on on or from the premises.

(3) In the case of an application to vary a premises licence or a club premises certificate, the notices referred to in regulation 25 shall briefly describe the proposed variation.

(4) In all cases, the notices referred to in regulation 25 shall state—

(a) the name of the applicant or club;

(b) the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified;

(c) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;

(d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;

(e) that representations shall be made in writing; and

(f) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

Appendix A

ISLES OF SCILLY FIRE AND RESCUE SERVICE GUIDANCE AND ADVICE ON REQUIREMENTS FOR FIRE RISK ASSESSMENTS FOR LICENSED PREMISES.

What Is A Fire Risk Assessment

It is an organised look at the activities and work practices undertaken in a licensed premises whilst providing a service to members of the public to ensure the activities and practices could not cause harm to the public and staff.

Before You Start Your Fire Risk Assessment

Check whether any of the fire safety arrangements in your workplace have previously been approved under other fire safety, licensing or building legislation. If this is the case, an assessment of the fire precautions required under that legislation will have been made at the time by, or in consultation with, the fire authority or the building control authority.

Regardless of any previous approval, you will still need to carry out a fire risk assessment and record the significant findings. Should however, the previous approval cover all of the matters required by the Fire Regulations and, conditions have remained unchanged, e.g. numbers of people present, work activity etc, then your fire risk assessment may well show that few, if any, additional precautions are necessary.

Your risk assessment may identify additional matters which need addressing if the previous approval was given according to an out-of-date standard of fire precautions, or the approval was under legislation which does not cover all the requirements of the Fire Regulations.

How Do You Do A Fire Risk Assessment?

A fire risk assessment will help you determine the chances of a fire occurring and the dangers from fire that your premises poses for the people who use it. A risk assessment is not a theoretical exercise. However, much work can be done on paper from the knowledge you and your employees have of the workplace. A tour of the workplace will be needed to confirm, amend or add detail to your initial views.

For fire risk assessments there are five steps that you need to take:

- [Step 1](#) Identify potential fire hazards in the workplace (eg. Ignition sources, fuel sources and working practices and entertainment activities).
- [Step 2](#) Decide who (eg employees, visitors) might be in danger, in the event of a fire, in the workplace or while trying to escape from it, and note their location.
- [Step 3](#) Evaluate the risks arising from the hazards and decide whether your existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (eg by improving the fire precautions).
- [Step 4](#) Record your findings and details of the action you took as a result. Tell your employees about your findings.
- [Step 5](#) Keep the assessment under review and revise it when necessary.

For further technical detail and guidance you are strongly advised to purchase the Home Office Booklet "Fire Safety - An Employers Guide" (ISBN No. 11-341229-0).

Fire Safety - An Employers Guide is also available on line at the following web site www.archive.official-documents.co.uk/document/fire/index.htm

Essential Considerations For Licensed Premises When Carrying Fire Risk Assessment.

1. Emergency Lighting

Permanently illuminated exit signs are to be provided above all exit doors from premises. Escape routes both internal and external are to be illuminated by emergency lighting if no borrowed lighting (i.e. from external street lighting – not lighting supplied on the premises) is available or if premises used outside of daylight hours.

All emergency lighting to conform to BS 5499 Part 1, 10990.

2. Fire Alarm System

In all areas, assessment of risk to be taken into account. Fire alarm systems conforming to BS 5839 Pt 1 to be fitted in:-

Premises with more than one bar.

Premises with more than one function room.

Premises with more than ground floor.

Premises with more than one separate restaurant.

Premises with more than one separate family room.

Other small premises, such as single bar public houses may only require manual operated warning device (i.e. bell, rotating gong).

3. Fire Fighting Equipment

To conform to current British Standards: EN3/BSEN3 Selection Installation and maintenance to conform to British Standard 5306 Part3: 1985.

4. Notices

FIRE EXIT signs are to be provided to clearly indicate the exit routes. These signs are to comply with the requirements of the Health and Safety (Safety Signs and Signals) Regulations, 1996. Signs conforming with British Standard 5499: Part 1: 1990 are deemed to comply with the regulations as are these conforming with British Standards 5499: Part 1: 2002.

You are advised that in order to have met the requirements of the Health and Safety (Safety Signs and Signals) Regulations, 1996, fire-fighting equipment must be identified by using a specific colour for the equipment and placing a location signboard, and/or by using a specific colour for the places where such equipment is kept, or their access point.

The colour for identifying this equipment is red. The red area must be sufficiently large to allow the equipment to be identified easily. Signboards must conform to the above regulations.

All fire resisting doors to cupboards and store rooms must be indicated at about eye level on each side with the symbol FIRE DOOR KEEP LOCKED.



All fire resisting doors, other than those to bedrooms and cupboards, must be indicated at about eye level on each side with the symbol FIRE DOOR KEEP SHUT.

FIRE ACTION NOTICES should be provided in prominent positions throughout the building to advise persons of the procedure to adopt in the event of fire.

THE METHOD OF CALCULATING OCCUPANT CAPACITY WITHIN LICENSED PREMISES

The occupant capacity is the number of people occupying a building or part of a building to be licensed.

The occupant capacity is an essential factor in assessing means of escape. To calculate the occupancy factor the following guide needs to be understood:

1. Confirm what the specific room/area within the building is used for i.e. dancing, seating, standing, etc?

In areas where fixed seating is provided, the major part of the occupancy capacity will be determined by the number of seats available.

In areas without fixed seating the capacity will be calculated by the available floor areas.

If the maximum use is to be made of the building, the available exits should be sufficient in number and width to permit safe evacuation of the calculated number of persons within the building.

2. The calculated occupant capacity of a premises or part thereof should be determined by:

In areas where fixed seating is provided:

If individual seats, by the number of such seats and

If bench seats, or similar continuous seating, by dividing the total width of such seating by 450mm.

In other areas (including standing areas occupied together with fixed seating) divide the floor area into metres² by the relevant occupancy load factor (see table below).

Note: Toilets, stairway enclosures, bar serving areas, DJ booths, stores and similar areas are to be excluded.

OCCUPANCY TABLE LOAD FACTORS

Use of room or floor	Occupant load factor (m ² per person)
Area for standing	0.3
Amusement arcade, assembly hall, bingo hall, club concourse, crush hall, dance hall, venue for pop concert and like occasion, queuing area	0.5
Bar	*0.3 to 0.5
Bowling alley, billiard room	9.3
Conference room, dining room, restaurant	*1.0 to 1.5
Studio (radio, film, television, recording)	1.4
Common room, i.e. a lounge, reading room, staff room, waiting room.	1.0

* Depending upon the amount of seating and tables to be provided.

N.B.: Where any room or floor is to be used or is likely to be used for a variety of purposes, the occupancy load factor giving the greatest occupancy capacity is to be utilised.

3. Exit capacity.

Although the calculated number of persons can be accommodated in a room or premises, there has to be provision to get these people from the room in the event of emergency, therefore, there has to be a sufficient number of doors, each of adequate width, to allow all persons to evacuate the area as quickly as possible.

Each door width should be a minimum of 750mm (900mm for disabled exit and access).

To measure the usable width of an opening, i.e. when the door is fully open, the measurement must take into consideration any projections into the doorway or elsewhere around the exit route from the opening in the room.

The number of persons who could be expected to exit through a 750mm opening within a specified time would be 100 persons. Therefore, a guide for larger rooms would be:

1050mm opening – 200 persons

1500mm opening – 300 persons

2000mm opening – 400 persons

For door width between these sizes add 15 persons for every 75mm.

No individual exit door should be greater than 2m in width.

Within rooms or premises there will generally be a requirement for two or more exits to be made available from each room/area. It will be assumed that one of these exits would become unusable in the event of a fire so the other exits from room/area would then need to be of sufficient size and accessibility to evacuate all persons from the room/area involved.

All exit doors are to open in an outwards direction.

All exit doors from room/premises accommodating more than 50 persons are to be fitted with push bar pressure fittings and open in an outward direction.

Doors that open in an inward direction will restrict occupancy in rooms/premises to a maximum of 50 persons.

Any rooms that have only one exit will be restricted to a maximum capacity of 50 persons.

CALCULATING OCCUPANCY FROM ATTACHED PLAN (APPENDIX A)

Example Calculations Using Example Plan

1. Measure total floor area of each individual area where different types of activities take place i.e. length x width.

Example of calculations for appendix A:

Restaurant/Function room = 85m²

Bar = 30m²

Lounge/snug = 73m²

Once the areas are established check the occupancy factors from the table and calculate the occupancy according to the floor space available.

e.g. Restaurant/Function room when used for dining has a floor area of 85m² therefore the most suitable occupancy factor will be 1m² per person.

85m² ÷ 1m² per person = occupancy factor for room when used for dining is 85 persons

However in our example the room can also be used as a function room once the majority of tables and chairs have been removed therefore the occupancy factor changes to 0.5m² per person:-

85m² ÷ 0.5m² per person = occupancy factor for room when used for functions is 170 persons (this figure will not apply if a large seated audience is attending the function the occupancy factor for this type of event will depend on the number of seats available).

For our example total occupancy for the premises is

Restaurant/Function room (when used for functions) persons	= 85m ² ÷ 0.5m ² per person	= 170
Restaurant/Function room (when used for dining) persons	= 85m ² ÷ 1m ² per person	= 85
Bar	= 30m ² ÷ 0.3m ² per person	= 100 persons
Lounge/snug persons	= 73m ² ÷ 0.5m ² per person	= 146

Maximum total in premises at any one time is 416 persons.

Now the exits available need to be calculated to ensure that there are sufficient exits from each part of the building for persons to escape safely.
Calculating Exit Widths For Licensed Premises Using Attached Plan
(Appendix A)

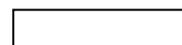
Available occupancy for floor area = 416 persons

Exits available =	1 - 750mm	= 100 persons
	2 - 750mm	= 100 persons
	3 - 1050mm	= 200 persons
	4 - 1800mm	= 360 persons
	5 - 1050mm	= 200 persons

1. Discount the largest exit from the premises:-

This would be exit 4 as it is the largest and has two exits from two different areas leading into it which are on the same wall in close proximity and would be assumed to be unavailable if a fire started in the bar or lounge area.

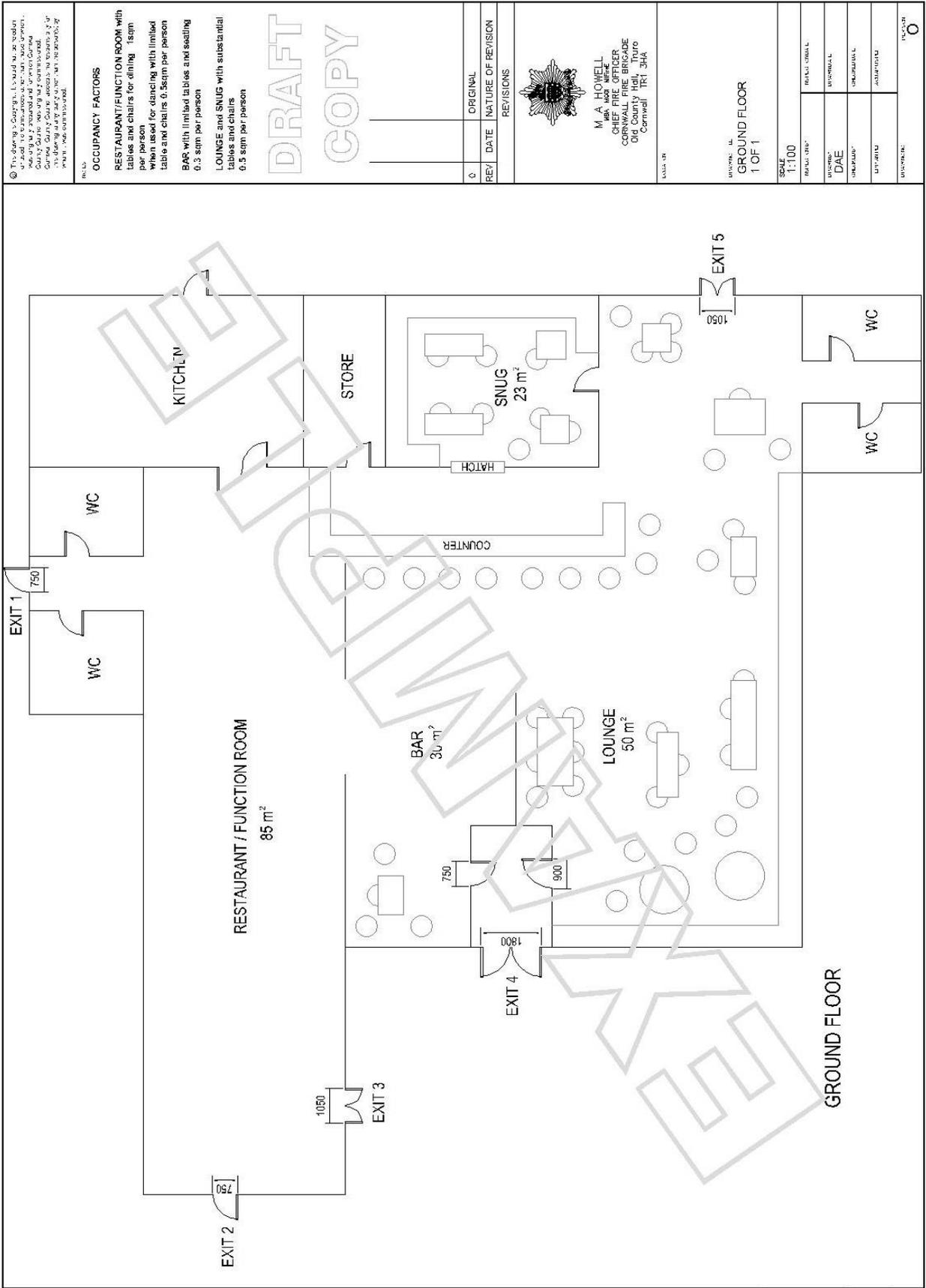
2. Removing exit 4 from the exits available, would leave 1,2,3 and 5 providing exits for 600 persons from the premises. With occupancy of 416 the exits



available will be sufficient. The occupancy cannot be increased as the floor area and uses stipulated would not allow it.

3. If for any reason sufficient exit widths are not available then additional exits would be required to maximise the occupancy figure or very strict management procedures would need to be implemented.

N.B. The attached plan (Appendix A) has been provided as an example to illustrate how to calculate occupancy figures. The plan submitted with the application requires the fire safety equipment, with which the premises is provided, to be shown on the plan. The symbols used should be in accordance with the requirements of B.S 1635:1990 Graphic Symbols and Abbreviations for Fire Protection Drawings. To assist you in this process a symbol sheet (Appendix B) has been attached showing the correct symbols.



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OCCUPANCY FACTORS

RESTAURANT/FUNCTION ROOM with tables and chairs for dining 18sqm per person for dining with limited when used for dancing with limited table and chairs 0.5sqm per person
BAR with limited tables and seating 0.3 sqm per person
LOUNGE and SNUG with substantial tables and chairs 0.5 sqm per person

DRAFT COPY

REV	DATE	NATURE OF REVISION
		ORIGINAL



M. A. HOWELL
MRB MRB WICK
CHIEF FIRE OFFICER
CORNWALL FIRE BRIGADE
100 COUNTY HIGH, TRURO
CORNWALL TR1 3JH

SCALE: 1:100

GROUND FLOOR
1 OF 1

SCALE	DATE	BY	CHECKED
1:100		DAE	DAE
		DAE	DAE

PROJECT 0

Fire Appendix B

	Old	New		Old	New		
1			Fire Resisting Construction.	24			Roller Shutter Doors.
2			30 Minute Fire Resisting Door. Where the fire resistance is required to exceed this, the period is shown in minutes	25			Sliding Door – Single Leaf.
3			Doors so indicated are fitted with intumescent strips.	26			Sliding Door – Double Leaf.
4			Doors so indicated are fitted with smoke seals.	27			Sliding Folding Door – Arrow indicates direction to open.
5			Doors so indicated are fitted with smoke seals and intumescent strips.	28			Up and Over (cantilever) Door.
6			Exits not forming part of Means of Escape.	29			Emergency Lighting Points (Non Maint'd).
7			Doors so indicated are fitted with self closing devices.	30			Emergency Lighting Points (Maintained).
8			Doors so ind' are fitted with Auto releases designed to hold open a fire door and permit it to close upon the operation of the fire alarm system.	31			Emergency Lighting Point with Exit sign and directional arrows where necessary (Non Maintained)
9			Doors so indicated are fitted with Security Devices approved by the Fire Authority.	32			Emergency Lighting Point with exit sign and Directional arrows where necessary (Maintained).
10			Doors so indicated are free from all Forms of Fastenings except ball or roller catches.	33			Floodlight Type Emergency Lighting Points Arrows indicate direction of floodlights (Non-Maintained).
11			Doors so ind' are fitted with Panic Bolts or similar latches and are permanently marked "PUSH BAR TO OPEN" immediately above the push bar.	34			"FIRE EXIT" Sign.
12			Glazing accepted as being to a 30 minute standard of fire Resistance in frames fixed shut.	35			"FIRE EXIT" Sign, With directional arrows.
13			Glazing accepted as being to a 60 minute standard of fire Resistance in frames fixed shut.	36			Fire Alarm Call Point.
14			Glazing so indicated is not lower than 1.06m from the floor level.	37			Audible Warning Device.
15			Clear glazed Vision Panel.	38			Visual Warning Device.
16			Exit for Disabled Persons or Approved Refuge Area.	39			Hosereel.
17			Fire resisting Hatch.	40			Telephone, Internal Fire Alarm System.
18			Guardrails, Balustrades or walls infilled to prevent persons falling through the side.	41			Manual Mechanical Fire Alarm System.
19			Handrails.	42			Automatic Heat Detector
20			Wicket or Pass Door in main door.	43			Automatic Smoke Detector.
21			Gate.	44			Automatic Optical Detector.
22			Vertical Ladder.	45			Automatic Ionising Detector.
23			Revolving Door.	46			Fire Alarm Indicator Panel.

	Old	New		Old	New	
47			Fire Extinguisher – Any Type.	70		GENERAL WARNING
48			Water type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	71		FLAMMABLE MATERIALS
49			Foam type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	72		OXIDISING MATERIALS
50			Foam type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards AFFF – Aqueous film forming foam	73		RISK OF EXPLOSION
51			Dry Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	74		NO MEANS OF ESCAPE
52			BC Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	75		IN CASE OF FIRE AVOID USING LIFT
53			ABC Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	76		FIRE ACTION SIGN
54			Dry Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards (MP – Multi Purpose)	77		DOOR TO BE SECURED OPEN
55			Carbon Dioxide type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	78		DOOR TO BE UNLOCKED
56			Vapourising liquid type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	79		GANGWAY KEEP CLEAR
57			Fire Blanket.	80		PUSH BAR TO OPEN
58	WB		Water bucket.	81		FIRE TELEPHONE
59	SB		Sand bucket.	82		FOAM INLET
60			General Fire Notice.	83		DRY RISER
61			Staff Fire Notice.	84		WET RISER
62			"FIRE DOOR, KEEP LOCKED"	85		FIRE PLAN
63			"SLIDE TO OPEN"	86		EMERGENCY EXIT
64			"FIRE DOOR – KEEP SHUT"	87		FIXED ALARM DEVICE WARNING DEVICE SOUNDER
65			"FIRE ESCAPE – KEEP CLEAR"	88		FIXED ALARM DEVICE WARNING DEVICE LOUDSPEAKER
66			"AUTOMATIC FIRE DOOR – KEEP CLEAR"	89		COMBINED SMOKE DETECTOR/SOUNDER
67			"SMOKING IS PROHIBITED"	90		COMBINED HEAT DETECTOR/SOUNDER
68			"SMOKING AND NAKED FLAMES PROHIBITED"	91		COMBINED HEAT/SMOKE DETECTOR
69			"WATER AS EXTINGUISHING AGENT PROHIBITED"	92		COMBINED HEAT/SMOKE DETECTOR AND SOUNDER

Appendix B

Licensing Act 2003

Trading Standards Guidance

The Council Trading Standards' role as a responsible authority is to ensure that the conditions attached to Premises Licences are sufficient to prevent crime and disorder, and to protect children from harm. We are also jointly responsible with the Police for enforcing the provisions that make it illegal to sell alcohol to under 18s.

In order to ensure that under 18s do not obtain alcohol, Trading Standards will expect the operating schedule of licensed premises which serve alcohol to address the following issues.

1 Admissions & Challenge Policies

A clear admissions policy is essential to ensure that staff are aware of the circumstances in which there might be under 18s on the premises.

It is also vital to have a stated policy about who should be challenged for proof of age. The best challenge policies are those which allow a margin for error. This could be "challenge anyone who looks under 21", or 23 or 25, as you see fit – the higher you set the challenge age, the more protection you gain.

Trading Standards' advice is that you should only accept a passport, photo driving licence, or a proof of age card that carries the PASS hologram as evidence of a young person's age. PASS-approved cards include CitizenCard and the Portman Card. There is no legal obligation on licensees to follow this policy – it is up to you to decide what your business will accept. What is essential is that you are clear about your business's policy and communicate it effectively to your staff.

An additional measure that can be used to support your challenge policy is a refusal register at the bar and/or door. By requiring staff to make a note whenever they refuse a sale, you will be able to monitor how many people are being challenged and find out whether all staff are equally willing to challenge. Normal variations in personality may mean that some staff require more encouragement and support than others to ask young people for proof of age.

2 Staff Training

It is essential that new staff are trained about licensing law before they are allowed to sell alcohol, and that, while they are still relatively inexperienced, a senior colleague is nominated to supervise them.

An ideal staff training programme would cover:-

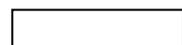
- an explanation of the offences that can be committed by staff;
- an explanation of the defence available to staff – particularly that it involves an objective test, and that therefore the only people who can safely be served alcohol without question are those who no-one could suspect are under 18;
- advice to staff that people (even professionals such as teachers and paediatricians) are generally not good at judging ages, and that in the case of teenagers, errors of +/- 5 years are common;
- details of the premises' admission and challenge policies;

a statement as to what forms of proof of age are acceptable, with examples being shown; and
an explanation of what support is available to staff when they challenge someone for proof of age.

By addressing these matters in the operating schedule, applicants can reduce the likelihood that there will be any need for Trading Standards to make representations to the Licensing Committee.

A further benefit of adopting such systems and procedures is that, in the event that alcohol is sold to someone under 18, it is more likely that the licensee will be able to make out a due diligence defence, and thus avoid a conviction.

For further advice about due diligence systems and record-keeping, the content of staff training programmes, or any other aspect of your business activities covered by Trading Standards legislation, please contact Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly TR21 0LW 0300 1234 105



Appendix C

ARRANGEMENTS FOR THE CHILD PROTECTION ASPECTS OF LICENSING APPLICATIONS

Guidance for completion of application forms

Where forms should be sent

All completed application forms and other relevant paper work should be sent to The Director of Children's Services, Town Hall, St Mary's Isles of Scilly TR21 0LW and the envelope should be clearly marked "Licensing Application".

Guidelines for applicants completing the section on "Steps to take to promote the protection of children from harm".

"Children" include all individuals under 18 yrs of age. Further details in relation to the protection of children from harm can be found in Cornwall and the Isles of Scilly Inter-agency Child Protection Procedures. These are available on www.cornwallchildprotection.org.uk There is also available a Government publication on "What to do if you're worried a child is being abused."

In order for the application to be approved you will need to show that you have addressed the issues which relate to the protection of children from abuse.

Below are listed examples of measures which should be taken in a range of circumstances. The list is by no means exhaustive and could include additional steps.

(i) Any entertainment or services (regulated or otherwise) which are of an adult or sexual nature or contain strong and offensive language.

Services can include gambling and the showing of adult classified films People under 18 should not be admitted (including staff) or take part in the entertainment

Evidence of measures to ensure non-admission e.g. door supervision and age checks

Sufficient screening from view, eg smoked screens or doors closed

Clear signage which indicate that entertainment/services are not suitable.

Evidence that under 18s are not within hearing distance, e.g. sound proofing

Evidence of suitable staff training and age identification scheme

Additional or specific measures as required.

(ii) Sale of Alcohol

People under 18 including staff not to be sold alcohol or admitted to restricted areas.

Evidence of suitable staff training and age identification schemes

Clear signage that sales will not be made to under 18yrs

(iii) Entertainment aimed at children

Evidence of sufficient staff in the areas occupied by children and in the vicinity of each exit. (Minimum ratio of 1 staff to 50 children)

Evidence of measures to ensure that seating /standing arrangements are suitable for children.

Evidence of suitable staff training.

(iv) Children in Performance

There are many productions where casts are made up entirely of children and can include drama clubs, stage schools or school groups all of which can take place in a variety of premises.

The Children (Performances) Regulations 1968 as amended set out requirements for children performing in shows and in rehearsal.

Additional matters that need to be considered:-

All groups should have a basic child protection policy. Prior to completion of their licensing application, contact should be made with the Licensing Department for advice if there is no policy in place.

Venue.

Facilities should be large enough to accommodate the number of children.

Fire Safety.

All chaperones and production crew should receive instructions prior to the arrival of children

Special effects.

Awareness of special effects on children such as flashing lights, dry ice, smoke etc

Care of children.

Many premises contain potential dangerous equipment. There should be evidence that children are kept under adult supervision including transfer from stage to dressing room etc and can be accounted for at all times.

(v) Staff Training

In addition to the training identified in (i), (ii), (iii) and (iv) there should be evidence that there is training on drug awareness, health and safety and the reporting of concerns when staff suspect a child is being abused or neglected. In respect of the latter the manager of the premises should refer the concerns to the Director of Children’s Services at the Town Hal



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Appendix D

RESPONSIBLE AUTHORITIES – Contact Details

Responsible authority	Address	Telephone
Protection of Children	Director for Children Council of the Isles of Scilly Town Hall St Mary's Isles of Scilly TR21 0LW	01720 424034 Aisling.khan@scilly.gov.uk
Police	Drug and Alcohol Harm Reduction Team Devon & Cornwall and Dorset Police Launceston Police Station PL15 7HY	tel: 01566 771309 fax: 01566 771388 Licensing.team@devonandcornwall.pnn. police.uk
Fire	Mr Terry Nottle Isles of Scilly Fire Authority The Airport St Mary's, Isles of Scilly	01720 424331 csadmin@fire.cornwall.gov.uk
Health & Safety	Health & Safety Officer Health and Safety Council of the Isles of Scilly	01720 424310 Craig.dryden@scilly.gov.uk
Environmental Health	Mike Coates / Alexander Campbell Environment Health Council of the Isles of Scilly	01720 424317 environmentalhealth@scilly.gov.uk
Planning	Lisa Walton Planning and Development Council of the Isles of Scilly	01720 4240310 planning@scilly.gov.uk
Trading Standards	Trading Standards Council of the Isles of Scilly	01720 424317 environmentalhealth@scilly.gov.uk
Primary Care Trust	Mike Roberts Health Impact Assessment Coordinator NHS Cornwall and Isles of Scilly Sedgemoor Centre, Priory Road ST AUSTELL PL25 5AS	Licensing.notifications@cornwall.nhs.uk
Economic Development	Economic Development Council of the Isles of Scilly	01720 424046 Julian.pearce@scilly.gov.uk
St Mary's Police	Isles of Scilly Police Station, Garrison Lane St Mary's, Isles of Scilly, TR21 0JD	
Additional Responsible Authorities for Vessels		
Maritime and Coastguard Agency	MCA Falmouth Pendennis Point Castle Drive Falmouth PL11 4WZ	01326 310800
The Environment Agency	Sir John Moore House Victoria Square, Bodmin, PL31 1EB	01208 78301

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APPENDIX E

ANNUAL FEES FOR LICENSED PREMISES

	BAND A	BAND B	BAND C	BAND D	BAND E
ANNUAL CHARGE	£70	£180	£295	£320	£350
MULTIPLIER APPLIED WHERE PREMISES PRIMARILY USED FOR SUPPLY OF ALCOHOL ON THE PREMISES	0	0	0	X2 640	X3 1050

ANNUAL FEES FOR CLUB PREMISES CERTIFICATES

	BAND A	BAND B	BAND C	BAND D	BAND E
NEW APPLICATION VARIATION	£100	£190	£315	£450	£635
ANNUAL CHARGE	£70	£180	£295	£320	£350