

Castle House, Great North Road, Newark, NG24 1BY

## Premises Licence

Premises licence number 000170

## Part 1 – Premises details

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

The Corn Exchange  
18 Castlegate

<b>Post town</b>	Newark	<b>Post code</b>	NG24 1BG
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<b>Telephone number</b>	01636-613318
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## Where the licence is time limited the dates

Not applicable

## Licensable activities authorised by the licence

1. Regulated Entertainment
  - a. Exhibitions of Films
  - b. The provision of live music
  - c. The provision of recorded music
  - d. Performances of Dance
  - e. The provision of facilities for making music
  - f. The provision of facilities for dancing
2. Late Night Refreshment
3. The supply of alcohol

## The times the licence authorises the carrying out of licensable activities

- A Standard Times
1. Regulated Entertainment
    - a. Categories a, b, d, e, and f above  
Monday to Sunday – 10:00 to 02:45 the following day
    - b. Category c above  
Monday to Sunday – 00:01 to 00:00
  2. Late Night Refreshment  
Monday to Sunday – 23:00 – 02:45 the following day
  3. The supply of alcohol  
Monday to Sunday – 10:00 to 02:45 the following day
- B Non Standard Times
1. All licensable activities  
31<sup>st</sup> December 10:00 to 02:00 on 2<sup>nd</sup> January
  2. All of the above terminal hours are extended by one hour on the day when British Summertime commences.

## The opening hours of the premises

- A Standard Times  
Monday to Sunday – 10:00 to 03:00 the following day
- B Non Standard Times
1. 31<sup>st</sup> December 10:00 to 02:20 on 2<sup>nd</sup> January
  2. The standard closing time will be extended by one hour on the day when British Summertime commences

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

Both on and off the premises

**Part 2**

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

Company Time Limited  
C/o Osborne Clarke  
2 Temple Back East  
Temple Quay  
Bristol  
BS1 6EG

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

Company Registration Number 06473516

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

Matthew James Yeardley

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

Personal Licence number: SY2630PER  
Issuing Authority: Sheffield City Council

**Annex 1 - Mandatory conditions**

1.—(1) The responsible person shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(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 (other

than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(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;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) 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.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) 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 a holographic mark.

5. The responsible person shall 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; and

(b) customers are made aware of the availability of these measures.

6. No alcohol may be supplied under this Licence:

a at any time when there is no Designated Premises Supervisor in respect of these Premises; or

b at any time when the Designated Premises Supervisor does not hold a personal licence or his/her personal licence is suspended

7. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence

8. Where an individual is engaged at the premises to carry out a security activity as defined by the Private Security Industry Act 2001 then any such individual must be licensed by the Security Industry Authority

9. The admission of children to any exhibition of film on the premises is to be restricted in accordance with the film classification given to any film by the British Board of Film classification or if no such classification is made then in accordance with any recommendation made by Newark & Sherwood District Council as Licensing Authority.

**.Annex 2 - Conditions consistent with the Operating Schedule**

1. This licence is granted on the condition that the restrictions contained within the enactments specified under Licensing Act 2003 Schedule 8 (6) are adhered to except as specifically varied by this licence.
2. These conditions apply to any exhibition of film which is not exempt under the Licensing Act 2003 i.e. one whose main purpose is to
  - (i) demonstrate any product,
  - (ii) to advertise any goods or services, or
  - (iii) to provide information, education or instruction
3. The Licensee, shall throughout the whole time the premises are open, ensure that a sufficient staff of competent attendants specially instructed by the Licensee, or a person nominated by him/her, as to their duties in the event of any emergency.
4. The number of Door Supervisors employed at the Premises to be on duty while the premises are open shall be agreed with the Police and may be varied from time to time. The Door Supervisors shall be responsible for monitoring the main entrance and exit from the premises ad all internal and external areas used by customers. At all times when engaged as a Door Supervisor a person shall wear and clearly display the photograph and registration badge issued by the SIA
5. The Licensee shall allow any Authorised Officer, Fire Authority or Police to enter all parts of the Premises at all reasonable times and the Licensee shall comply with any reasonable request of an Authorised Officer, Fire Authority or Police.
6. The Licensee shall take all due precautions for the prevention of any accident and shall not commit any act, which is likely to cause fire or danger to the public.
7. No exhibition, demonstration or performance of hypnotism shall be given without the Council's written consent.
8. No public music, dancing, exhibition, recitation or Entertainment of a like kind shall take place in the Premises which is offensive, obscene, immoral, licentious, indecent or likely to produce riot, tumult or a breach of the peace, and the operation of the Premises shall be carried out in such a way to prevent such conduct.
9. Lasers, strobes and any form of pyrotechnic or fireworks are not to be used without the written consent of the Council, a warning sign to the effect that a laser or strobe is to be used in the Premises must be clearly displayed at all public entrances to the Premises such that the public can see the warning sign before entering.
10. The total number of persons allowed on the Premises, is as follows:

Basement	450 persons
Ground Floor	350 persons
First Floor Balcony Area	<u>220 persons</u>
Building Total	<b><u>1020 persons</u></b>

The Licensee shall not allow the stated maximum occupancy figure to be exceeded.

11. The Licensee shall ensure that an effective system for determining the number of persons on the Premises at any one time is used at all times when the Premises are open for Entertainment. Staff responsible for monitoring and controlling access to the Premises and management staff are to be aware of the maximum occupancy figure of the entire Premises and where appropriate specific areas within the Premises. These staff members must be instructed as to how the occupancy figure is to be monitored and the action to be taken when the maximum occupancy figure is reached.
12. The Licensee shall maintain and keep good order and decent behaviour on the Premises.
13. The Licence Holder shall comply with the following
  - a. Free and unrestricted access to cold drinking water shall be provided at a location, which is readily accessible to customers. The water shall be provided without any charge.
  - b. Rest areas, which are cooler, quieter and preferably separate from the main dance area(s) shall be provided. Adequate seating shall be provided with rest facilities.
  - c. The Premises shall be provided with adequate air conditioning or room temperature regulation for. Such air conditioning and/or room temperature regulation shall be properly maintained and shall operate during the provision of Regulated Entertainment.
  - d. Adequate first aid provision shall available at all times to include having at least one nominated Trained First Aider on the Premises at all times during the event.
  - e. A drug prevention strategy shall be developed for the Premises, in consultation with the local drug agencies which shall be available for inspection by Authorised Officers at all times.
  - f. The Licensee shall co-operate and liase with all relevant authorities and organisations, including health promotion units and drug community groups.
  - g. The Licensee shall adopt and apply to their Premises the Council's adopted Code of Practice for dealing with drugs and violence in nightclubs/public houses.
14. A logbook shall be maintained on the Premises in which the names of all Door Supervisors, their registration number and details of all serious incidents identifying the Door Supervisors involved, shall be entered for each day that they are engaged at the Premises. The logbook shall be kept for a period of at least two years from the date of the last entry and be readily available for inspection by an Authorised Officer or by a Police Officer.
15. Collapsible gates or roller shutters, if installed, shall be opened to allow full width and necessary height of exit ways before admission of the public, and they must be kept locked in that position at all times when the public are on the Premises. A notice stating the requirements of this rule relating to the opening and locking of the gates and shutters shall be kept posted in a conspicuous position near the gates or shutters.
16. The dance floor shall be clearly delineated and shall be positioned in such a way as to ensure the safety of persons using the dance floor and the arrangements for access around the dance floor and seating in the vicinity of the dance floor shall be such that neither dancers nor patrons, seating or otherwise, are put at risk of physical injury.
17. All gangways, staircases and exits shall be kept clear of obstruction, be well illuminated and free from any trip hazard whilst the Premises are open for Entertainment.
18. On each anniversary of the granting of this Licence an annual report signed by a qualified electrical engineer who is an approved contractor on the roll of the National Inspection Council for Electrical Installation and Contracting (NICEIC), or the Electrical Contractors

Association, or the Electrical Contractors Association of Scotland, shall be submitted to the Authority to the effect that the electrical system, the Emergency Lighting, if any, and the fire alarm system installed at the Premises, if any have been examined and tested and are in a safe working condition. Entertainers shall only be permitted to use electrical sockets fitted with residual current device protection, complying with the current British Standard. Such sockets must be maintained in good working order and marked "audio equipment only".

19. All parts of the Premises to which the public have access shall have the lighting system tested every month and the results recorded in the fire logbook. Where a secondary system of lighting is provided by the provision of hand lamps, these shall be maintained in a sufficient working order and made available to staff whose duties it is to facilitate the evacuation of the Premises.
20. Emergency exit notices must be illuminated at all times the Premises are occupied, and be legible and in the event of failure of normal lighting such signs must be illuminated by the Emergency Lighting supply.
21. The fire alarm system shall be tested weekly and the results recorded in a log book. The system shall be maintained in efficient working order.
22. Portable fire extinguishers shall be examined at least once annually and tested by a British Approval for Fire Equipment Board (BAFE) Registered Extinguisher Engineer.
23. A notice or notices clearly indicating the position of the nearest telephone by which the emergency services may be summoned must be provided in suitable locations.
24. The Fire Authority, the Police and the Authority shall be informed of any fire, however slight that occurs on the Premises.
25. A fire log book must be kept which records details of test, examinations and fire drill instructions. The logbook must be readily available and produced for inspection by an Authorised Officer, a member of the Fire Authority or a Police Officer upon request.
26. All members of staff must receive written instruction and training appropriate to their responsibilities in the event of an emergency. The training and instruction of staff on fire safety must include actions on discovering a fire, raising the alarm, location and use of fire fighting equipment, evacuation of the public and staff, calling the Fire Authority. This training is to be carried out immediately to new staff as part of an induction programme and periodically repeated no less than twice per year.
27. The Licensee shall take all reasonable steps to ensure that patrons awaiting entry to the Premises or leaving the Premises do not cause annoyance or nuisance to any other person in the vicinity of the Premises.
28. Sound insulation or control equipment which is installed to prevent noise nuisance to the occupiers of neighbouring premises shall be maintained in satisfactory working order.
29. All noise produced or associated with entertainment must not cause a nuisance within the nearest residential, commercial or industrial premises
30. Where the Licensing Authority has given notice in writing to the licensee of the premises objection to an advertisement on the ground that , if displayed, it would offend against good taste or decency or be likely to encourage or incite crime or to lead to disorder or to be offensive to public feeling that advertisement shall not be displayed at the premises

unless the permission in writing of the Licensing Authority is first obtained and any conditions of such permission are complied with.

31. The Licensee shall assist the Council's Licensing Enforcement Officers as required in relation to the operation of taxis to and from the premises.
32. The premises shall be a member of the Town Centre Radio Link Scheme and the Licensee shall ensure that the radio is operated and be available under the supervision of the management or their designated person, at all times the premises are open to the general public.
33. The Licensee shall install and maintain Closed Circuit Television (CCTV) equipment in accordance with the following conditions.
  - a. Two cameras to be located outside the premises to the front to provide views of activity on the steps around both entrance doors and on the pavement outside, the radius of view to be specified by the Police.
  - b. A colour camera to be located over the cash desk viewing persons entering the premises through the external doors.
  - c. A colour camera to be located over the entry/exit doors viewing along the corridor towards the cash desk to view persons leaving the premises.
  - d. A colour camera to be located over the cash desk viewing persons leaving the club area towards the cash desk.
  - e. In addition, cameras shall be provided at other internal positions within the building in consideration of risk and where further required by the Licensing Authority.
  - f. The CCTV recording equipment must be operated at all times that the premises are used for licensable activities and should include a period of 30 minutes prior to the public being admitted and continue to record for a period of 1 hour after the end of the licensing hours.
  - g. The cameras shall be capable of providing images giving full facial recognition of persons entering or leaving the premises in true colour which is suitable for use as evidence in a court of law. All recording equipment shall be capable of providing a quality picture/image at all times, in all light levels thereby enabling responsible authorities to recognise and identify individuals in the areas specified to view.
  - h. Each of these cameras should form part of a secure system which relays images from cameras through to a recording system so that all images are recorded at all times. These images should be recorded in such format that all images may be replayed in real time with no breaks in recording.
  - i. This system should not form part of any system for the general management of the premises.
  - j. Cameras shall be used in conjunction with recording equipment which displays the time and date and the location of the camera from where the picture is being received.
  - k. All recording and monitoring equipment shall be located in the manager's office with access restricted to designated staff only, notified to and agreed by the Licensing Authority. If the office is open for other staff then the recording equipment shall be secured in a secure cabinet and only accessible to the owner/manager. This is to prevent interference with equipment.
  - l. Recordings shall be stored for 31 days after the initial recording, and made available to the Licensing Authority and the Police upon request.
  - m. The closed circuit television equipment shall be maintained in good working order and condition at all times. Any item of CCTV recording equipment which is faulty shall be replaced immediately. The Manager or person in charge of the premises must inform the Licensing Authority and Police, in writing, of any malfunction or

- failure in the system within 72 hours of the failure or malfunction and must rectify it to the satisfaction of the Police.
- n. CCTV recording equipment shall mean cameras, monitors and all associated equipment and cabling which together are capable of making an effective recording of images at the premises. .
  - o. To allow for the effective use of CCTV at the premises, the lighting to the side and rear of the premises shall be maintained in an efficient working condition.
34. Regulated entertainment in the beer garden shall cease at 23:00.
35. a. During the hours that the premises are open to the public for licensable activities, all drinks will be served in plastic containers. Any bottles product not available in a plastic container shall be decanted into a plastic vessel. This condition does not prevent the storage of drinks, display of drinks and dispensing of drinks from bottles or vessels made of glass behind the bar server or in any other area of the premises to which the public/members do not have access.
- b. The only glass bottles permitted on the public side of the bar server will be wine and champagne bottles which will be supplied by waiter/waitress service only to customers, at a table either in the VIP chill our area on the balcony level of the club or in the outside 'beer garden' area, and consumed from plastic vessels.
- c. Management shall be responsible to ensure no bottle is taken from these specific areas and that all glass bottles are removed from the 'beer garden' area by 22.00.

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

1. No children shall be permitted on the premises after 20:00 unless there is an event specifically planned for the youth market.
2. The last admission time to the premises shall be 02:00.
3. Any regulated entertainment which involves nudity or any sexual performance shall be prohibited unless the event is advertised in such a way as to make the public aware of the nature of the event and 28 days notice has been given to the Licensing Authority and the police. The police may require that any proposed event under this condition may not take place
4. The Licence Holder may have exhibitions of films, supply alcohol and late night refreshment outside the hours permitted by this licence on no more than 12 occasions each year when an international sporting event involving any country from the United Kingdom and the Republic of Ireland is broadcast live. The licensable activities may begin one hour before the start of the event and end one hour after it ends. No less than 14 days notice must be given to the police of such an event and the police may require that any proposed opening under this condition may not take place.
5. The following policies and practices shall be followed at the end of opening hours:
  - a. End of Evening Operational Policies:
    - i. During the last hour of trading the service points in each bar will be reduced and certain staff re-allocated to collecting glasses or offering customer service in the cloakroom to assist customer departure.
    - ii. All bars sell a full range of soft drinks and free drinking water is available at all times. All bars have signs displaying this.

- iii. From 02.30am and in the period following this volume levels, type of music played and usage of lighting levels will be changed to become slower and gentler to encourage the gradual dispersal of patrons during the last part of trading and during the drinking-up period.
- iv. DJ announcements may be used to both encourage a gradual dispersal and to remind customers of consideration for neighbours. The management and stewarding procedures will support this aim.

b. Cloakroom:

The cloakroom is situated in order to assist the swift return of coats. Management and operation of the cloakroom plays an important part in the dispersal process. (Staffing and control systems are increased in the period prior to bar closure and beyond.)

c. Notices at Exit:

In line with company policies, highly visible notices are placed in the foyer requesting exiting customers to leave quietly and to respect neighbours and their property.

d. Door Supervisors:

Practices will be developed that:

- will encourage customers to drink-up and progress to the exit throughout the drinking-up time;
- will draw the attention of exiting customers to the notices in the foyer and ask them to be considerate;
- Will ensure the removal of all bottles and glasses from any customer who attempts to leave the venue carrying one. (No takeaway meals are available at Time & Diva). A table and bottle skip will be positioned just inside the venue by the door to the foyer to collect glasses/bottles;
- will actively encourage customers not to assemble outside the venue;
- Will direct customers away from the area.

e. Staff:

Consideration will be given to procedures for staff departures.

h Training:

Training at all levels will be conducted to ensure understanding and implementation of the unit specific Dispersal Procedure.

All bar staff will receive monthly training in all areas relevant to their legal responsibilities and assistance with dispersal.

All Door Supervisors will receive monthly training covering their role and function during operation assisting with dispersal and responsibilities and limitations when serving as a Marshall.

**Annex 4 – Plans**

Attached