



Licensing Review / Action Plan

Premises: - **Anston Working Mens Club, Main Street , North Anston, Sheffield, S25 4BD**

President – Robert Fisher
Club premises Certificate

The above premise has been identified for action plan under the Licensing Act 2003 in that it failed to comply with one or more of the licensing objectives.

- ❖ Prevention of Crime and Disorder.
- ❖ Public Safety.
- ❖ Prevention of Public Nuisance.
- ❖ Protection of Children from Harm.

The action plan will be agreed in partnership, working to address the identified issues. If the agreed action is not complied with this could lead directly to other enforcement measures or a review of any licence. The action plan must be specific, measurable, achievable, relevant and time bound.

This action plan is aimed at reducing the level of non-compliance with a view to help prevent Anti-social behaviour & disorder and also seeks to assist in promoting the four licensing objectives. The action plan will be in place for three months from the date of this plan and reviewed again thereafter.

Summary of Risk.

The Club is situated on Main Street, Anston and has many residential dwellings in close proximity.

Recent crime and disorder coming from the Club has had an impact on the quality of life for local residents, increased demand on the Police and Local Authority and action being undertaken to address a number of issues including violent disorder, failure to uphold the licensing objectives and failure to comply with Club Licensing Legislation.

Specific	Measurable	Achievable	Relevant	Timebound
<p>1. The Club shall install a CCTV system at the premises which has 30-day recording and retrieval and be capable of downloading onto a portable storage device such as DVD or memory stick.</p> <p>2. The CCTV cameras shall cover the entirety premises, including the till area where payment is made for alcohol and all areas in which members of the public have access including all external areas and the customer</p>		<p>The proposals are fair and proportionate to the problems which have occurred at the premises. The proposals will be achieved by close working and communication with South Yorkshire Police Licensing and Local Authority Licensing.</p>	<p>All proposals are relevant and necessary to promote the Licensing Objectives.</p>	<p>Immediately and continually for a period of three months.</p>



<p>car park.</p> <p>The location of the monitor to allow playback and retrieval of data shall be located in an area which is easily and safely accessible to Police Officers and Local Authority Officers.</p> <p>3. At least one current staff member shall be trained in the use of the system to ensure rapid data retrieval and download is retrieved should it be required by a Police Officer or Council Officer.</p> <p>4. The Police and authorised Local Authority officers will be given unhindered access to the CCTV system as soon as is reasonably practicable in order for them to take copies of the images in connection with the prevention and detection of crime and</p>				
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<p>disorder.</p> <p>5. During the period of the Action Plan the Club Shall reduce the trading hours, in order to reduce the noise nuisance to residents so late into the evening. Last orders to be called 23:00 and be closed and customers dispersed by 23:30 .</p> <p>6. New staff shall receive induction training prior to the commencement of their employment at the Club, including drug awareness, underage sales training, and serving to persons who are drunk.</p> <p>7. Put a member of bar staff through the personal licence training, then on completion get them to obtain their personal licence so that you have</p>				
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<p>a member who then holds a personal licence.</p> <p>8. Staff refresher training shall take place on an annual basis and shall be recorded.</p> <p>9. Staff training records in respect of age verification, underage sales and serving alcohol to persons under the influence of alcohol shall be kept in respect of new and existing staff.</p> <p>The record shall be signed by the President and the member of staff, dated, and kept on site for inspection by police or authorised local authority licensing officer on request.</p> <p>10. Challenge 25 to be implemented and adhered to. All customers need to be asked for photographic ID who you</p>				
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<p>suspect is not 25 years old or older. They must produce photographic ID upon entry to premises and at the bar when requesting drinks. This should be in the form of a photographic driving licence, passport or identification with 'PASS' emblem on. Refusal log to be maintained.</p> <p>11. Monitoring to be put in place for customers who do not present themselves at the bar to ensure they are also ID checked.</p> <p>12. An incident register containing details of any incident of crime, disorder, or public nuisance during times the Club are open shall be in place at the premises. The register shall consist of consecutively numbered pages in a bound format</p>				
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<p>and be located at the Club at all times.</p> <p>The register shall be checked weekly and signed by the Nominated Supervisor at the Club .</p> <p>The register shall be made available for inspection by South Yorkshire Police or a Local Authority Enforcement Officer on request.</p> <p>13. A refusals logs containing details of any refusals at the bar or door must be recorded. The register shall consist of consecutively numbered pages in a bound format and be located at the Club at all times.</p> <p>The register shall be checked weekly and signed by the a</p>				
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<p>Nominated Supervisor</p> <p>The register shall be made available for inspection by South Yorkshire Police or a Local Authority Enforcement Officer on request.</p> <p>14. The Club shall ensure that an admissions policy is in place at the Club and all Staff are aware of the content with it being detailed in the Club rules.</p> <p>The door must be monitored by a committee member at all times the Club is open. Checks must be in place to ensure all members attending sign in, in the Club signing in book.</p> <p>All non-members must be fully signed in, in the Club signing in books.</p>				
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<p>No large younger groups to be granted entry to the club. Limit group number to 4 then monitor if any further attempt entry to join them.</p> <p>Regular checks on the quality of the Club Signing in Book must be made and signed off by the President on a weekly basis.</p> <p>No person who is, or appears to be, intoxicated shall be permitted to enter the Club and/or to be served alcohol or other refreshments. Persons under the influence of drugs will also not be allowed entry.</p> <p>13. The President shall undertake a risk assessment of the premises to determine whether door supervisors</p>				
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<p>shall be required.</p> <p>14. Whenever there are anticipated changes to the normal operating framework of the Club, where it is reasonable to assume there will be an increase in customers, for example a home football game or the advertising and promoting of a sporting event, a risk assessment shall be carried out by the president to determine whether door supervisors shall be required.</p> <p>The risk assessment shall be documented in a register, kept at the Club and available for inspection by the Police or Council licensing enforcement officer upon request.</p> <p>The risk assessment shall comply with any</p>				
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<p>advice given by South Yorkshire Police or Council licensing officers in respect of door supervisors.</p> <p>15. Clear notices shall be placed at all exits advising customers that they leave the premise in a respectful manner and keep noise to a minimum.</p> <p>16. Customers shall not be permitted to take vessels containing alcoholic products into the Club, and no open vessels containing alcoholic products shall be allowed to be taken from the premises save for consumption in an external area provided for that purpose whilst the premises are conducting licensable activities.</p>				
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17 Committee Members shall ensure that regular checks are carried out outside of the Club to ensure that the area is free from litter and nuisance behaviour associated with the operation of the business.

18. The President shall ensure attendance at the local Pub Watch Scheme meeting on a regular basis by nominated representative.

A meeting shall be held every 4 weeks during this action plan in which the attendance of the following is expected

**Club Premise Certificate
South Yorkshire Police
Licensing**



South Yorkshire
POLICE

Rotherham
Metropolitan
Borough Council
Where Everyone Matters

<p>Local Authority Licensing</p> <p>The purpose of the meeting is to discuss the action plan and to ensure the plan is being adhered to in its entirety, adequately promoting the licensing objectives.</p>				
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This action plan shall run for three months from the date of signing. Within two weeks of the conclusion of this action plan, a meeting shall be held between the premises licence holders at the DPS, , the police licensing officer ,the local authority licensing officers and any other responsible authority, to establish whether the action plan has achieved its purpose with a view to the premises licence holders varying their licence to incorporate measures within this action plan to ensure the premises continue to promote the licensing objectives.

Signed on behalf of Police: Date.....

Officer Name (Print).....

Contact number

Signed on behalf of Council: Date.....



South Yorkshire
POLICE

Rotherham
Metropolitan
Borough Council 
Where Everyone Matters

Officer Name (Print).....

Contact number

Signed by Licence holder / DPS:/Premises Manager:.....Date.....

Name Licence holder / DPS:/Premises Manager (Print).....

Contact number.....

Action plan end date.....