

Appendix 1



Torbay Application to vary a premises licence Licensing Act 2003

For help contact
<https://forms.torbay.gov.uk/ContactLicenseTrading>
Telephone: 01803 208025

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

VAT number

Legal status

If the applicant's business is registered, use its registered name.

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Applicant's position in the business

Home country

United Kingdom

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Agent Details

* First name

Chris

* Family name

Hart

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House?

☒ Yes

☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Please select...

Continued from previous page...

Your position in the business

Home country

United Kingdom

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Wollens At Harbourside 67

Street

The Terrace

District

City or town

Torquay

County or administrative area

Devon

Postcode

TQ1 1DP

Country

United Kingdom

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APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

PL0865

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Quay Nightclub

Street

26 Victoria Parade

District

City or town

Torquay

County or administrative area

Devon

Postcode

TQ1 2BD

Country

United Kingdom

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable
value of premises (£)

13,750

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VARIATION

Do you want the proposed
variation to have effect as
soon as possible?

☒ Yes

☐ No

Do you want the proposed variation to have effect in relation to the
introduction of the late night levy?

☐ Yes

☒ No

You do not have to pay a fee if the only
purpose of the variation for which you are
applying is to avoid becoming liable to the
late night levy.

If your proposed variation
would mean that 5,000 or
more people are expected to
attend the premises at any
one time, state the number
expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

Variation to existing Premises Licence to provide for -

1. Variation to licensing hours to 10:00 to 03:00 daily for the following licensable activities - Live Music, Recorded Music, Performances of Dance, Anything of similar description to Live Music, Recorded Music of Performances of Dance, and Supply of Alcohol (all indoors).
2. Variation to licensing hours to 23:00 to 03:00 daily for the Late Night Refreshment licensable activity.
3. Removal of provision for the Recorded Music licensable activity outdoors.
4. Variation of opening hours of premises to 10:00 to 04:00 daily.
5. Amendment to Licensed Plan.
6. Removal of Annexe 2 conditions and replacement with new Operating Schedule conditions.

Please note that fire safety equipment is not yet installed and so is not shown on the proposed plans. The applicant is working with Consultancy and Design UK Ltd who are advising on all fire safety issues and final fire safety plans will be made available to the fire authority in due course.

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will the schedule to provide plays be subject to change if this application to
vary is successful?

☐ Yes

☒ No

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PROVISION OF FILMS

Continued from previous page...

See guidance on regulated entertainment

Will the schedule to provide films be subject to change if this application to vary is successful?

☐ Yes

☒ No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

☐ Yes

☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

☐ Yes

☒ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will the schedule to provide live music be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

Continued from previous page...

MONDAY

Start 10:00

End 03:00

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start 10:00

End 03:00

Start

End

WEDNESDAY

Start 10:00

End 03:00

Start

End

THURSDAY

Start 10:00

End 03:00

Start

End

FRIDAY

Start 10:00

End 03:00

Start

End

SATURDAY

Start 10:00

End 03:00

Start

End

SUNDAY

Start 10:00

End 03:00

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start 10:00

End 03:00

Start

End

WEDNESDAY

Start 10:00

End 03:00

Start

End

THURSDAY

Start 10:00

End 03:00

Start

End

FRIDAY

Start 10:00

End 03:00

Start

End

SATURDAY

Start 10:00

End 03:00

Start

End

SUNDAY

Start 10:00

End 03:00

Start

End

Provide a description of the type of entertainment that will be provided.

Will this entertainment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for entertainment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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End

FRIDAY

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SATURDAY

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End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="03:00"/>
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SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption?

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 10:00

End 04:00

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start 10:00

End 04:00

Start

End

WEDNESDAY

Start 10:00

End 04:00

Start

End

THURSDAY

Start 10:00

End 04:00

Start

End

FRIDAY

Start 10:00

End 04:00

Start

End

SATURDAY

Start 10:00

End 04:00

Start

End

Continued from previous page...

SUNDAY

Start 10:00

End 04:00

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

The Variation application includes the proposed removal of all Annexe 2 conditions and replacement with the proposed new Operating Schedule conditions.

☒ I have enclosed the premises licence

☐ I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Continued from previous page...

b) The prevention of crime and disorder

1. CCTV cameras are installed both internally and externally to cover all areas of operation and the immediate vicinity. Signage indicating that CCTV equipment is in use and recording at the premises is displayed at the front door and throughout the premises.
2. All cameras shall continually record whilst the premises are open to the public and for two hours after, and all footage will be stored and made available to the Police or Licensing Authority for 28 days thereafter.
3. Senior management will be trained in the use of CCTV.
4. Management training is conducted through continuous assessment throughout employment. Bar staff training is carried out on site by management through a 'train to train' initiative, including the use of outside contractors where appropriate.
5. All employees undergo appraisal and performance reviews periodically through their employment with us and this is used primarily to identify further training where necessary.
6. All staff will be trained in the sale of alcohol, provision of entertainment and late-night refreshment, with a robust induction program to include an understanding of both licensing laws and company policies regarding the sale of alcohol.
7. All staff will be trained with respect to underage sales, including Challenge 25, with training updated as necessary when legislation changes and including training in how to refuse sales to difficult customers
8. All staff will be trained with respect to drunken or vulnerable customers including the correct protocol regarding informing security and management.
9. All staff to be trained in drug awareness.
10. The Staff training record is kept and maintained within the Quay Nightclub's Fire Manual, located at the reception desk and is available to Licensing Authority or Police force upon request.
11. The Premises operates a zero drugs policy which applies to all staff, patrons and guests.
12. Signage is displayed at the front door and throughout the premises advising those attending, that the Police will be informed if anyone is found in possession of controlled substances or weapons.
13. Where there is reasonable suspicion that drugs, defined as Class A, B or C controlled substances under the Misuse of Drugs Act, or weapons are being carried, the security staff must ensure that the outer clothing, pockets and bags of those entering the premises are searched by door security personnel. In any event where controlled substances or weapons are found, management or security must immediately inform the Police.
14. Drugs and weapons seized will be placed in a locked receptacle set aside for this purpose, in the main office. The means for securing or unlocking the receptacle will be retained by the premises licence holder or the designated premises supervisor or in their absence any other responsible person. A record shall be made of the seizure, the time, date and by whom, and to whom the items were handed on to, in a bound book specifically kept for that purpose, kept within the locked receptacle in the main office. The book will be produced to an authorised officer of the Licensing Authority or a constable upon request.
15. All incidents must be recorded immediately in the Incident and Refusal book, located at the front desk and made available to an authorised officer of the Licensing Authority or the Police immediately upon request.
16. Toilet checks are carried out by employees at least once every hour in all trading times. These checks help ensure that no illegal activities take place in these areas and the date and times of all checks will be recorded in a book kept for that purpose to be produced upon request to an authorised officer of the Licensing Authority or a constable.
17. Signage is displayed in the toilet areas advising patrons that checks are conducted regularly, and that CCTV is in

Continued from previous page...

operation.

18. Harm reduction information is displayed on the rear of all toilet doors and within the venue, with contact details of local services available.

19. Searches shall only be conducted by same sex searchers.

20. Random searches will be carried out.

21. Any body search or bag search must be made by the Security Staff, in clear view of the CCTV cameras

22. Signage is displayed at the front door and throughout the building, advising all customers not to leave any belongings unattended.

23. A cloak room is provided for customers to safely store bags, coats and other belongings. The correct ticket must be presented to collect items from the cloakroom.

24. Any Lost or Found property on the premises, or items not collected from the cloakroom at the end of the evening must be stored in the cloakroom and logged in the lost and found register located in the cloakroom.

25. The Door Admission Policy includes Challenge 25 (Proof of Age Policy), dress code, bag search, zero drug policy. The policy will be advertised online, on flyers and advertisements and displayed at premises entrance. Company policy is to eject or refuse entry to anyone not meeting the Door Admission Policy, or who is known to be aggressive or violent.

26. Attempted use of ID which is fake, or appears to be fake or altered in any way, shall be dealt with in line with Police/DVLA/Passport agency policy.

27. A Challenge 25 Policy is operated at all times for entry and supply of alcohol. All Employees and Door Supervisors are trained to ask any customer who appears under the age of 25 to provide a valid form of ID.

28. Identification bearing the customers photograph, date of birth and integral holographic mark or security measure must be produced before allowing entry and where it is not, entry shall be refused. Suitable means of identification would include PASS approved proof of age card, photo-card driving licences and passports.

29. Our Challenge 25 Policy is actively promoted. Every customer that is refused entry will be logged in the Incident and Refusal Book.

30. The Designated Premises Supervisor will keep an 'incident/refusals logbook' in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and outcome. This shall be completed as soon as possible and, in any case, no later than the close of business on the day of the incident. The logbook will always be kept on the premises and shall be made available to an authorised officer of the Licensing Authority or the Police when required.

31. During trading hours, all storage and ancillary areas will be locked and alarmed. Outside of trading hours, but during office hours, only the office area and front door are to be unlocked. All other club areas must remain locked. Cash and stock on site will be kept at an operating minimum.

32. Door Supervisors shall be on duty at the premises on each trading day from first opening until one hour after closing.

33. All door supervisors on duty at the premises must wear a current identification badge, issued by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, in a conspicuous position to the front of their upper body.

34. The premise licence requires that the DPS, or in his/her absence other responsible person to identify by name, those persons performing duty as door security personnel to an authorised officer of the Licensing Authority or the Police.

Continued from previous page...

35. Security on site should be at the ratio of 1:75, i.e.: one security staff member to 75 customers.
36. Door supervisors will be permanently stationed at each entrance/exit [excluding fire exits] to the premises.
37. All door supervisors shall be capable of communicating instantly with one another by way of two-way radio.
38. Security Shift Registers and Security Staff Registers (see below) will be maintained and made available to the Licensing Authority or Police upon request.
39. The Security Shift Register will include the following details for all Security Staff on duty for each shift:
- Full name
 - SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),
 - The time they began their duty
 - The time they completed their duty.
 - Staff Signature
40. The Security Shift Register is to be kept at the front reception desk all times and shall open to inspection by authorised officers of the Licensing Authority or a constable upon request.
41. The Security Staff Register will include the following details for all Security Staff contracted to work at the Quay Nightclub:
- Name
 - Date of birth
 - Address
 - Contact telephone numbers
 - SIA Certificate number, or registration number of any accreditation scheme recognised by the Licensing Authority.
 - Commencement date of performing duties at the premises.
42. This register is available for inspection by authorised officers of the Licensing Authority or a constable upon request.
43. The Premises shall maintain a subscription to the NiteNet communication system.
44. The Premises shall not engage in irresponsible or all-inclusive drinks promotions.
45. The Premises shall maintain a full range of non-alcoholic soft drinks, juices and "Mocktails" with a visible presence.
46. The 'drinkaware.co.uk' logo or similar message e.g. 'please drink responsibly' will be present on all promotional material.
47. The Premises shall maintain a Policy setting out procedures in the event of mass public disorder, which shall be included within training for all staff and security staff, which shall include the following provisions -
- All entertainment will cease, and house lights will be lit up.
 - All drinks service will stop.
 - The appropriate emergency services will be informed, as will the NiteNet radio system.
 - The Head of Security will determine what route is best for an evacuation of the premises and Security Staff will implement.
 - Staff will remain or relocate to behind bars or in staff only areas such as the staff room.
 - Any vulnerable or injured patrons will be taken to the safe area and attended to by a Manager.
 - The Head of Security will risk assess and evaluate how best to proceed with any external issues arising outside the premises, locking the building down if safe to do so, with assistance from the Security and Management team.
 - No clean down of the premises will take place until the Police have authorised.

c) Public safety

1. At no point will the capacity of the Premises exceed 800, with door staff using clickers or other suitable equipment to

Continued from previous page...

record customers entering and exiting the premises. In addition to customers, any live calculation of capacity figures is to include all staff members, contractors, performers or other visitors either on site, or due on site during any shift.

2. The capacity figure will always make allowance for advance bookings.

3. Any queue that may form outside the Premises will be monitored by door security staff to ensure there is no overcrowding. Any cordons or barriers that may be required will be installed at the approval and recommendation of Torbay Council.

4. All employees will be trained in what to do in the event of a fire and the majority of employees are fire safety trained.

5. All employees and SIA supervisors will be made aware of their responsibilities in the event of a fire evacuation. A management fire evacuation policy is in place.

6. Any outside contractor will read and sign a contractor's safety rules policy.

7. The premises will maintain a detailed Fire Log Book and Maintenance Record as per the Regulatory Reform (Fire Safety) Order 2005, and is available on request by relevant authorities. All process and procedure relating to fire safety will be detailed in the Fire Log Book.

8. All fire exits are checked daily and must always remain clear, free and accessible.

9. All equipment is maintained and in a safe condition in accordance with the Electricity at Work Regulations 1989. Electrical safety procedures form a part of the overall health and safety management system.

10. Toughened/polycarbonate glass will be used and there will be risk assessment of the need for plastic containers for specific events.

11. There will be regular clearance of all bottles, glasses and mugs from the bar, toilet areas and other external areas of the building and its premises.

12. Staff (and security if present) also have a responsibility for the clearance of any glassware found either on the floor or in a hazardous position, both inside and outside the venue.

13. All staff will be reminded to look out for and remove any hazard that could constitute a risk to fellow staff or customers, which could include spillages, broken glassware, bottles or hazards on the floor.

14. Customers will be advised that they are not allowed to take any glassware from the premises to minimise the areas at risk of spillages and breaking incidents.

15. First Aid points are located at reception, cloakroom and the lower office.

16. No less than two qualified first aiders will be on the premises during trading hours. The General Manager/Designated Premises Supervisor will be a qualified first aider.

17. All staff will have basic health & safety training upon induction. All management and employees are also trained in health and safety to a level required by their job responsibilities.

18. No chairs or tables will be placed within one metre of the upstairs balcony, and security staff will supervise this area to ensure no customers are climbing or otherwise in breach of health and safety provisions.

19. Air conditioning and ventilation will be maintained and kept to a high enough standard so that internal temperature regulation shall not be reliant upon opening doors thereby causing the risk of noise pollution.

20. Annual certification regarding the safety of the suspended fibrous plaster ceiling will be completed, with documentation made available to the licensing authority upon request.

Continued from previous page...

21. Slips and trips will be monitored throughout the building regularly and documented in the accident book.
22. All floor coverings are assessed for suitability and are slip resistant to minimise any potential slips and trips. The non-slip floor coverings will be monitored regularly for signs of wear and tear.
23. A telephone with direct communication to a local taxi firm shall be available in the reception area of the Quay club. This area will be supervised by staff at all times to control any user issues and control queuing fluidity.
24. The Premises will maintain a designated 'pick up area' a short distance from the entrance of the Quay Nightclub which will be supervised by a member of security to control any queuing or logistical issues that may occur minimising any potential crime and disorder or noise issues. The security personnel must be clearly identifiable wearing a lanyard and florescent clothing and be in constant communication with the security team at the Premises, via two-way radio. The system will assist with a "safe path home" to customers and security will remain in place until the last person using the service has been picked up. At this point there will be a risk assessment of any vulnerable people left in the vicinity. The "safe path home" service will be fully promoted throughout the Premises.

d) The prevention of public nuisance

1. The Premises will operate a 'no re-entry' policy, to prevent people from gathering on the street, smoking or socialising. Any patrons leaving the premises after 2am will not be permitted re-entry. No new patrons will be permitted entry after 2am.
2. Clear notices will be displayed at all points where customers leave instructing them to respect the needs of local residents and leave the premises and the area quietly.
3. Music will not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity. A sound limiter has been voluntarily installed and set at a level appropriate to ensure quality entertainment within the premises, without disturbing neighbours. The level set is as recommended by an acoustic assessment taking into account volume and nature of music to be played and noise leakage from the Premises. The sound limiter is inaccessible to the DJ and can only be altered or removed by a qualified sound technician.
4. All doors to the premises must be kept closed at all times, with the exception of the main entrance on Victoria Parade during trading hours. The reception lobby door must never be 'propped open', in order to minimise any sound escaping via the entrance door.
5. All speakers and sound amplification are located inside the Premises. No speakers or amplification may be taken to any exterior areas. Speakers and amplifiers are permanently positioned in a way designed to maximise customers enjoyment, while eliminating any external disturbance and cannot be moved or repositioned.
6. Internal bins will only be emptied outside between the hours of 08.00 and 21.00.
7. During trading hours, waste bins will be placed at the front door for patrons to use, and after the premises closes for the evening and patrons ushered away from the area safely, any street litter will be removed by staff, so that other business operators in the vicinity are not affected by litter outside when they open their premises in the morning.
8. No accumulation of combustible rubbish, dirt, surplus material or stored goods shall be permitted to remain in any part of the premises except in an appropriate place and of such quantities so as not to cause a nuisance, obstruction or other safety hazard.
9. During the last half hour of trading, the service points in each bar will be reduced and some reallocated to collect glasses or work in the cloakroom. This will assist customer departure and reduce the potential for people to carry glassware out of the premises. Staff will also encourage customers to finish their drinks and prepare to leave in plenty of time. The ability to

Continued from previous page...

purchase drinks via any in house app will be unavailable within the last hour of trading.

10. Notices will be placed in the foyer request exiting customers to leave quietly and to respect neighbours and their properties.

11. Customers will be directed by staff and signage towards the hallway leading to the main entrance/exit on Victoria Parade.

12. Staff (and door staff where appropriate) will be present both at the entrance to that hallway and at the end of the hallway where it opens into reception and onto Victoria Parade. At which point, staff (and door staff where appropriate) will encourage customers to disperse in an orderly and staggered pattern onto Victoria Parade and the waiting transport options available as quickly and quietly as possible.

13. The smoking area will be monitored at all times by security staff with a minimum of one SIA staff member being present at the smoking solution to ensure that customers do not behave in a noisy, rowdy or offensive manner.

14. Clear notices will be displayed at prominent positions in the smoking area requesting that customers respect the needs of local residents and behave in a quiet and orderly manner.

15. A 'traffic light' decibel measurement system is installed at the entrance/exit to the smoking area to measure sound levels outside. The noise level is closely monitored and should the volume in the smoking area reach certain levels, security staff will investigate and take measures, either through verbal warnings or removal of patrons from the smoking area.

16. The Premises will limit the use of the smoking area to no more than 20 people, with a "one in, one out" policy, adopted by a supervising security staff member, manning a closed door.

17. Outdoor lighting will be positioned so as to limit any intrusion into residential accommodation in the vicinity whilst maintaining an adequate level for Health and Safety. No additional lighting may be moved to the smoking solution without a risk assessment.

18. Vaping is permitted on the premises on the Second Floor only. This prevents 'Vapers' from having to leave the premises and 'Vape' outside, while protecting most customers on the dance floor and main bar areas from the vapour and odour of 'Vapers'. Regular air changes combined with the height of the ballroom ceiling will be sufficient to allow any vaping by-products to dissipate naturally.

e) The protection of children from harm

1. There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the Premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused. This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18. Challenge 25 training will take place for staff and Challenge 25 promotional items, posters, flyers etc will be displayed around the premises.

2. The 'Refusal and Incident Book' will record details of anyone who has been refused entry or service as a result of an age challenge. Such information will be shared with other local operators.

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NOTES ON REGULATED ENTERTAINMENT

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000-14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

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Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE
* STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Information held by Torbay Council complies with and is held in accordance with the UK Data Protection Act, 1998. The information that you provide on this form will only be used in the processing of the application form, and will only be
* disclosed where necessary under any applicable legislation and certain circumstances should the application be successful such as publication of business details on a public register, it may also be shared for the purposes of enforcement.

You have the right to access your personal information. If you wish to access your personal information or exercise any of
* your rights under the legislation then please contact Torbay Council's Information Governance team on 01803 207467. Further information can be found on the Information Governance pages on Torbay Council's internet pages at www.torbay.gov.uk

* Information may also be shared for the prevention and detection of crime, for example with the police and other agencies as required by law, such as the Audit Commission under the National Fraud Initiative data matching exercise.

* I have gained permission from all licence holders in making this application

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/torbay/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.