



Communities Directorate

28 February 2017

Licensing and Control Sub Committee

Date:	09 March 2017
Time:	6.30pm
Venue:	Council Chamber, Worthing Town Hall

Committee Membership: Councillors Paul High (Chairman), Luke Proudfoot, Tom Wye

Agenda

Part A

1. Declarations of Interest / Substitute Members

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

2. Public Question Time

To receive any questions from Members of the public in accordance with Standing Order 11.2

(Note: Public Question Time will operate for a maximum of 30 minutes.)

3. Licensing Act 2003 - Application for a Variation of a Premises Licence under Section 34 - St Paul's Arts Centre, 55B Chapel Road Worthing

To consider a report by the Director for Communities, copy attached as item 3

Part B - Not for publication - Exempt Information Reports

None

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Caroline Perry Solicitor 01903 221086 caroline.perry@adur-worthing.gov.uk

Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

Licensing Act 2003
Application for a Variation of a Premises Licence under Section 34

St Paul's Arts Centre
55B Chapel Road
Worthing, BN11 1EE

Report by the Director for Communities

1. Recommendation

- 1.1 That a Sub Committee of Licensing & Control Committee "B" considers and determines the application made by:
St Paul's Centre Community Project Ltd.
for a variation of the above Premises Licence (No. LN/100002155) which currently authorises the sale of alcohol for consumption on the premise at the above venue.

2. Reasons for the Hearing

- 2.1 The application has been the subject of formal representation by two responsible authorities and five local residents and it therefore falls to this authority to determine the application.

3. Background

- 3.1 An application was made by St Paul's Centre Community Project Ltd to the Licensing Authority, Worthing Borough Council, and accepted as complete on 22 November 2016. The application is for grant of a full variation to the existing Premises Licence.
- 3.2 This premise had been operated for many years as an arts centre with café. The venue is situated on the very busy main commercial thoroughfare, Chapel Road, but is on the corner of Ambrose Place which consists of a quiet terrace of residential houses and flats.
- 3.3 The Centre stages a wide variety of entertainment for the community including exhibitions, concerts, plays, live music and DJ events.

- 3.4 The centre currently operates under the authority of two separate premises licences. Premises Licence LN/100002155, which is the subject of this application authorises alcohol sales only. Premises Licence LN/000002117 authorises the provision of regulated entertainment. The intention of this application is to:
- Amalgamate all licensable activity offered at the centre onto one premises licence
 - Extend the hours for licensable activity
 - Remove or amend a number of conditions of licence that are considered obsolete, unenforceable or covered by other legislation. .
- 3.5 Mr Nigel Watson is the Designated Premises Supervisor of the venue. He has been in post since July 2016 and holds a Personal Licence issued by Runnymede Borough Council
- 3.6 Under LN/100002155 the premise is currently authorised to provide alcohol from 10.00hrs until 23.30hrs Monday - Saturday but no alcohol sales are authorised on Sunday.
- 3.7 Premises Licence LN/000002117 authorises regulated entertainment from 08.00hrs until 22.30hrs seven days a week. It is proposed that this licence will be surrendered if the licensable activity it authorises is transferred to LN/100002155.
- 3.8 This application was due to come before this sub-committee on 19 January but problems with the required newspaper advertisement meant the consultation process had to be re-run.
- 3.9 Attached to the report are:
- A plan of the area (Appendix A)
 - A plan of the centre (Appendix B)
 - A copy of the application (Appendix C)
 - Copies of the current premises licences (Appendix D1 & 2)
 - Copies of the representations received from the responsible authorities (Appendix E1&2)
 - Copies of the representations received from local resident. (Appendix F 1-5)
 - Copies of Mediation correspondents (Appendix G)
 - Copy of Fire Risk assessment (Appendix H)

4. The Application

- 4.1 The application is attached at Appendix C. However, in summary, St Paul's Centre Community Project Ltd. is seeking to vary Premises Licence LN/100002155 to:
- Authorise Regulated Entertainment in the form of Plays, Films, Indoor Sporting Events, Live Music, Recorded Music, Performance of Dance and Anything of a Similar Nature:
11.00hrs to 23.30hrs Sunday – Thursday

- 11.00hrs to 00.00hrs (midnight) Friday & Saturday
- Authorise the sale of Late Night Refreshment:
 - 23.00hrs to 23.30hrs Sunday – Thursday
 - 23.00hrs to 00.00hrs (midnight) Friday & Saturday
 - Extend the hours for the sale of alcohol :
 - 11.00hrs to 23.30hrs Sunday – Thursday
 - 11.00hrs to 00.00hrs (midnight) Friday & Saturday.
 - Extend the opening hours on Friday & Saturday to:
 - 07.30hrs to 00.00hrs (midnight) Sunday – Thursday
 - 07.30hrs to 00.30hrs (of the following morning) Friday & Saturday.
 - Authorise non-standard timings for the Sale of Alcohol & Provision of Regulated Entertainment:
 - Christmas Eve – 11:00hrs to 02:00hrs of the following morning.
 - New Year’s Eve – 11:00hrs to 02:00hrs of the following morning.
 - Remove the following conditions as obsolete or covered by other legislation:

24. All parts of the premises and all fittings and apparatus therein, door fastenings and notices and the seating, lighting, heating, electrical, ventilation, sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.

25. Where the licence permits the provision of dancing, a suitable and clearly identifiable single area is available for this purpose. The minimum area to be set aside shall be four square metres where the Licence permits a maximum capacity of between 1 and 99 people, six square metres where the Licence permits a maximum capacity between 100 and 199 people and nine square metres where the License permits a maximum capacity of over 200.

26. An area separate from the main dance area with:-

- *adequate seating and,*
- *suitable means of providing cool air (either by air conditioning or ventilation to the external air and,*
- *so far as is practicable, respite from high levels of noise is to be provided.*

27. Cold drinking water is to be available at the service point and a notice of the availability is to be prominently displayed at suitable locations within the premises.

67. A specific taxi operator has been nominated for staff and customers use. The company’s telephone number is advertised to customers. The operator and all drivers are to be made aware that they should arrive and depart as quietly as possible, should not sound

vehicle horns as a signal of their arrival or leave engines idling unnecessarily. In addition, staff will leave as quietly as possible, particularly at night and early in the morning.

68. Staff will check prior to entertainment, and periodically during the entertainment, that all windows and doors are shut.

73. Bottle skips and bins containing cans or bottles will not be emptied outside after closing but will be dealt with the next day during normal office hours.

74. The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm. This will help to reduce the levels of noise produced by the premises.

75. Cooking, noxious or persistent smells from the premises will not cause a nuisance to nearby properties and the premises must be properly vented.

76. Flashing or particularly bright lights on or outside licensed premises will be positioned and screened in such a way so as to not cause a disturbance to nearby properties.

77. All the rubbish produced by the premises will be stored securely in a designated area or in a bin with a tight fitting lid. This will help prevent litter being blown around.

78. Facilities for depositing litter and the collection of litter generated by patrons will be available and maintained, where outside areas are provided for the use of patrons.

79. The time during which the premises are permitted to be open to the public or to members and guests is restricted between the hours of 8am – 11pm to prevent public nuisance.

- Remove conditions 6 & 7 and replace with :

6. The maximum occupancy of the building or venue at any one time will be restricted to 120 seated guests or 300 standing in respect of all areas, parts or floors as specified by the Fire Authority.

7. The number of persons admitted to the premises on any one occasion shall not exceed the maximum occupancy of 120 seated guests or 300 standing (such number is inclusive of staff and performers working at the premises). This is in agreement with the responsible authorities, available floor space and the sanitary accommodation available.

To read

The number of persons admitted to the premises on any one occasion shall not exceed the maximum occupancy figure identified in the

premise's risk assessment. This capacity to be set in agreement with the responsible authorities, available floor space and the sanitary accommodation available.

All other conditions to remain unaltered

5. Promotion of the Licensing Objectives

5.1 The Licensing Act 2003 and regulations require that the Council, as local licensing authority, carries out its functions with a view to promoting the four licensing objectives:

- prevention of crime and disorder;
- public safety;
- prevention of public nuisance;
- protection of children from harm.

5.2 In carrying out its licensing functions, the licensing authority must also have regard to Guidance issued by the Home Secretary and its own Statement of Licensing Policy. Members are advised that the following sections of the Worthing Borough Council's Policy may be particularly relevant to consideration of this matter, though of course the Policy in its entirety must be considered. Sections indicated relate to paragraph numbers in the Policy itself:

Prevention of Crime & Disorder

4.3 *In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself, the Guidance issued under section 182 to the Act and this policy. The Council will give "due regard" to all possible implications and its Licensing & Control Committee will always consider all the information available and relevant representations made, including those from the public and the responsible authorities, particularly the Police.*

4.8 *In addition to the requirements for the Council to promote the licensing objectives, it also has a duty, as detailed in paragraph 4.3, under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough. The Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder within the vicinity if relevant representations are received. Whether or not incidents can be regarded as being in the vicinity of licensed premises is a question of fact and will depend on the particular circumstances of the case.*

4.9 *The Council recognises that the Licensing Act is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises. Nonetheless, it is a key aspect of such control and licensing law will always be part of a holistic approach to the management of the evening and night time economy in town centres.*

Public Safety

- 4.11 *The 2003 Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, hotels, cafes/restaurants, shops and fast food outlets/takeaways.*
- 4.12 *Each of these types of premises present a mixture of risks, with many common to most premises and others unique to specific operations. It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.*
- 4.13 *The Council also recognises that the provision of live music, discos and dancing within a premise can lead to potential flashpoints for violence and disorder. The Council would expect all entertainment to be properly risk assessed in the Operating Schedule to ensure public safety.*
- 4.14 *Where an applicant identifies an issue in regard to public safety (including fire safety) which is not covered by existing legislation, the applicant should identify in their Operating Schedule and Fire Risk Assessment the steps, which will be taken to ensure public safety.*
- 4.15 *The Council will expect Operating Schedules and Fire Risk Assessments to satisfactorily address these issues and new applicants are advised to seek advice, where necessary, from Council Licensing Officers and the West Sussex Fire & Rescue Service before preparing their plans and Schedules.*
- 4.16 *The Council will consider attaching conditions to licences and permissions to promote public safety. In attaching conditions the Council will seek to avoid duplication with the requirements of other regulatory regimes, for example legislation covering health and safety at work and fire safety.*

Prevention of Public Nuisance

- 4.17 *Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of disturbances impacting upon people living, working or sleeping in the vicinity of the premises or wider afield.*
- 4.18 *Noise disturbance can arise from entertainment or activities held within licensed premises and also from people or motor vehicles outside licensed premises. The Council will expect Operating Schedules to address these issues. Advice and guidance can be obtained from Licensing Officers or the Council's Environmental Protection Team. If representations are received the Council may utilise appropriate conditions to control noise disturbance and the use of such conditions will depend upon the activities/entertainment/hours of operation proposed; the nature of the locality; and existing background noise levels and ambient noise levels. Noise control conditions may include the satisfactory sound insulation of licensed premises; compliance with maximum noise levels; and limiting hours of operation.*
- 4.19 *When addressing public nuisance the applicant should initially identify any particular issues (having regard to their particular type/construction of their premises, proposed activities and nature of locality) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant's Operating Schedule.*

4.23 *The Council will consider attaching conditions to licences and permissions to prevent public nuisance, but will seek to avoid duplication with the requirements of other regulatory regimes.*

5.3 Regulated Entertainment - The Live Music Act 2012 and The Legislative Reform (Entertainment Licensing) Order 2014 have deregulated the provision of regulated entertainment in premises licenced for the sale of alcohol for consumption on the premise in certain circumstances. The following sections of the 'Revised Guidance issued under section 182 of the Licensing Act 2003 - March 2015' are considered relevant to this application:

Live music

15.26 *Live music is licensable:*

- *where a performance of live music – whether amplified or unamplified – takes place before 08.00 or after 23.00 on any day;*
- *where a performance of amplified live music does not take place either on relevant licensed premises, or at a workplace that is not licensed other than for the provision of late night refreshment;*
- *where a performance of amplified live music takes place at a time when the relevant licensed premises are not open for the purposes of being used for the sale or supply of alcohol for consumption on the premises;*
- *where a performance of amplified live music takes place at relevant licensed premises, or workplaces, in the presence of an audience of more than 500 people; or*
- *where a licensing authority intentionally removes the effect of the deregulation provided for by the 2003 Act when imposing a condition on a premises licence or club premises certificate as a result of a licence review.*

Recorded music

15.33 *No licence is required for recorded music where it takes place on premises which are authorised by a premises licence or club premises certificate to be used for the supply of alcohol for consumption on the premises. However, recorded music remains licensable:*

- *where the playing of recorded music takes places before 08.00 or after 23.00 on any day;*
- *where the playing of recorded music takes place at a time when the relevant licensed premises are not open for the purposes of being used for the sale or supply of alcohol for consumption on the premises;⁵⁷*
- *where the playing of recorded music takes place at relevant licensed premises in the presence of an audience of more than 500 people; and*
- *where a licensing authority intentionally removes the effect of the deregulation provided for by the 2003 Act (as amended).*

Duplication

10.33 *In exercising its functions under the Act the Council will seek to avoid duplication with other regulatory regimes. When attaching conditions to licences the Council will not only seek to avoid duplication with other regulatory regime but will ensure*

conditions relate to the promotion of the licensing objectives and have regard to the individual style and characteristics of the particular premises and events concerned.

6. Consultation

6.1 The application has been subject to the statutory consultation and statutory public advertisement arrangements in accordance with the provisions of the Act, in respect of which representations have been received from the following:

- Members of the public – Five representations
- Responsible Authorities – Two representations.

7. Relevant Representations

7.1 Details of the representations received are reproduced in full at Appendices E & F. The comments made objecting are considered to relate to the statutory licensing objectives as follows:

- Prevention of Crime & Disorder
- Prevention of Public Nuisance.
- Public Safety

7.2 Sussex Police requested a number of conditions be attached to the licence should this application be granted.

7.3 West Sussex Fire & Rescue Service expressed concerns regarding the premises risk assessment, proposed maximum capacity and other issues

7.4. The representations from local residents focus mainly on noise issues but include other concerns.

7.5 All parties have been invited to attend the Sub-Committee and included in this report are the letters of representation reproduced in full.

8. Mediation

8.1 The Licensing Act 2003 encourages mediation.

8.2 Sussex Police and the applicant have been in mediation and it has been agreed that the following conditions have been volunteered and will be added to any varied licence that may be the granted:

- 1. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing*

Authority without the need to amend the licence or conditions attaching to it.

- 2. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences. Each of these staff members shall receive full training pertinent to the Licensing Act before being permitted to start selling alcohol, specifically with regard to age-restricted sales and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed prior to any sale of alcohol being authorised. Refresher training shall be undertaken thereafter at intervals of no more than twelve (12) weeks whereby staff are reminded of their responsibilities. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.*
- 3. After 21:00 hours, all children under 18 years must be accompanied by a responsible adult and may only remain on the premises if partaking in a sit down meal or attending a private pre-booked function or event. Such private functions and events must be booked at least 24 hours in advance and a risk assessment must be performed by the premises staff, with the promotion of the licensing objectives in mind.*
- 4. The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by the Designated Premises Supervisor at intervals of no more than four (4) weeks. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.*
- 5. Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.*
 - The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.*
 - CCTV footage will be stored for a minimum of 28 days*
 - The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.*

- *The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.*
 - *Subject to Data Protection guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk for the police without difficulty or delay and without charge to Sussex Police.*
 - *Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.*
6. *A documented risk assessment must be undertaken, which identifies the activities carried out at the premises and the controls necessary to promote the licensing objectives. This will include, but not be limited to, the need for Security Industry Authority door supervisors and the use of Polycarbonate drinking vessels. It will include written emendations demonstrating what considerations have been made for any additional special events which may arise during the year. This document shall be immediately available for inspection by the Police and the Licensing Authority, upon request.*
 7. *Those performing the role of SIA Door Supervisor will not perform any other role when engaged for the purpose of Door Supervision activities.*
 8. *Regulated entertainment shall be limited to no more than 26 days in a 12 month period, the 12 month period commencing from the date of issue of the licence.*
 9. *If a third party wishes to hire the venue, they must complete a Hire Agreement. This document must give clear instructions to hirers and contain the Terms and Conditions of hire that the prospective hirer must abide by. A copy of the premises licence will accompany this document. It will also advise that any patrons who appear to be under the age of 25 are to bring suitable forms of identification. The Premises Licence Holder and/or Designated Premises Supervisor take ultimate responsibility for all sales of alcohol at the venue. The Designated Premises Supervisor/management shall review and vet all events to ensure they are compliant with the Licensing Act 2003 and with the conditions on the premises licence.*
 10. *The hire agreement will state that persons hiring the premises must ensure that, prior to making sales of alcohol, all staff members to be engaged in selling alcohol on the premises shall receive full training pertinent to the sale of alcohol under the Licensing Act 2003, specifically in regards to age-related sales and the refusal of sales to persons believed to be under the influence of alcohol or restricted substances.*

These would become enforceable conditions of any licence variation granted and consequently Sussex Police have withdrawn their representation.

- 8.3 Officers are aware that the applicant is in contact with West Sussex Fire & Rescue Service but at the time of the drafting of this report no further information was available. Members will be updated in due course.
- 8.4 No information regarding any mediation between the applicant and residents has been made available at the time of the drafting of this report but members will be updated in due course if there are developments.

9. Consideration

- 9.1 Members must take into consideration the following when determining this application:
- The four statutory licensing objectives
 - Worthing Borough Council's Statement of Licensing Policy
 - Guidance issued by the Home Secretary
 - Relevant representations made by all the parties
- 9.2 These are the only matters to be addressed by the authority when considering this application. The statutory licensing objectives are the only grounds on which representations can be made, and the only grounds on which an authority will be able to refuse an application or impose conditions in addition to statutory conditions and those proposed by the applicant in the Operating Schedule.
- 9.3 When considering this application for a variation to the premises licence, pursuant to section 35 of the Act the following options are available to the Sub-Committee:
- a. Grant the variation, as requested,
 - b. Grant the variation as requested, with additional conditions appropriate to the promotion of the specific licensing objectives on which relevant representations have been received.
 - c. Reject the whole or part of the application.
- 9.4 Members are required to give reasons for their decision.

10. Legal Implications

- 10.1 Under Section 181 and Schedule 5 of the Act, rights of appeal to the Magistrates' Court in respect of applications for variation of an existing licence include:
- (1) The applicant / licence holder may appeal against any decision to modify the conditions of the licence.
 - (2) The applicant may appeal against a rejection in whole or part of an application.
 - (3) Those that have made relevant representations may appeal against a variation being granted, rejected, or against the modification or lack of modification of any conditions.
- 10.2 Members are reminded that the Act allows for the local licensing authority to

undertake a review following the grant of a premises licence, when requested to do so by a responsible authority, such as the police, or the fire authority, or any other person, such as a resident living in the vicinity of the premises. The Government's guidance states: *"The proceedings set out in the 2003 Act for reviewing premises licences represent a key protection for the community where problems associated with crime and disorder, public safety, public nuisance or the protection of children from harm are occurring. It is the existence of these procedures which should, in general, allow licensing authorities to apply a light touch bureaucracy to the grant and variation of premises licences by providing a review mechanism when concerns relating to the licensing objectives arise later in respect of individual premises."*

- 10.3 In determining this application, the principles of the Human Rights Act 1998 must be taken into consideration and the convention rights of both individuals and businesses will be given due weight.
- 10.4 Members must consider each application on its own merits, and in accordance with the principles of natural justice as well as the provisions of the Licensing Act 2003. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.
- 10.5 All applications before Committee must be considered against the backdrop of anti-discriminatory legislation, such as the Equality Act 2010 and also in accordance with the Council's stated policy on Equal Opportunities.
- 10.6 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and weigh up all the information available and representations made, including those from the public and the responsible authorities particularly the Police.

11. Other implications

- 11.1 Any decision taken will have regard for the local environment and, in particular, any conditions attached for the purposes of preventing public nuisance will take this principle into account.

12. Recommendation

- 12.1 **Members are requested to determine the application made by St Paul's Centre Community Project Ltd. for a variation to the Premises Licence at the St Paul's Arts Centre, Chapel Road, Worthing and give reasons for that determination.**

Mary D'Arcy
Director for Communities

Principal Author and Contact Officer:

Simon Jones
Senior Licensing Officer
Telephone: 01273 263191

Background Papers:

- Licensing Act 2003
- Guidance issued under section 182 of the Licensing Act 2003
<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/guidance-section-182-licensing>
- Worthing Borough Council's Statement of Licensing Policy
<http://www.adur-worthing.gov.uk/media/media,98561,en.pdf>

Appendices:

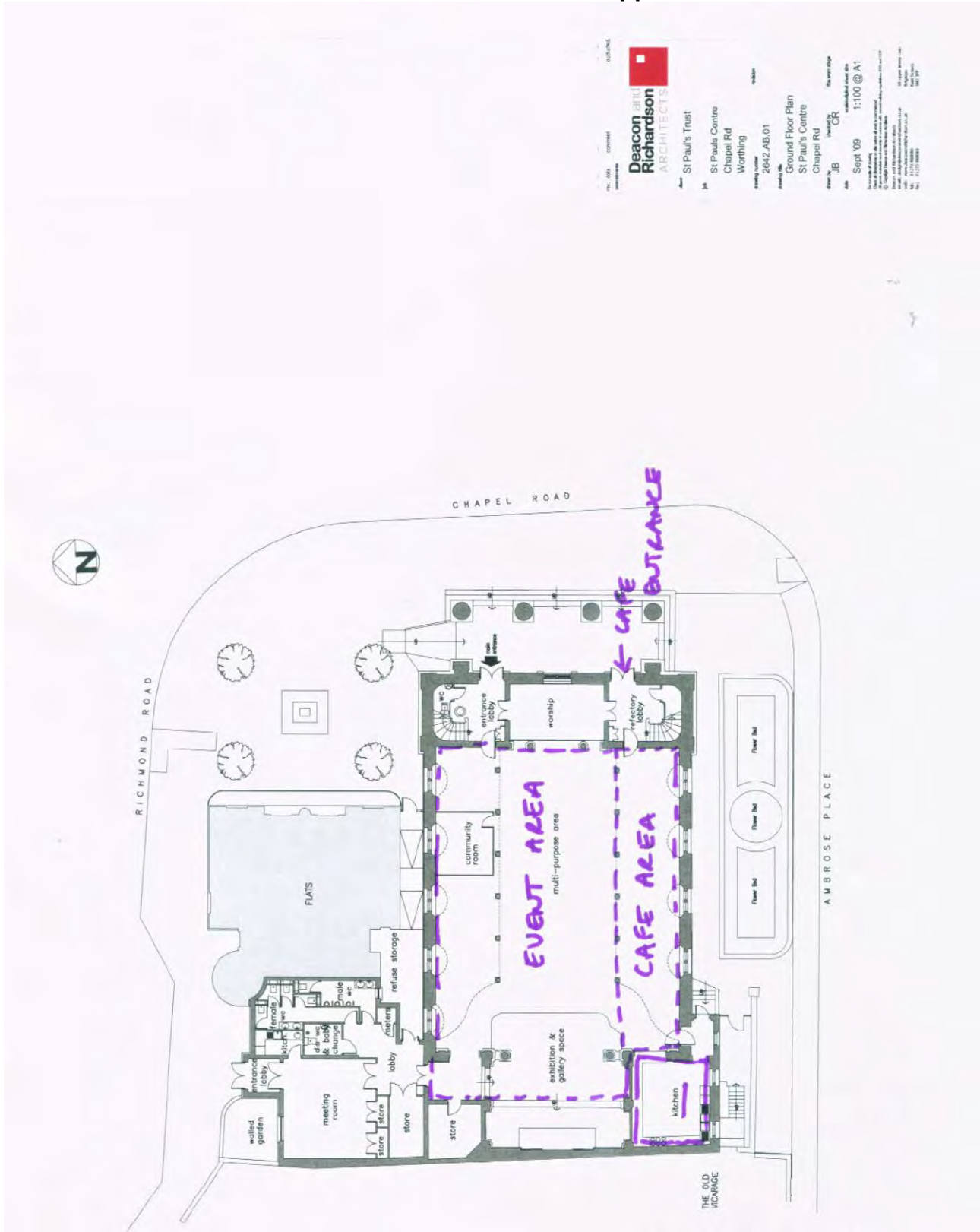
- Appendix A - Plan of area
- Appendix B – Plan of premise.
- Appendix C - Application Form
- Appendix D 1 & 2 - Current Premises Licences
- Appendix E 1 & 2 – Representations from Responsible Authorities.
- Appendix F 1-5 - Representations from members of the public.
- Appendix G – Mediation correspondents
- Appendix H – Fire Risk Assessment

Ref: SJ/Lic.U/LA03/Variation – St Paul's Arts Centre
Date: 17 February 2017.

Appendix A – Map of Area



Appendix B –Plan of Venue





Deacon Richardson ARCHITECTS

 St Paul's Trust

 St Pauls Centre

 Chapel Rd

 Worthing

 Planning Number: 2642 AB.01

 Project No: Ground Floor Plan

 St Paul's Centre

 Chapel Rd

 Drawn By: JB

 Checked By: CR

 Date: Sept '09

 Scale: 1:100 @ A1

 This plan is the property of Deacon Richardson Architects and is not to be used for any other purpose without the written consent of Deacon Richardson Architects.

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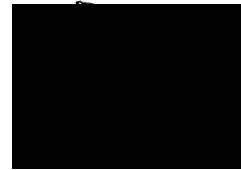
 Website: www.drarchitects.co.uk

Appendix C – Application

EH/LA/App05



ADUR DISTRICT COUNCIL



9 Commerce Way, Lancing, BN15 8TA

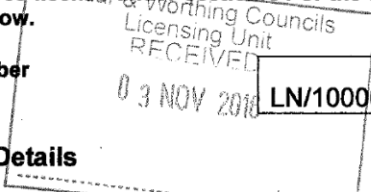
Application for a full variation of a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We ... St Paul's Centre Worthing Community Project Ltd. being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

Premises licence number



LN/100002155

Part 1 – Premises Details

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

St Pauls Arts Centre
55B Chapel Road

Post town
Worthing

Post code
BN11 1EE

Telephone number at premises (if any)

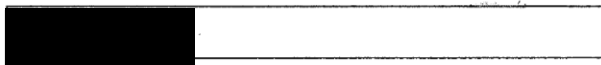
01903 368 967

Non domestic rateable value of premises

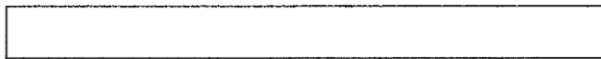
£

Part 2 – Applicant Details

Daytime contact telephone number



Email address (optional)



Mr [checked]

Mrs []

Miss []

Ms []

Other title (for example, Rev) []

Surname

Watson

First names

Nigel

Current postal address if different from premises address



Post Town

WORTHING

Postcode



Part 3 - Variation

Please tick ✓

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

If not do when do you want the variation to take effect from?

Day	Month	Year

If your proposed variation would mean that 5000 or more people are expected attend the premises at any one time please state the number expected to attend

Please describe briefly the nature of the proposed variation (please read guidance note 1)

The application seeks:

1. Amalgamate all licensable activity offered at the centre onto this premises licence. The St. Pauls Centre currently provides licensable activity under the authority of two separate premises licences.
 - LN/100002155 (this licence) currently authorises the sale of alcohol only.
 - LN/000002117 authorises the provision of regulated entertainment only.This application proposes to incorporate all the licensable activity onto one licence by adding the entertainments from the latter to this licence and on grant LN/000002117 will then be surrendered.
2. Extend the hours for opening of the premises and the provision of licensable activity.
3. Update and consolidate the conditions of licence removing conditions that are obsolete or covered by other legislation and amending the premises capacity.
4. Authorise the provision of late night refreshment.

Part 4 - Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if the application to vary is successful.

Provision of regulated entertainment

Please tick ✓

- | | | |
|----|--|-------------------------------------|
| a) | plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) | films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) | indoor sporting events (if ticking yes, fill in box C) | <input checked="" type="checkbox"/> |
| d) | boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) | live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) | recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) | performance of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) | anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

Sale by retail of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	✓			
Day	Start	Finish		Outdoors				
Mon	11:00	23:30	Please give further details here (please read guidance note 3) <ul style="list-style-type: none"> • Provision of dramatic productions by both professional & community companies. 					
Tue	11:00	23:30						
Wed	11:00	23:30		State any seasonal variations for performing play (please read guidance note 4)				
Thur	11:00	23:30						
Fri	11:00	00:00			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) <ul style="list-style-type: none"> • Christmas Eve – 11:00hrs to 02:00hrs of the following morning. • New Year's Eve – 11:00hrs to 02:00hrs of the following morning. 			
Sat	11:00	00:00						
Sun	11:00	23:30						

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	✓			
Day	Start	Finish		Outdoors				
Mon	11:00	23:30	Please give further details here (please read guidance note 3)					
Tue	11:00	23:30						
Wed	11:00	23:30		State any seasonal variations for the exhibition of films (please read guidance note 4)				
Thur	11:00	23:30						
Fri	11:00	00:00			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5) <ul style="list-style-type: none"> • Christmas Eve – 11:00hrs to 02:00hrs of the following morning. • New Year's Eve – 11:00hrs to 02:00hrs of the following morning. 			
Sat	11:00	00:00						
Sun	11:00	23:30						

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)		
Day	Start	Finish			
Mon	11:00	23:30	State any seasonal variations for indoor sporting events (please read guidance note 4)		
Tue	11:00	23:30			
Wed	11:00	23:30			
Thur	11:00	23:30			
Fri	11:00	00:00		Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)	
Sat	11:00	00:00			<ul style="list-style-type: none"> • Christmas Eve – 11:00hrs to 02:00hrs of the following morning. • New Year's Eve – 11:00hrs to 02:00hrs of the following morning.
Sun	11:00	23:30			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	✓		
Day	Start	Finish		Outdoors			
Mon	11:00	23:30	Please give further details here (please read guidance note 3)	Both			
Tue	11:00	23:30		State any seasonal variations for the performance of live music (please read guidance note 4)			
Wed	11:00	23:30			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5) <ul style="list-style-type: none"> • Christmas Eve – 11:00hrs to 02:00hrs of the following morning. • New Year's Eve – 11:00hrs to 02:00hrs of the following morning. 		
Thur	11:00	23:30					
Fri	11:00	00:00					
Sat	11:00	00:00					
Sun	11:00	23:30					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	✓		
Day	Start	Finish		Outdoors			
Mon	11:00	23:30	Please give further details here (please read guidance note 3)	Both			
Tue	11:00	23:30		State any seasonal variations for the playing of recorded music (please read guidance note 4)			
Wed	11:00	23:30			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5) <ul style="list-style-type: none"> • Christmas Eve – 11:00hrs to 02:00hrs of the following morning. • New Year's Eve – 11:00hrs to 02:00hrs of the following morning. 		
Thur	11:00	23:30					
Fri	11:00	00:00					
Sat	11:00	00:00					
Sun	11:00	23:30					

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	✓	
Day	Start	Finish		Outdoors		
Mon	11:00	23:30	Please give further details here (please read guidance note 3)	Both		
Tue	11:00	23:30				
Wed	11:00	23:30		State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	11:00	23:30				
Fri	11:00	00:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)			
Sat	11:00	00:00				
Sun	11:00	23:30				

H

Anything of a similar description to that falling within (e),(f)or(g) Standard days and timings (please read guidance note 6)			Will the entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	✓	
Day	Start	Finish		Outdoors		
Mon	11:00	23:30	Please give a description of the type of entertainment you will be providing	Both		
Tue	11:00	23:30				
Wed	11:00	23:30		State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thur	11:00	23:30				
Fri	11:00	00:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 5)			
Sat	11:00	00:00				
Sun	11:00	23:30				

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	✓	
Day	Start	Finish		Outdoors		
Mon	23:00	23:30	Please give further details here (please read guidance note 3)	Both		
Tue	23:00	23:30				
Wed	23:00	23:30		State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	23:00	23:30				
Fri	23:00	00:00		Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5) <ul style="list-style-type: none"> • Christmas Eve – 23:00hrs to 02:00hrs of the following morning. • New Year's Eve – 23:00hrs to 02:00hrs of the following morning. 		
Sat	23:00	00:00				
Sun	23:00	23:30				

Sale of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises	✓	
Day	Start	Finish		Off the premises		
Mon	11:00	23:30	State any seasonal variations for the sale of alcohol (please read guidance note 4)	Both		
Tue	11:00	23:30				
Wed	11:00	23:30				
Thur	11:00	23:30		Non standard timings. Where you intend to use the premises for the sale of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5) <ul style="list-style-type: none"> • Christmas Eve – 11:00hrs to 02:00hrs of the following morning. • New Year's Eve – 11:00hrs to 02:00hrs of the following morning. 		
Fri	11:00	00:00				
Sat	11:00	00:00				
Sun	11:00	23:30				

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	07:30	00:00	<p>Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)</p> <ul style="list-style-type: none"> • Christmas Eve – 07:30hrs to 02:30hrs of the following morning. • New Year's Eve - 07:30hrs to 02:30hrs of the following morning.
Tue	07:30	00:00	
Wed	07:30	00:00	
Thur	07:30	00:00	
Fri	07:30	00:30	
Sat	07:30	00:30	
Sun	07:30	00:00	

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

Remove the following conditions as obsolete or covered by other legislation:

24. All parts of the premises and all fittings and apparatus therein, door fastenings and notices and the seating, lighting, heating, electrical, ventilation, sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.
25. Where the licence permits the provision of dancing, a suitable and clearly identifiable single area is available for this purpose. The minimum area to be set aside shall be four square metres where the Licence permits a maximum capacity of between 1 and 99 people, six square metres where the Licence permits a maximum capacity between 100 and 199 people and nine square metres where the License permits a maximum capacity of over 200.
26. An area separate from the main dance area with:-
 - adequate seating and,
 - suitable means of providing cool air (either by air conditioning or ventilation to the external air and,
 - so far as is practicable, respite from high levels of noise is to be provided.
27. Cold drinking water is to be available at the service point and a notice of the availability is to be prominently displayed at suitable locations within the premises.
67. A specific taxi operator has been nominated for staff and customers use. The company's telephone number is advertised to customers. The operator and all drivers are to be made aware that they should arrive and depart as quietly as possible, should not sound vehicle horns as a signal of their arrival or leave engines idling unnecessarily. In addition, staff will leave as quietly as possible, particularly at night and early in the morning.
68. Staff will check prior to entertainment, and periodically during the entertainment, that all windows and doors are shut.
73. Bottle skips and bins containing cans or bottles will not be emptied outside after closing but will be dealt with the next day during normal office hours.
74. The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm. This will help to reduce the levels of noise produced by the premises.
75. Cooking, noxious or persistent smells from the premises will not cause a nuisance to nearby properties and the premises must be properly vented.
76. Flashing or particularly bright lights on or outside licensed premises will be positioned and screened in such a way so as to not cause a disturbance to nearby properties.
77. All the rubbish produced by the premises will be stored securely in a designated area or in a bin with a tight fitting lid. This will help prevent litter being blown around.
78. Facilities for depositing litter and the collection of litter generated by patrons will be available and maintained, where outside areas are provided for the use of patrons.
79. The time during which the premises are permitted to be open to the public or to members and guests is restricted between the hours of 8am – 11pm to prevent public nuisance.

Remove conditions 6 & 7 and replace with :

6. The maximum occupancy of the building or venue at any one time will be restricted to 120 seated guests or 300 standing in respect of all areas, parts or floors as specified by the Fire Authority.

7. The number of persons admitted to the premises on any one occasion shall not exceed the maximum occupancy of 120 seated guests or 300 standing (such number is inclusive of staff and performers working at the premises). This is in agreement with the responsible authorities, available floor space and the sanitary accommodation available.

To read

The number of persons admitted to the premises on any one occasion shall not exceed the maximum occupancy figure identified in the premise's risk assessment. This capacity to be set in agreement with the responsible authorities, available floor space and the sanitary accommodation available.

Please tick ✓

I have enclosed the premises licence

✓

I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

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

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

b) The prevention of crime and disorder

c) Public safety

- The number of persons admitted to the premises on any one occasion shall not exceed the maximum occupancy figure identified in the premise's risk assessment. This capacity to be set in agreement with the responsible authorities, available floor space and the sanitary accommodation available.

d) The prevention of public nuisance

- Noise from regulated entertainment shall not exceed an LAeq (5 min) of 50dB, measured at a height of 1.2 – 1.5 metres above the ground at (1) the alleyway separating St Pauls Community Centre and St Pauls Court; (2) any location on the north pavement of Ambrose Place and (3) any location on the west pavement of Chapel Road.

e) The protection of children from harm

- All persons supervising children to be DBS checked.
- Children will be adequately supervised by an accompanying adult at all times.

Please tick ✓

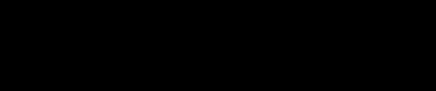
- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

✓
✓
✓
✓
✓

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 11). If signing on behalf of the applicant please state in what capacity

Signature 

Date 11th October 2016

Capacity STAIRMAN



**Licensing Act 2003 – Sections 16 and 18
Premises Licence – Part B**

Housing, Health & Community Safety
Civic Centre
Ham Road
Shoreham-by-Sea
BN43 6PR

Premises Licence Number - LN/100002155

Premises Details

Postal address of premises or, if none, ordnance survey map reference or description	
St Pauls Café St Pauls Arts Centre 55B Chapel Road Worthing West Sussex	
Telephone number	01903 368967

Licensable activities authorised by the licence
See attached Schedule

The times the licence authorises the carrying out of the licensable activities
See attached Schedule

Opening hours of the premises		
Location : Cafe & Function Hall		
Day	Start	Finish
Sunday		
Monday	08:00	23:00
Tuesday	08:00	23:00
Wednesday	08:00	23:00
Thursday	08:00	23:00
Friday	08:00	23:00
Saturday	08:00	23:00
Non Standard Timings & Seasonal Variations		

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

Premises Licence Holder Details

Name

St Paul's Centre Worthing Community Project Ltd.

Registered Address

St Pauls Church
55 Chapel Road
Worthing

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

04604472

Designated Premises Supervisor Details (Where the premises licence authorises for the supply of alcohol)

Name

Mr Nigel Andrew Watson

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 :



Licensing Authority :

Runnymede Borough Council

State whether access to the premises by children is restricted or prohibited

Restricted

Schedule 1 – Licensable Activities authorised by this Licence

Times the licence authorises the carrying out of the licensable activities

Location: Cafe & Function Hall		
Activities: Alcohol Sales		
Day	Start	Finish
Sunday		
Monday	10:00	22:30
Tuesday	10:00	22:30
Wednesday	10:00	22:30
Thursday	10:00	22:30
Friday	10:00	22:30
Saturday	10:00	22:30
Non Standard Timings & Seasonal Variations		

Signed on behalf of the issuing licensing authority

Senior Licensing Officer

Date : 1 July 2016

Annexe 1 : Mandatory Conditions

A. Mandatory conditions: Supply of Alcohol

1. No supply of alcohol may be made under the premises licence:-
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

B. Mandatory conditions: Door Supervision

Where employed each such individual must be licensed by the Security Industry Authority.

C. Mandatory conditions: Irresponsible Promotions

The responsible person must ensure that staff do not carry out, arrange or participate in any irresponsible promotions in relation to the premises. An irresponsible promotion is 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

- Drinking Games including any game or activity that requires or encourages (or is designed to require or encourage) individuals to drink a quantity of alcohol within a time limit, or to drink as much as possible. This does not include “drinking up time”, shortly before the end of licensed hours.
- 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 in a manner which carries a significant risk of undermining a licensing objective;
- 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 in a manner which carries a significant risk of undermining a licensing objective.
- Promotional posters or promotional material on, or in the vicinity of, the premises which can be reasonably considered to condone, encourage or glamorise antisocial behaviour or refer to drunkenness favourably.
- Dispensing alcohol directly into the mouth of a customer by a member of staff. This includes activities such as the “dentist’s chair”. This prohibition does not apply where a person is not able to drink without assistance because of a disability.

D. Mandatory conditions: Free Drinking Water

Free potable water must be provided on request to customers where it is reasonably available on the premises.

E. Mandatory conditions: Age Verification

An age verification policy for the premises must be produced, implemented and details made available to authorised officers upon request. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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 either:

- a holographic mark, or
- an ultraviolet feature.

F. Mandatory conditions: Small Alcohol Measures

The responsible person must ensure that where any of the following alcoholic drinks are 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;

These measures must be displayed in a menu, price list or other printed material which is available to customers on the premises. Customers must be made aware that these measures are available.

Where a customer orders a drink listed above but does not specify the alcohol measure, the customer must be made aware of the range of measures available. This can be either verbally or by ensuring they have seen the printed materials on which their availability is listed. If the responsible person is satisfied that the customer has been made, and continues to be, aware of the range of measures available, the responsible person does not need to repeat that information in relation to each sale.

G. Mandatory conditions: Permitted Price

A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979; “permitted price” is the price found by applying the formula—

$$P = D + (D \times V)$$

Where —

- I. P is the permitted price*
- II. D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and*
- III. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;*

“relevant person” means, in relation to premises in respect of which there is in force a premises licence —

- I. the holder of the premises licence*
- II. the designated premises supervisor (if any) in respect of such a licence, or*
- III. the personal licence holder who makes or authorises a supply of alcohol under such a licence;*

Full details regarding this condition can be found in the Home office Guidance on banning the sale of alcohol below the cost of duty plus VAT for suppliers of alcohol and enforcement authorities in England & Wales dated May 2014.

Annexe 2 : Conditions consistent with the Operating Schedule

1. A 30 minute period after the terminal hour for the sale of alcohol to allow the premises to be cleared of the public.
2. When open to the general public the operating regime of the café is to be based upon a 'café bar' strategy, in that all alcohol is delivered by waiter/waitress service to persons seated at tables/chairs or similar and is consumed at that location. That there is to be no 'vertical' consumption of alcohol at a bar.
3. During private, pre-booked events, it will not be necessary to utilize waiter/waitress service and service of customers may take place at a bar. Such functions must be pre booked at least 48 hours in advance and evidence of that booking should be noted in a suitable book with contact names, addresses and telephone numbers and be made available to police if requested.
4. CCTV capable of covering the inside and outside the premises in positions agreed with both the Council and the Police will be provided to enhance the safety of patrons and staff where deemed appropriate. All cameras will be maintained in good working order with image storage of a minimum of 28 days and made immediately available to police upon reasonable request.
5. A clear and legible notice outside the premises will indicate:-
 - the normal hours under the terms of the premises license during which licensable activities are permitted,
 - any restriction on the admission of children at specified times or for particular events or regulated entertainment.
6. The maximum occupancy of the building or venue at any one time will be restricted to 120 seated guests or 300 standing in respect of all areas, parts or floors as specified by the Fire Authority.
7. The number of persons admitted to the premises on any one occasion shall not exceed the maximum occupancy of 120 seated guests or 300 standing (such number is inclusive of staff and performers working at the premises). This is in agreement with the responsible authorities, available floor space and the sanitary accommodation available.
8. A suitable system to control entry to the premises will be used to count the number of persons entering and leaving the premises, or parts of the premises where appropriate, to ensure that the maximum specified occupancy is not exceeded at any one time. The counting system is sufficiently accurate to inform an authorised person, on request, of the number of persons in the premises or part of the premises as appropriate. The private events will have booked and paid for in advance for their number of guests.
9. We will employ an appropriate method for checking the number of people entering and leaving the premises and ensure that steps are taken so that, once the maximum occupancy is reached, no further persons are admitted. The method employed will be booking in advance and a guest list.

10. As far as is practical, that persons on or leaving the Premises and using adjacent car parks and highways will be reminded to conduct themselves in an orderly manner and do not in any way cause annoyance to residents or persons passing by.
11. Sufficient numbers of door staff/stewards who are suitably trained will be provided on the premises, depending on the activities or entertainment taking place on site and the likelihood of overcrowding. All Door staff must be licensed with the Security Industry Authority.
12. A register of all staff, including door supervisors, who are working at the premises whilst the public is present will be maintained. Any person employed or engaged on the premises in a security activity such as the vetting of customers and/or the maintenance of public order at either any entrance to the premises or any part within shall hold the appropriate Security Industry Authority accreditation.
13. When on duty every attendant shall wear a uniform, distinctive dress or armband and no person under the age of sixteen shall be employed as an attendant on the premises.
14. Effective two-way communication such as a text/ radio pager link, or via Night Net, between the designated premises supervisor or their representative and the Police and other clubs or licensed premises in the locality is provided. The equipment/system will be kept in working order at all times that the premises are open to the public ensuring that all instances of crime and disorder are reported to an agreed police contact point and any police instructions/ directions must be complied with whenever given.
15. A written drugs policy is in force at the premises with the objective of securing, as far as reasonably practicable, the safety of patrons and others attending the premises.
16. The provision of plastic glass and bottles will be provided depending on the type of entertainment provided, and the number and behaviour of patrons.
17. To prevent the sale of alcohol to persons under the age of 18 years suitable written proof of age from young people attempting to purchase
18. Staff will be suitably trained to prevent the sale of alcohol to under 18's.
19. Regular glass and bottle collection will be undertaken throughout the premises.
20. Patrons will not be permitted to leave the premises with any glass or bottles which belong to the premises.
21. A log book or recording system shall be kept upon the premises in which shall be entered particulars of inspections made; those required to be made by Statute, and information compiled to comply with any public safety condition attached to the premises license that requires the recording of such information. The logbook shall be kept available and produced for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.
22. Adequate access is provided for emergency vehicles.
23. Where patrons wait in a queue for admission, all reasonable steps will be taken to ensure that such persons do not obstruct exits, yards, passageways, stairways and ramps leading to the outside of the premises. Barriers will be provided to control queuing patrons to prevent crushing. Portable barriers/guards will be available

where queues for entry can be envisaged. These should be arranged so as to control patrons and keep the pavements clear.

24. All parts of the premises and all fittings and apparatus therein, door fastenings and notices and the seating, lighting, heating, electrical, ventilation, sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.
25. Where the licence permits the provision of dancing, a suitable and clearly identifiable single area is available for this purpose. The minimum area to be set aside shall be four square metres where the Licence permits a maximum capacity of between 1 and 99 people, six square metres where the Licence permits a maximum capacity between 100 and 199 people and nine square metres where the License permits a maximum capacity of over 200.
26. An area separate from the main dance area with:-
 - adequate seating and,
 - suitable means of providing cool air (either by air conditioning or ventilation to the external air and,
 - so far as is practicable, respite from high levels of noise is to be provided.
27. Cold drinking water is to be available at the service point and a notice of the availability is to be prominently displayed at suitable locations within the premises.
28. At least one qualified first-aider will be present on the premises during the whole time the premises are made available for regulated entertainment. If more than one suitably qualified first- aider is required then their respective duties must be clearly defined.
29. The date on which any staff have obtained first aid qualifications or received refresher training shall be recorded and kept within a logbook.
30. Facilities and equipment suitable for the number of patrons and the type of event undertaken are provided to enable first-aid treatment to be given promptly in the event of injury to patrons or staff.
31. Persons must not be allowed to stand, sit or otherwise remain in any gangway or exit way.
32. Curtains will not be hung across gangways, exit ways or over staircases. Where hung over doorways or across corridors, they shall draw easily from the centre and slide freely and shall be clear of the floor.
33. All rope barriers across gangways, exit ways and stairways are fitted with automatic catches or slip connections and shall be so fixed as to not trail on the floor when parted.
34. All doors and fastenings will at all times be kept in proper working order. Gangways, exit routes and steps will be maintained in good order with non-slippery and even surfaces.
35. All parts of the premises that are regularly or exclusively used for a closely seated audience, have seats which are securely fixed to the floor.
36. In any part of the premises not regularly used by a closely seated audience, chairs, if provided, shall be securely fastened together in lengths of not less than four nor

more than twelve whenever more than 250 persons are to be accommodated. There will be space of not less than 300mm between the back of one seat and the front of the one behind measured between perpendiculars. Provision shall be made for the end seats in each row that flank the gangways to be securely fastened to the floor.

37. No fixed seat will be more than 4 metres from a gangway.
38. Where any entertainment involving a closely seated audience is provided, seats must be allocated by row and seat number. A copy of the seating plans shall be kept readily available at the premises and shall be shown upon request.
39. The seating will at all times ensure free unobstructed access to all exit doors.
40. All parts of the premises will be adequately illuminated and those portions to which the public has access and all routes of escape for performers and staff shall be provided with adequate means of illumination from two independent sources.
41. In the event of failure of the general lighting, the public shall be required to leave the Premises forthwith.
42. In the event of the failure of the emergency lighting, the auditorium shall be immediately fully illuminated by the general lighting and the public shall be required to leave the Premises forthwith.
43. Any batteries supplying emergency lighting shall be fully charged before the public are admitted to the Premises. They shall be of such capacity and so maintained as to be capable of supplying at normal voltage the full load of the emergency lighting during the time required for "safe escape" of the public in an emergency.
44. When the public has been required to leave the Premises owing to a failure covered by these provisions, they shall not be readmitted until the general lighting or emergency lighting, as the case may be, failure of which was the reason for their being required to leave, shall have been fully restored.
45. No illuminate other than an electric light shall be employed upon the stage, in the stage basement, or stores.
46. The air management system within the premises will be used during entertainment, as there will be insufficient ventilation when all windows and doors are closed to prevent noise breakout.
47. No explosive or highly inflammable material shall be brought into the premises and no cotton wool or other similar highly inflammable material shall be used for scenery, decoration or costume.
48. Smoking is prohibited within any stage area and dressing rooms and notices are prominently displayed to this effect.
49. Pyrotechnics will not be used other than on a stage that is capable of being separated from the public by a fire-resisting curtain. In this connection, pyrotechnics means apparatus or other devices used to produce smoke, vapour or firework type effects.
50. No work in connection with any alterations or repairs in areas occupied by the public or performers shall be carried out whilst the public are on the Premises.

51. When disabled people are present on the premises adequate arrangements will be in place to enable their safe evacuation in the event of an emergency and disabled persons on the premises must have been made aware of those arrangements.
52. Noise or vibration will not emanate from the premises such as to cause persons in the neighbourhood to be unreasonably disturbed. In general terms, noise from the premises should not be audible within any noise sensitive premises (e.g. dwelling) with windows open for normal ventilation especially after 11pm. This will be assessed from the boundary to the nearest residential properties, on all sides of the licensed premises. The criteria that will be applied are
 - (i) Before 11pm – Noise emanating from the premises will not be clearly distinguishable above other noise.
 - (ii) After 11pm – Noise emanating from the premises will not be distinguishable above background levels of noise.
 - (iii) The local authority will reserve the right in cases of tonal noise and where premises are attached to others (i.e. semi's and terraced properties), to make further assessments from within the residential property.
53. The volume of amplified sound used in connection with the entertainment provided shall at all times be under the control of the Licensee/Management and the controlling mechanism shall be operated from a part of the Premises not accessible to the public.
54. Noise levels within the premises resulting from the operation of any musical instrument or amplified equipment will be regulated so as to protect the hearing of any employee therein in accordance with current standards.
55. Prominent, clear and legible notices will be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
56. There will be no use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas are restricted.
57. The placing of refuse, such as bottles, into receptacles outside the premises takes place at times that will prevent disturbance to nearby properties.
58. Deliveries of kegs, bottles, food or other materials necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.
59. The Licensee will ensure that staff who arrive early morning or depart late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
60. Doors and windows will be kept shut during entertainment. To reduce noise break out. A management scheme will be in place to ensure this situation remains.
61. Patrons will be asked not to stand around talking in the street outside the premises or any car park; and asked to leave the vicinity quickly and quietly.
62. An announcement will be made prior to closing requesting patrons' cooperation in leaving the premises and vicinity as quietly and quickly as possible.
63. Door staff will be positioned at exits, particularly at closing times to ensure noise from patrons leaving the premises is minimized.

64. Entrances are provided with lobbies with automatic door-closers. The lobbies are in use throughout the time of entertainment.
65. A noise limitation device is installed to control the system to which all amplification equipment is fitted. This device will be regularly maintained to ensure that the noise produced within the premises will not be audible within any residential premises in the vicinity.
66. The volume of all amplified music will be set at 50db which has been agreed by the council's Environmental Protection Team. This will be measured from a point 3.5 meters from the façade of the nearest residential premises, or from within, depending on the circumstances that prevail. The settings are secured and capable of amendment only by the manager or personal licence holders following appropriate application to and consultation with the Council.
67. A specific taxi operator has been nominated for staff and customers use. The company's telephone number is advertised to customers. The operator and all drivers are to be made aware that they should arrive and depart as quietly as possible, should not sound vehicle horns as a signal of their arrival or leave engines idling unnecessarily. In addition, staff will leave as quietly as possible, particularly at night and early in the morning.
68. Staff will check prior to entertainment, and periodically during the entertainment, that all windows and doors are shut.
69. A senior member of staff (manager) will assess the impact of any noisy activities on neighbouring residential premises at the start of the activity/entertainment and periodically throughout the activity/entertainment to ensure levels of noise have not increased.
70. Regular maintenance will be carried out on all plant and machinery to ensure that noise disturbance from such sources is kept to a minimum.
71. The handling of beer kegs, bottles and other similar items will not take place in the late evening, at night and during the early morning, when the noise generated could cause a nuisance particularly outside buildings.
72. The delivery of goods is to be restricted to the following times 8.30am – 8.30pm
73. Bottle skips and bins containing cans or bottles will not be emptied outside after closing but will be dealt with the next day during normal office hours.
74. The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm. This will help to reduce the levels of noise produced by the premises.
75. Cooking, noxious or persistent smells from the premises will not cause a nuisance to nearby properties and the premises must be properly vented.
76. Flashing or particularly bright lights on or outside licensed premises will be positioned and screened in such a way so as to not cause a disturbance to nearby properties.
77. All the rubbish produced by the premises will be stored securely in a designated area or in a bin with a tight fitting lid. This will help prevent litter being blown around.

78. Facilities for depositing litter and the collection of litter generated by patrons will be available and maintained, where outside areas are provided for the use of patrons.
79. The time during which the premises are permitted to be open to the public or to members and guests is restricted between the hours of 8am – 11pm to prevent public nuisance.
80. The risk to children is fairly low as the sale of alcohol is with food and the events are privately booked and closed to the general public. Arrangements shall be in place to prevent the sale of alcohol and illegal substances to children - this includes an age-monitoring scheme:
- a) Passport
 - b) Photo Card driving licence issued in the European Union
 - c) Proof of Age Standards Scheme Card (PASS)
 - d) Official ID card issued by HM Forces or by a European Union country bearing a photo and date of birth of holder.

Annexe 3 : Conditions attached after a hearing by the Licensing Authority

None

Annexe 4 : Plans

See Attached certified plan dated Sept 09.



Licensing Act 2003 – Sections 16 and 18
Premises Licence – Part B

Housing, Health & Community Safety
Civic Centre
Ham Road
Shoreham-by-Sea
BN43 6PR

Premises Licence Number - LN/000002117

Premises Details

Postal address of premises or, if none, ordnance survey map reference or description		
St Pauls Church Community Centre Chapel Road Worthing BN11 1EB		
Telephone number	01903 525376	
Licensable activities authorised by the licence		
See attached Schedule		
The times the licence authorises the carrying out of the licensable activities		
See attached Schedule		
Opening hours of the premises		
Location : Community Centre		
Day	Start	Finish
Sunday	08:00	23:00
Monday	08:00	23:00
Tuesday	08:00	23:00
Wednesday	08:00	23:00
Thursday	08:00	23:00
Friday	08:00	23:00
Saturday	08:00	23:00
Non Standard Timings & Seasonal Variations		
Where the licence authorises supplies of alcohol whether these are on and/or off supplies		
Not Applicable – Sale of alcohol not authorised by this licence.		

Premises Licence Holder Details

Name
St Paul's Community Centre

Registered Address
St Pauls Church Chapel Road Worthing West Sussex

Registered number of holder, for example company number, charity number (where applicable)
1097454

Company Secretary

Name
Mr Stephen Brown

State whether access to the premises by children is restricted or prohibited
N/A

Schedule 1 – Licensable Activities authorised by this Licence

Times the licence authorises the carrying out of the licensable activities

Location: Main hall & meeting room		
Activities: Perform Play, Exhibit Film, Recorded Music Live Music, Perform Dance, Anything similar		
Day	Start	Finish
Sunday	09:00	22:30
Monday	08:00	22:30
Tuesday	08:00	22:30
Wednesday	08:00	22:30
Thursday	08:00	22:30
Friday	08:00	22:30
Saturday	08:00	22:30
Non Standard Timings & Seasonal Variations		
<ul style="list-style-type: none"> Bank/Public Holidays 09.00hrs to 22.30hrs. 		

Location: Main hall & meeting room		
Activities: Music Making Facilities, Dance Facilities, Anything similar		
Day	Start	Finish
Sunday	09:00	22:30
Monday	08:00	22:30
Tuesday	08:00	22:30
Wednesday	08:00	22:30
Thursday	08:00	22:30
Friday	08:00	22:30
Saturday	08:00	22:30
Non Standard Timings & Seasonal Variations		
<ul style="list-style-type: none"> Bank/Public Holidays 09.00hrs to 22.30hrs. 		

Signed on behalf of the issuing licensing authority

Senior Licensing Officer

Date : 21 October 2011

Annexe 1 : Mandatory Conditions

1. Mandatory conditions: exhibition of films

No film shall be exhibited unless it has received a “U”, “PG”, “12A”, “15” or “18” certificate from the British Board of Film Censors or the British Board of Film Classification or has been approved, in writing, by the Licensing Authority, Worthing Borough Council; or it is a current newsreel which has been submitted to the British Board of Film Censors or the British Board of Film Classification.

Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –

PERSONS UNDER THE AGE OF (INSERT APPROPRIATE AGE) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.

This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.”

2. Permitted Hours

Regulated Entertainment shall not be provided except during the premise's permitted hours.

Annexe 2 : Conditions consistent with the Operating Schedule

1. Regulated Entertainment shall be limited to no more than 26 days in a 12 month period, the 12 month period commencing from the date of issue of the licence.
2. Noise from regulated entertainment shall not exceed an LAeq (5 min) of 50dB, measured at a height of 1.2 – 1.5 metres above the ground at (1) the alleyway separating St Pauls Community Centre and St Pauls Court; (2) any location on the north pavement of Ambrose Place and (3) any location on the west pavement of Chapel Road.
3. The management shall have a clear understanding of the terms and implications of the Licensing Act 2003.
4. Clear instructions shall be given to hirers. The management will vet and monitor all events held by hirers.
5. All hirers will supply a basic risk assessment and demonstrate understanding of the centre's health and safety policy.

6. All musical entertainment to be restricted to the areas marked on the plan.
7. Staff will monitor and supervise all events held at the premises.
8. Staff to maintain strict control of entrance to premises – only one entrance to be used whilst licensable activities are taking place.
9. The detailed health, safety and security policy to be regularly updated.
10. All emergency equipment and entrances are to be checked regularly and maintained in good order.
11. First aid kits kept & maintained.
12. Lighting both inside and outside to be adequate and maintained.
13. The maximum number of persons permitted at any time in that part of the premises to which the License applies to be limited to 380 persons.
14. Anti drug policy in place
15. Police to be contacted regarding any incidents of crime & disorder
16. Responsible staff constantly on duty when premises are open to the public.
17. Noise leakage from premises regularly monitored and any problems addressed immediately.
18. Doors and windows kept closed during regulated entertainment.
19. All private parties & functions to be pre-booked after management vetting process. Management will maintain a policy refusing bookings that are likely to disturb neighbours or local residents.
20. Signage displayed near exits requesting the public to respect the needs of local residents by quietly leaving the premises.
21. All persons supervising children to be C.R.B. checked.
22. Children will be adequately supervised by an accompanying adult or church member at all times.
23. The terms and conditions of West Sussex Fire & Rescue Service's report no. 8/A/0937 dated 24 August 2009 are to be implemented.

Annexe 3 : Conditions attached after a hearing by the Licensing Authority

Not applicable

Annexe 4 : Plans

See attached plan no. 1830.P01

Appendix E 1 Sussex Police Representation

Licensing Unit,
Adur and Worthing
Councils
Portland House,
Richmond Road,
Worthing,
BN11 1LF



Neighbourhood Licensing Team West Sussex Division

6th December 2016

**APPLICATION FOR A FULL VARIATION TO BE GRANTED UNDER THE LICENSING ACT 2003 FOR
ST PAULS ARTS CENTRE, 55B CHAPEL ROAD, WORTHING, BN11 1EE**

Dear Mr Jones,

I write on behalf of the Chief Officer of Police for Sussex to raise a representation against the grant of the above application on the grounds of the licensing objectives of the Prevention of Crime and Disorder, Prevention of Public Nuisance and the Protection of Children from Harm.

Sussex Police have no objection to the principal of the application, however while the operating schedule provided identifies a number steps to address the licensing objectives, it is considered that additional measures are necessary. Sussex Police propose the following conditions which should not prove onerous on the day-to-day operation of the premises. These reflect the steps proffered in the application and also include some additional steps:

1. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the licence or conditions attaching to it.
2. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences. Each of these staff members shall receive full training pertinent to the Licensing Act before being permitted to start selling alcohol, specifically with regard to age-restricted sales and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed prior to any sale of alcohol being authorised. Refresher training shall be undertaken thereafter at intervals of no more than twelve (12) weeks whereby staff are reminded of their responsibilities. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.
3. After 21:00 hours, all children under 18 years must be accompanied by a responsible adult and may only remain on the premises if partaking in a sit down meal or attending a private pre-booked function or event. Such private functions and events must be booked at least 24 hours in advance and a risk assessment must be performed by the premises staff, with the promotion of the licensing objectives in mind.
4. The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by the Designated Premises Supervisor at intervals of no more than four (4) weeks. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of

West Sussex Neighbourhood Licensing Team
Police Station, Durrington Lane, Worthing, BN13 2PQ

Telephone: 01273 404030
101 ext. 581533

twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.

5. Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.
 - o The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
 - o CCTV footage will be stored for a minimum of 28 days
 - o The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.
 - o The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
 - o Subject to Data Protection guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk for the police without difficulty or delay and without charge to Sussex Police.
 - o Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
6. A documented risk assessment must be undertaken, which identifies the activities carried out at the premises and the controls necessary to promote the licensing objectives. This will include, but not be limited to, the need for Security Industry Authority door supervisors and the use of Polycarbonate drinking vessels. It will include written emendations demonstrating what considerations have been made for any additional special events which may arise during the year. This document shall be immediately available for inspection by the Police and the Licensing Authority, upon request.
7. Those performing the role of SIA Door Supervisor will not perform any other role when engaged for the purpose of Door Supervision activities.
8. Regulated entertainment shall be limited to no more than 26 days in a 12 month period, the 12 month period commencing from the date of issue of the licence.
9. If a third party wishes to hire the venue, they must complete a Hire Agreement. This document must give clear instructions to hirers and contain the Terms and Conditions of hire that the prospective hirer must abide by. A copy of the premises licence will accompany this document. It will also advise that any patrons who appear to be under the age of 25 are to bring suitable forms of identification. The Premises Licence Holder and/or Designated Premises Supervisor take ultimate responsibility for all sales of alcohol at the venue. The Designated Premises Supervisor/management shall review and vet all events to ensure they are compliant with the Licensing Act 2003 and with the conditions on the premises licence.
10. The hire agreement will state that persons hiring the premises must ensure that, prior to making sales of alcohol, all staff members to be engaged in selling alcohol on the premises shall receive full training pertinent to the sale of alcohol under the Licensing Act 2003, specifically in regards to age-related sales and the refusal of sales to persons believed to be under the influence of alcohol or restricted substances.

Sussex Police understand that if this Application is granted, the applicant will surrender Premises Licence LN/000002117.

If the applicant is agreeable to the proposed conditions, Sussex Police can resolve this representation subject to these conditions being attached to the premises licence.

Please contact this office on the number below or via email to ws_licensing_wor@sussex.pnn.police.uk should you wish to discuss this representation

Yours sincerely



West Sussex Neighbourhood Licensing Team
Police Station, Durrington Lane, Worthing, BN13 2PQ

Telephone: 01273 404030
101 ext. 581533

Chief Inspector Howard Hodges
District Commander

Appendix E 2 WSCC Fire & Rescue Representations

A1203 Licence Report.. St Pauls Art Centre

1 message

Ray Jackson <ray.jackson@westsussex.gov.uk> 2 December 2016 at 14:25
To: "Simon Jones (Simon.Jones@adur-worthing.gov.uk)" <Simon.Jones@adur-worthing.gov.uk>

LICENSING ACT 2003

The Fire Authority objects to the application for a Premises Licence in respect of the above premises. The following observations are made:

Item 6.. Maximum numbers of persons as per the Fire Risk Assessment and agreement with the Fire Authority.

A copy of the fire risk assessment to be forwarded to the fire Authority, including the figures for the calculation of permitted numbers, before objections will be removed.

The applicant should be advised that current fire legislation requires an employer, or other responsible person, to carry out a review of their fire risk assessment following any material change.

Any resultant changes to the workplace, the responsible person must review the fire safety arrangements to reduce any increased risk.

Should you require any further advice or assistance please do not hesitate to contact the Protection Team at the above address.

Ray Jackson
Inspecting Officer

Please can you acknowledge receipt - thank you.

Kind regards

Business Fire Safety

Ray Jackson - Fire Safety Officer West Sussex Fire and Rescue Service

[West Sussex County Council](#)
Centenary House, Durrington Lane, Worthing, West Sussex BN13 2QB.

Phone: 0330 222 4654: Mob 07711 034554

Email: ray.jackson@westsussex.gov.uk

Further Information: West Sussex County Council: [Business Fire Safety](#)

Do you know anyone that would benefit from a Home Fire Safety Check?

If so, please click here [West Sussex County Council: Home Fire Safety Checks](#)



A0937 St Pauls Art Centre, Worthing

1 message

Business Fire Safety <BusinessFireSafety@westsussex.gov.uk> 5 December 2016 at 16:00
To: "Simon Jones (Simon.Jones@adur-worthing.gov.uk)" <Simon.Jones@adur-worthing.gov.uk>

Simon,

I have received a copy of the Fire Risk Assessment for the premises, but I feel unable to lift the objections as it identifies many items to be addressed.

I will send an email to the applicant detailing the items to be rectified, and a copy to yourself.

Regards

Ray

Ray Jackson -Inspecting Officer- Business Fire Safety.
West Sussex Fire and Rescue Service.
Tel Mob: 07711 034554
[West Sussex County Council](#)
Horsham Fire Station, Hurst Road, Horsham, West Sussex. RH12 2DN
Phone: 0330 222 3333 or Email: businessfiresafety@westsussex.gov.uk
Further Information: West Sussex County Council: [Business Fire Safety](#)
Do you know anyone that would benefit from a Home Fire Safety Check?
If so, please click here [West Sussex County Council: Home Fire Safety Checks](#)



Ray Jackson <ray.jackson@westsussex.gov.uk> 5 December 2016 at 16:06
To: "Simon Jones (Simon.Jones@adur-worthing.gov.uk)" <Simon.Jones@adur-worthing.gov.uk>

From: Ray Jackson **On Behalf Of** Business Fire Safety
Sent: 05 December 2016 16:06
To: Anthony Dickinson
Subject: RE: St.Paul's fire risk assessment

Dear Mr Dickinson,

Thank you for sending a copy of the fire risk assessment.

As there are a large number of items that need rectifying, I am unable to lift my objections to the Licencing Officer.

The items that need attention as a priority include:

Ray Jackson -Inspecting Officer- Business Fire Safety.
West Sussex Fire and Rescue Service.
Tel Mob: 07711 034554
[West Sussex County Council](#)
Horsham Fire Station, Hurst Road, Horsham, West Sussex. RH12 2DN
Phone: 0330 222 3333 or Email: businessfiresafety@westsussex.gov.uk
Further Information: West Sussex County Council: [Business Fire Safety](#)
Do you know anyone that would benefit from a Home Fire Safety Check?
If so, please click here [West Sussex County Council: Home Fire Safety Checks](#)



Tel: 0330 2223333
 Email: BusinessFireSafety@westsussex.gov.uk



Anthony Dickinson
manager@stpaulsworthing.co.uk

West Sussex Fire and Rescue Service
 Business Fire Safety
 Horsham Fire Station
 Hurst Road
 Horsham
 RH12 2DN

Premises: St Pauls Art Centre
 55b Chapel Road
 Worthing
 BN11 1EE

File Ref: A0937
 (Please quote this reference
 on all future correspondence)

Your Ref:

Inspector: Ray Jackson

12th January 2017

**The Regulatory Reform (Fire Safety) Order 2005
 Fire Safety Deficiencies**

Following an audit of the fire safety arrangements at the above premises on the 12th January 2017, the following statutory requirements of the Order have not been adequately met.

Please see standard terms and definitions for explanation of terminology or consult the Fire and Rescue Service for explanation. See contact above.

NOTICE OF DEFICIENCIES

<p>The location and details of matters that are considered to be failures to comply with The Regulatory Reform (Fire Safety) Order 2005 are detailed in the column below.</p>	<p>The steps considered necessary to remedy the failures are detailed in the column below.</p>
<p>Article 8 Failure to take general fire precautions to ensure the safety of persons on the premises</p>	<p><input type="checkbox"/> Implement the general fire precautions as identified by the fire risk assessment. <input checked="" type="checkbox"/> The significant findings contained</p>

	<p>within the fire risk assessment dated 09/08/2016 have not been completed. They are to be undertaken as a matter of priority.</p> <ul style="list-style-type: none"> ❑ Review the occupancy figures for the premise removing the exit via the kitchen from the calculations.
<p>Article 9 Failure to carry out a suitable and sufficient fire risk assessment to identify the general fire precautions required. Failure to implement the general fire precautions as identified in the fire risk assessment.</p>	<ul style="list-style-type: none"> ❑ Carry out a suitable and sufficient fire risk assessment for the premises to identify the general fire precautions required. <p>The risk assessment dated 09/08/2106 does not appear to be suitable or sufficient.</p> <p>It must be reviewed and re-addressed with specific consideration given to the following areas.</p> <ol style="list-style-type: none"> 1. Means of escape from the first floor to external. 2. Need for fire resistance and fire doors on the above escape route. 3. Review the L2 fire alarm system and bring the alarm system up to that standard, particular detail being given to the main hall. 4. Review the means of escape via the kitchen exit and adjust the occupancy figures. <ul style="list-style-type: none"> ❑ The fire risk assessment should be carried out by a suitably qualified, trained and competent person. ❑ The fire risk assessment requires periodic reviews to ensure its validity.
<p>Article 10 Failure to assess the required general fire precaution measures using the principles of prevention.</p>	<ul style="list-style-type: none"> ❑ The fire exit route via the kitchen lobby is to be removed. ❑ Any signage indicating this fire exit is to be removed from the main hall side. ❑ It can remain as an exit from the kitchen.
<p>Article 11 Failure to make and give effect to appropriate fire safety arrangements for the effective planning,</p>	<ul style="list-style-type: none"> ❑ Produce and implement an effective process for the management of the fire safety arrangements. This must include planning,

<p>organisation, control, monitoring and review of the general fire precautions required, following the fire risk assessment.</p> <p>Failure to record the fire safety arrangements.</p>	<p>organising, controlling, monitoring and reviewing of the general fire precautions that are required by the fire risk assessment.</p> <ul style="list-style-type: none"> ❑ A record must be kept.
<p>Article 13(1)(a)</p> <p>Failure to provide adequate fire-fighting equipment.</p>	<ul style="list-style-type: none"> ❑ Provide appropriate fire-fighting equipment conforming to BS EN3, BS 7863. ❑ This also applies to the kitchen and first floor areas. ❑ The types, quantity and locations of fire-fighting equipment to be in accordance with BS 5306:Part 3:2000 and BS 5306:Part 8:2000. e.g. adjacent to storey exits and/or fire alarm manual call points
<p>Article 13(1)(a)</p> <p>Failure to provide adequate means of detecting and/or giving warning in case of fire.</p>	<p>Provide a fire detection/warning system conforming to BS 5839</p> <ul style="list-style-type: none"> ❑ Part 1:2002. Category L2. ❑ The existing fire alarm is to be upgraded to the L2 specification within the main hall. ❑ A cut out switch to be interfaced within the fire alarm system in order that any music (live, recorded or DJ) or speaker system, to be shut off on the activation of the fire alarm.
<p>Article 14(1)</p> <p>Failure to ensure that the routes to the emergency exits and the exits themselves are kept clear at all times.</p>	<ul style="list-style-type: none"> ❑ Provide a system of inspection to safe guard the accessibility of all emergency exits routes and exits that are internal and/or external to the premises. ❑ All combustible storage to be removed from both staircases and adequate management procedures put in place to ensure such storage does not recur. ❑ At the time of inspection the north front entrance escape route was completely blocked by a large range of beer barrels, tables and other combustible materials. These must be removed and the area kept clear at all times in order that the escape route can be safely used. ❑ At the time of inspection it was noted

	<p>that the rear escape passage leading to Richmond Road was completely blocked by a scaffold tower. It was also noticed that this was identified on the fire risk assessment (Item 16.1) dated 09/08/2016.</p> <ul style="list-style-type: none"> □ At the time of inspection it was noted that the two escape routes from the first floor were very heavily obstructed by combustible materials and building materials. These must be removed and the area kept clear at all times in order that the escape route can be safely used. □ At the time of inspection it was noted that the north escape route into Richmond Road was obstructed □ To assist in keeping these areas free and usable "Fire Escape – Keep clear" signs to be provided in all escape routes.
<p>Article 14 (2) a-h Failure to ensure that the provision of emergency exits are appropriate for the risk within the premises and are safe and available for use.</p>	<ul style="list-style-type: none"> □ Provide a protected route from first floor to a place of safety away from the building. All walls, ceilings and doors to be of half-hour fire resistance. Doors to be self-closing [except toilet and bathroom doors] to British Standard 476: Part 22. □ Any glazing or windows in the escape route from the first floor to be fire resisting glazing. □ All doors onto the staircases to be FD30S (or FD30LS for Cupboards). This includes all understairs cupboards and the doors to the chapel. □ Provide suitable signage on exit routes and final exits all signage to conform to BS 5499:part 1. (Including intermediate exit signs provided to indicate the available exits from parts of the premises where the direction of escape would not otherwise be apparent.) □ The exit signs to be internally illuminated and the system to be a maintained system. This is due to the venues lights being dimmed or turned off when events take place.

<p>Article 15(1a-c) Failure to provide appropriate procedures in respect of safety drills and instruction</p>	<ul style="list-style-type: none"> ❑ At the time of inspection it was noted that when staff were asked about fire safety training, they replied that they had not had any provided. ❑ Provide an adequate method of training and informing employees in matters fire related, including the outcomes of the fire risk assessment. ❑ Provide an emergency action plan specific to the premises and it's occupants. ❑ Nominate sufficient competent persons to effectively implement procedures. ❑ Provide adequate means to restrict access to hazard areas to suitably trained persons. ❑ Fire action notices to be displayed in prominent places.
<p>Article 17(1) Failure to provide adequate maintenance systems for facilities, equipment and devices provided for general fire precautions.</p>	<p>Provide efficient system of inspection and maintenance in accordance with the relevant British Standard and/or Code of Practice to the following:</p> <ul style="list-style-type: none"> ❑ Fire alarm ❑ At the time of inspection the fire alarm was not being tested weekly and no records were maintained. The fire alarm system is to be tested weekly and records kept. Additionally the fire alarm system is to be checked by a competent electrical engineer and any recommendations put into effect immediately. ❑ Emergency lighting It was noted at the time of the inspection that several emergency lighting units were not working. They are to be repaired or replaced. ❑ At the time of inspection the emergency lighting was not being tested monthly or annually and no records were maintained. The emergency lighting system is to be tested monthly, quarterly and annually and records kept. ❑ Additionally the emergency lighting

	<p>system is to be checked by a competent electrical engineer and any recommendations put into effect immediately.</p> <ul style="list-style-type: none"> ❑ Extinguishers ❑ At the time of inspection the fire extinguishers were not being tested, additionally no records were maintained. All fire-fighting equipment must be tested annually by a qualified engineer and records kept. ❑ It was noted at the time of the inspection several of the extinguishers were last tested in 2009, and one was empty. ❑ Escape routes ❑ The panic push bar on the fire exit adjacent to the kitchen was broken. It is to be repaired or replaced as a matter of urgency.
<p>Article 18(1) Failure to appoint one or more competent persons to assist with the general fire precautions</p>	<p>A competent person must be appointed to assist in undertaking the general fire precautions.</p>
<p>Article 19(1) Failure to inform employees of the relevant contents within the fire risk assessment</p>	<p>Provide an adequate method of informing employees in matters fire related including the outcomes of the fire risk assessment.</p>
<p>Article 21(1) Failure to ensure employees are provided with adequate safety training.</p>	<p>Provide an adequate method of training and informing employees in matters fire related including the outcomes of the risk assessment.</p>

Your attention is drawn to the publications 'Small and Medium Places of Assembly' and '**Means of Escape for Disabled People**' which provide information and guidance for the responsible person about The Regulatory Reform (Fire Safety) Order 2005, fire risk assessments and the appropriate level of fire protection for the use of the premises. These publications are available from bookshops. They can also be viewed and/or downloaded from the Communities and Local Government website: <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business> or visit our website: www.westsussex.gov.uk/fire

A further visit will be made on 20th February 2017 to ensure that the items in the Deficiencies Notice have been carried out.

Should you require any further advice or assistance please do not hesitate to contact us at the above address.

signature

c.c. Principal Planning Officer, Worthing Borough Council
planning@adur-worthing.gov.uk

Building Control Manager, Worthing Borough Council
building.control@adur-worthing.gov.uk

Simon Jones. Licensing Officer
Simon.jones@adur-worthing.gov.uk

West Sussex Fire and Rescue Service
With you, making West Sussex safer

PRINCIPLES OF PREVENTION

- (a) avoiding risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risks at source;
- (d) adapting to technical progress;
- (e) replacing the dangerous by the non-dangerous or less dangerous;
- (f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- (g) giving collective protective measures priority over individual protective measures;
- and
- (h) giving appropriate instructions to employees.

GENERAL FIRE PRECAUTIONS include the following:

- a) Reducing the risk of fire and the spread of fire.
- b) Ensuring that the means of escape can be safely and effectively used.
- c) Providing the means for firefighting.
- d) Providing the means to detect a fire and to give warning.
- e) Providing an emergency action plan and provide training to staff.
- f) Emergency action plan to include mitigating the effects of the fire.

FIRE SAFETY ARRANGEMENTS: Formal arrangements must be devised for effective planning, organisation, control, monitoring and review of fire safety measures. This will involve an effective fire safety management system to implement the policy.

Planning: involves a systematic approach to risk assessment, the selection of appropriate risk controls and establishing priorities and performance standards.

Organisation: involves consultation and communication with employees; employee involvement in risk assessment; the provision of information and securing competence with suitable instruction and training.

Control: involves clarifying responsibilities and making sure people adequately fulfil their responsibilities. It involves adequate and appropriate supervision.

Monitoring: should include the measurement of how well the policy is being implemented and whether hazards are being controlled properly. It covers inspections of the workplace and management system: the investigation of incidents and accidents to ascertain the underlying causes and effect the remedy.

Review: is essential to look at the whole of the fire safety management system to ensure that it is effective and achieving the correct standard of risk control.

COMPETENT PERSON: Any person who is appointed must be regarded as competent if they have had sufficient training, experience or knowledge or other qualities. Where there is a competent person in the responsible person's employment that person must be appointed in preference to a competent person not in their employment.

RISK ASSESSMENT: Practical actions to identify potential fire hazards and decide who (including employees and visitors) may be in danger in the event of fire. You will then evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate, or whether more needs to be done. It will be necessary for you to record your findings (if you have five or more employees, a licence under an enactment is in force or an alterations notice requiring this is in force), and to review and revise when necessary.

PROTECTED ROUTE: An escape route which is adequately protected from the rest of the building by fire resisting construction. A protected stairway is the same definition with "protected stairway" substituting "protected route".

FIRE RESISTING (FIRE RESISTANCE): The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria specified in the relevant British Standard.

INTUMESCENT STRIP: A strip of material placed along the door edges (excluding the bottom edge), or frame, that will react to heat by expanding to form a seal to the passage of hot gases and flame.

SMOKE SEAL: A flexible strip of material (often used in conjunction with an intumescent strip) placed along the door edges or frame to limit the spread of cold smoke during the early stages of a fire.

SELF-CLOSING DEVICE: A device that is capable of closing the door from any angle and against any latch fitted to the door. Rising butt hinges are not acceptable.

AUTOMATIC DOOR RELEASE: A device, linked to (or operated by the sound of) the fire alarm system, that when fitted to a fire resisting self closing door, enables it to be held open during normal working conditions.

EMERGENCY ESCAPE LIGHTING: That part of the emergency lighting system provided for use when the electricity supply to the normal lighting fails so as to ensure that the means of escape can be safely and effectively used at all times.

FIRE RISK ASSESSMENT: Your fire risk assessment is to identify the risks to people who enter the premises; you are required to take measures on the basis of this risk assessment to safeguard the building occupants. These measures need to include the provision of safe means of escape, including, where necessary, emergency lighting, taking into account the needs of people with disabilities, in particular people with visual impairment. Your Fire Risk assessment should include the following: Significant Findings | Sources of ignition/fuel | Fire Alarm and Detection system (inc recording of findings) | Means of escape | Portable Firefighting equipment (inc training of staff) | Arson prevention measures | Maintenance and record keeping | Staff training | Existing control measures | Further control measures | Action by whom and when.

INNER ROOM: Where the only way out of a room is through another room, an unnoticed fire in the outer room could trap people in the inner room. This means of exit is to be avoided where possible. Where this cannot be avoided, adequate warning of a fire is to be provided by one of the following means:

- a vision panel between the two rooms providing adequate vision to give an indication of the conditions in the outer room and the means of escape;
- a large enough gap between the dividing wall and the ceiling, e.g. 500 mm, so that smoke will be seen; or
- an automatic smoke detector in the outer room that will sound a warning in the inner room.

VENTILATION/AIR CONDITIONING; Ventilation and air conditioning ductwork is to be installed in accordance with BS 5588: Part 9. Service ducts are to be installed in accordance with BS 8313.

ELECTRONIC LOCKS: Where exits are provided with an electronic lock, a clear notice providing instructions as to its use is to be displayed where it can be easily seen and understood. The use of electrically operated fastenings requires special consideration to ensure that they are readily operable and will fail-safe. Further details are to be supplied to the Fire Service.

Any proposed electronic security devices are to conform to "Guidance on the Acceptance of Electronic Locks to Doors Required for Means of Escape" - ISBN 0 903345 21 8 published by the Institution of Fire Engineers (Publications) Ltd.

GLAZING: Any glazing in fire-resisting doors or fire-resisting partitions is to comply with BS 6262 and PD 6512: Part 3. In addition glass may also need to have certain levels of human body impact resistance as recommended in BS 6206.

Where vision panels are provided in fire resisting doors, the glazing and method of fixing is to satisfy the relevant provisions of BS 6262.

All glazed transoms above fire-resisting doors and all glazing onto protected routes is to be fitted with fire-resisting glazing in frames fixed shut.

Glazing in fire resisting walls/partitions/doors must be situated at least 1.1m. above floor level unless the glass satisfies the criteria for insulation in addition to integrity.

EMERGENCY DEVICE/FASTENINGS :Any door on an escape route is to be easily and immediately openable without the use of a key or code. All outward opening doors used for means of escape, which have to be kept fastened while people are in the building, are to be fitted with a single form of release device such as a panic latch, a panic bolt, or a push pad.

Doors should only be fitted with simple fastenings that can be readily operated from the side approached by people making an escape. The operation of these fastenings should be readily apparent and without the use of a key and without having to manipulate more than one mechanism.

In non-residential buildings, it may also be appropriate to accept on some final exit doors locks for security that are used only when the building is empty. In these cases, the emphasis for the safe use of these locks must be placed on management procedures.

Removable security fastenings such as chains, bars, padlocks etc. are to be removed from all doors, gates, shutters etc. on exit routes prior to the admittance of the public. No removable fastening is to be replaced until the public has left the premises and sufficient exits are to remain available for staff who may be present.

SURFACE FINISHES AND FURNISHINGS :It is important that the materials used to line walls and ceilings do not contribute to the spread of fire nor give off excess heat when burning. This is particularly the case in areas such as protected stairways and escape routes.

All textiles (drapes and curtains) are to meet the requirements of BS 5867: Part 2.

Furnishings, fabrics and decorative features are to be non-combustible or are to comply with the requirements for classification as type B in accordance with BS 5867 Part 2 after being subjected to the appropriate wetting or cleansing procedure described in BS 5651.

Furnishings, fabrics and decorative features (which include drapes and artificial foliage) need to be of materials which in themselves do not present an unacceptable increase in the combustible materials within the building or which would cause rapid spread of fire or smoke generation if involved in fire.

Display materials, including artificial and dried foliage, scenery and stands are to be fire-retardant, or to have been treated with a proprietary fire-retardant treatment designed to enhance their fire performance.

All upholstered seating to be maintained free from tears, rips, etc. which would result in the filling being exposed.

Appendix F1 Public Representation

Full Variation Application By St Paul's, BN11 1EE

1 message

21 December 2016 at 11:32

To: "simon.jones@adur-worthing.gov.uk" <simon.jones@adur-worthing.gov.uk>
Cc: "licensing.unit@adur-worthing.gov.uk" <licensing.unit@adur-worthing.gov.uk>

Dear Mr Jones

1. We at No. [REDACTED] Ambrose Place, wish to object to this application to amalgamate all licensable activity offered at the centre; the extension of opening hours and the extension to the hours for the sale of alcohol for the following reasons:

CONSERVATION AREA

2. We live 'next-door-but-one' to St Paul's Art Centre. When we moved in eighteen months' ago, we knew that we were moving 'next-door-but-one' to a deconsecrated Chapel, known as a cafe, arts and cultural centre for the local community. We also knew that moving to a conservation area meant that there are strict rules and regulations made to preserve the heritage of our beautiful buildings, which we all have to abide by.

3. On Monday 19 December, at an informal chat with the Manager of St Paul's, Mr Anthony Dickinson and some of the Ambrose residents, Mr Dickinson tried to explain what he is aiming to do. He said that he makes good profit from the evening music events and needs to run St Paul's as a profitable business. If we do not object to this application then I foresee St Paul's eventually turning into a pub with music/cum nightclub - it already has a bar with beer pumps in situ.

4. St Paul's will not be providing a unique service to the community, if this application is approved. In fact, St Paul's risks losing the ethos of a centre for the community, to become yet another music/night club venue in competition with the other many pubs, and music/night clubs already in existence in Worthing. This application is not in keeping with the conservation of the building as it was built as a Chapel. There are other venues in Worthing offering live music/discos which are better equipped, sound-proofed and away from residential areas, e.g. on the Pier and seafont, as an example, the Pavillion and Coast.

NOISE POLLUTION

5. The music functions at St Paul's under the extended licensing hours and the late music evenings we currently endure tend to be loud base/rock/disco music. These events seem to be getting louder and going on for longer, but have been just about tolerated as they are held infrequently. Along Ambrose Place, our Georgian terraced, Grade II Listed houses have large single-glazed sash windows and no cavity wall insulation, which are not conducive to blocking out noise. We at number 3, are not able to retire to bed until these music events cease as sleep through the noise is impossible and this affects our quality of life. The next event scheduled to end at 1pm is the New Year's music party.

6. As a conservation area, we are not permitted to have double-glazing, which may mitigate some of the noise. St Paul's, as a former Chapel, has many single-glazed window panes and no sound-proofing. The music reverberates from the back of the Chapel where the band play on stage (i.e. the former altar), which happens to be the end nearest to our house, as well as emanating from the Chapel windows on the street, affecting the flats opposite at Ambrose House, as well as the other residents and us on the Chapel Road end of the street.

ANTI-SOCIAL BEHAVIOUR

7. Besides noise pollution from St Paul's music functions, eg rock concerts and discos, once the music finishes, the large number of customers have to vacate the premises. After an evening of alcohol, revellers tend to be loud and vocal. There are already four pubs within a stones' throw from Ambrose Place and St Paul's (three on Chapel Road and one on Richmond Road).

8. Increasing the music events/opening times of St Paul's, is certain to increase after hours anti-social behaviour in Ambrose Place, when customers take their time to vacate the premises. Also, there is a green space running adjacent to St Paul's, where smokers can congregate, which is close to our houses. This would also lead to an increase in noise during a music event, as the customers smoking outside St Paul's would need to shout against the music noise coming from the Chapel windows above. Also, ours is the first garden revellers pass from the Chapel Road end of Ambrose Place. Unusually our front gardens are on the opposite side of the road from our house and

are large open spaces. Our road is pitch-black on the garden side of the road and the street lamps on the St Paul's side are switched off anyway during the night, so the darkness would encourage St Paul's customers to loiter in the street and our gardens and further prevent us from getting to sleep well beyond the time the music has ceased.

OBJECTION

9. For the concerns above, we at No [REDACTED] strongly object to St Paul's application. Mr Dickinson already informed us at our informal chat, that he wanted to have a New Year's do until 2am on 31 December 2017. We see this application as the 'start of the slippery slope' towards regular late night loud music events. We would never decide to live 'next-door-but-one' to a disco/nightclub and approving this licence application is a step towards this nightmare scenario.

10. Article 8 of Human Rights Act 1998, 'Respect for your private and family life, your home and your correspondence' entitles all citizens the right to enjoy your existing home peacefully'. Granting St Paul's licence application, I fear jeopardises my human rights in this regard.

11. I hope the Committee can take our genuine concerns on board. Thank you for your time.

Yours sincerely

[REDACTED]
[REDACTED] Ambrose Place
Worthing
BN11 1PZ

21 December 2016

Appendix F2 Public Representation

Fwd: St. Paul's arts centre

1 message

Licensing Unit <licensing.unit@adur-worthing.gov.uk>
To: Simon Jones <simon.jones@adur-worthing.gov.uk>

16 December 2016 at 08:53

FYI

----- Forwarded message -----

[REDACTED]
Date: 16 December 2016 at 06:52
Subject: St. Paul's arts centre
To: licensing.unit@adur-worthing.gov.uk

Reference - notice to amalgamate licensing and extend entertainment and alcohol times.

Firstly as near neighbours of St Pauls it is hugely disappointing to have had no official notification of this proposed change.

There are only 2 properties between us and St Pauls and there is significant noise generated by some of their events.

I object to the two licenses being brought together as I believe both issues should be considered separately. In terms of use, while I am concerned about the noise I am not against the extended times, but this should be reviewed on an ad hoc basis and conditions such as closing doors and windows after a certain time considered. With regards to the alcohol license I object to the extension as I believe this will lead to more antisocial behaviour. The noise from people in the street is significant after events and extending the drinking time is likely to fuel this. As you know the sound proofing of listed properties is difficult and street noise is a particular issue.

I see that currently alcohol cannot be sold on a Sunday. While I do not object to it being sold it should not be as late as the rest of the week (Monday to Thursday).

Kind regards

[REDACTED]
[REDACTED] Ambrose Place
Worthing

Appendix F3 Public Representation

Fwd: St Paul's

1 message

Licensing Unit <licensing.unit@adur-worthing.gov.uk>
To: Simon Jones <simon.jones@adur-worthing.gov.uk>

15 December 2016 at 16:03

FYI

----- Forwarded message -----

[REDACTED]
Date: 15 December 2016 at 11:29
Subject: St Paul's
To: licensing.unit@adur-worthing.gov.uk

Dear Sir/Madam

The variation to the licence of St Paul's needs careful consideration. The centre is attached to a row of listed properties in a residential conservation area. The potential for noise and disruption as people leave the premises after midnight is of concern. Particularly as the street lights go out at midnight. In particular it is not acceptable to extend the Sunday hours to midnight.

If extension is to be reviewed by the council then the latest during the week should be 11pm and 11.30pm Fri/Sat. St Paul's is a wonderful venue and I am happy to see it thriving but the local area and residents must be considered.

This is a more than reasonable compromise bearing in mind the constant struggle we residents have to maintain the integrity of Ambrose Place. We already suffer noise intrusion from The Wheatsheaf pub and the council has a duty to protect conservation areas and listed buildings. Ambrose Place is often referred to as Worthing's jewel. I would hope and trust this jewel would be offered some protection by the council.

Yours faithfully

[REDACTED]
[REDACTED] Ambrose Place

Appendix F4 Public Representation

■ Ambrose Place,
Worthing,
BN11 1PZ.

21st December 2016.

Representation re St Paul's Licence Variation

Dear Sir,

I wish to record my grave concerns regarding the application for changes to current licensing at the above address.

There are two major concerns:

The prevention of public nuisance..
The prevention of crime and disorder.

The lovely and historic building of St Paul's Church was built in 1812. I would contend that it would be almost impossible to sound proof this building, with its numerous historic stained glass windows, walls of split flint and white stucco dressing, to the current requirements of a music venue.

As the committee will be keenly aware licensed premises especially those operating late at night and in the early hours of the morning can cause a range of nuisances to the residents living and sleeping in the vicinity.

We already suffer (as the committee will be aware) loud music from the 'Wheatsheaf Pub' in Richmond Road in spite of all the various restrictions in place! And this premise is at a much further distance from our properties than St Paul's.

So public nuisance is a primary concern.

The extending of the hours, especially on a Sunday, represents a very definite detrimental impact on the owners of the properties in Ambrose Place, which is so importantly an entirely residential street.

My property, No ■ Ambrose Place is just 23 metres from the St Paul's west boundary wall, and I and other residents have been very tolerant of the unacceptable noise levels recently of music, recorded music, live music, amplified music etc., from the premises because we presumed that these events were just one off and infrequent.

However now faced with the possibility of events being staged on any, or all of the days of a week, including Sunday, and for much longer periods of time due to the significant extension in hours, this is no longer the case and can no longer be

tolerated.

At present the level of noise/music is unacceptable and is comparable to having a car parked outside my house with the car radio playing non stop at highest level. It is completely intolerable and impossible to sleep until it ends.

It is obvious that there is no monitoring of noise levels from the building at present, in spite of the fact that 'it is necessary for any amplified equipment to have a noise limitation device installed in the control system to ensure that any noise/music is not audible in any residential premises in the vicinity'.

This is obviously not the case at the moment and I consider that the licensing committee should ensure that these requirements are in place and operating before the licence is varied and the hours extended.

In addition I think it is clear that the sound proofing of St Paul's is very relevant, this building was not built to contain the loud hi-tech amplified sounds of modern music and this is something very relevant to this licence variation which must be addressed and given a high priority by the committee.

However noise emanating from the premises is not the only concern. There is the concern over public nuisance. Whilst the management have control over the customers inside the venue. The same does not apply to people who have left the venue and wander along our street.

Ambrose Place is unfortunately used as a short cut for revellers leaving the town at a late hour. Because the lighting is turned off at midnight, the street is in **total darkness** from midnight. This encourages loud and unsocial behaviour. We already suffer significant noise as late night revellers return to their cars, talking very loudly shouting across the street, banging car doors, and sitting with engines running and radios playing seemingly oblivious to the fact there are people trying to sleep.

The proposal that the limit on the number of people attending events at St Paul's will now be permitted to be increased from 250 persons to 400 plus means a **doubling** of people exiting the premises at a very late time and the chance of increased nuisance for the residents.

It would be naïve to consider that the quite significant extension to opening hours of the said premises, will not add to the question of public nuisance.

Sunday opening with serving of alcohol.

From having no events on Sunday, only a service in the morning, the proposal to have opening hours to midnight which could include loud concerts and music is unacceptable as we shall have another day introduced when we are unable to enjoy

any peace in our home in the evening and after midnight will have to wait anxiously for them to leave the street(in total darkness), before we can get some sleep.

Friday and Saturday opening extended until 00.30

All the above concerns apply but in this case we shall be unable to sleep until after **half past one** the following morning.

Christmas Eve and New Year's Eve opening until 2am.

Having lived at this address for over 24 years, the one evening when there is little or no noise in the street, is Christmas Eve' It is the one night that residents are able to enjoy a quiet evening. This change would mean residents being unable to get to sleep until **3am on Christmas Day**, it is fairly obvious that the people out and about at this time on Xmas Eve/Christmas Day will be exactly the younger persons that St Paul's says will not be its client base.

I hope that the committee in considering the variation to this license will consider carefully all the points raised which will definitely have a detrimental effect on our lives in this street.


I would also draw your attention to the Human Rights Act of 1998 which states that I have' a human right to the peaceful enjoyment of my property' a right which will not be respected by the council unless the problems drawn to your attention are addressed.

I consider that there are many points which need, as a matter of urgency, to be considered before the variation is agreed.

Yours sincerely,



Appendix F5 Public Representation

 Ambrose Place
Worthing
West Sussex BN11 1PZ

20 December 2016

Simon Jones
Chief Licensing Officer
Licensing Unit
Public Health & Recreation Adur & Worthing Councils
Portland House
44 Richmond Rd
Worthing

Dear Mr Jones

St Pauls Art Centre 55 Chapel Rd, Worthing BN11 1EE
Variation of Licence

I should like to register my objection to the application by St Paul's for a full Variation to the premises licence at their Art Centre.

St Paul's is a valued community centre within a designated conservation area of Grade 11 Listed residential buildings. However, this license application for St Paul's intended use of introducing more "themed" evenings with music, especially disco style, will serve only to add to the **public nuisance and noise pollution** that we already suffer from in Ambrose Place.

The Licensing Dept is well aware of the problems with The Wheatsheaf and now the impact on our street will be very much increased with the nature of the events that are planned for St Paul's.

Currently, we have to endure people coming home after the pubs close in Chapel Road, using our gardens as lavatories, litter areas, speaking/yelling loudly and slamming car doors. All this happens well after midnight when the street is in total darkness. Sometimes, drunks will knock on our doors.

We surely have a right, under the Human Rights Act [article 8, 1998] to enjoy our homes in a peaceful and quiet fashion and, also, to feel safe in our homes. There are households in the street where the owners have to work. Not at all satisfactory if they are kept awake at night with the public nuisance and noise pollution.

I would respectfully ask the Licensing Committee to take into account all my above concerns. There has to be a compromise but not to our disadvantage of preventing us from enjoying the sanctity of our own homes.

Yours sincerely



Appendix G Mediation

Fwd: St Paul's Arts Centre, BN11 1EE representation

1 message

Licensing Unit <licensing.unit@adur-worthing.gov.uk>
To: Simon Jones <simon.jones@adur-worthing.gov.uk>

15 December 2016 at 10:02

FYI

----- Forwarded message -----

From: **Nigel watson** [REDACTED]
Date: 15 December 2016 at 10:00
Subject: St Paul's Arts Centre, BN11 1EE representation
To: Hannah.Squibb@sussex.pnn.police.uk
Cc: licensing.unit@adur-worthing.gov.uk

Dear Hannah,

Thanks for your email.

This mail is to confirm that St Paul's Arts Centre are happy to continue with the application subject to the conditions contained in your representation (excepting condition 8) attached to the premises licence.

We look forward to working with you in a spirit of co-operation over the coming years.

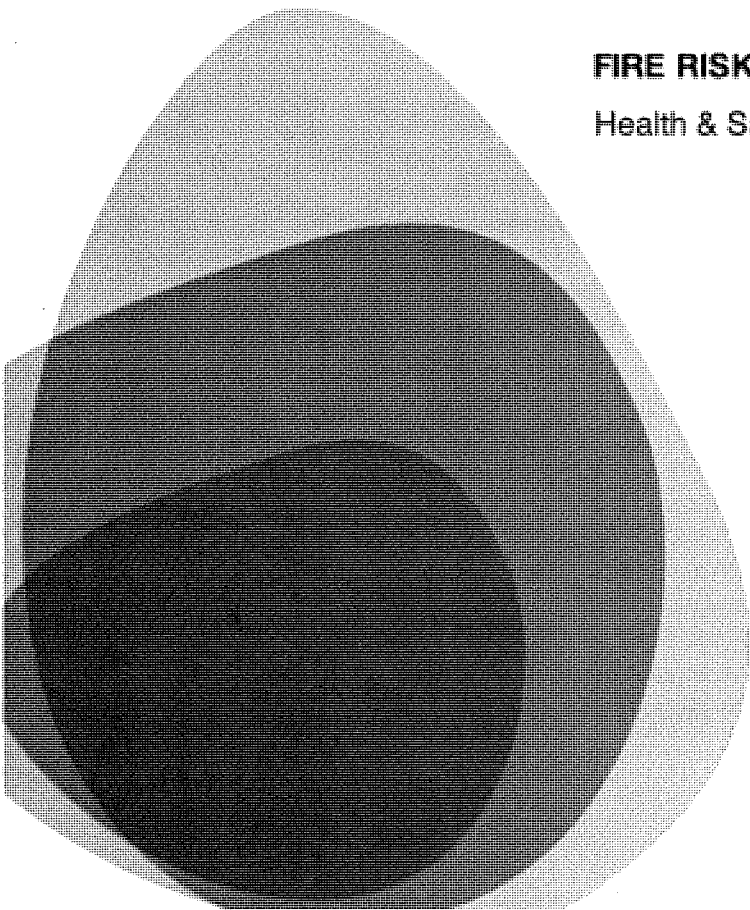
Yours Faithfully

Nigel Watson



FIRE RISK ASSESSMENT

Health & Safety 2016



THE FIRE SAFETY ORDER

Previous general fire safety legislation

The Order replaces previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect. If a fire certificate has been issued in respect of your premises or the premises were built to recent building regulations, as long as you have made no material alterations and all the physical fire precautions have been properly maintained, then it is unlikely you will need to make any significant improvements to your existing physical fire protection arrangements to comply with the Order. However, you must still carry out a fire risk assessment and keep it up to date to ensure that all the fire precautions in your premises remain current and adequate.

If you have previously carried out a fire risk assessment under the Fire Precautions (Workplace) Regulations 1997 as amended 1999 and this assessment has been regularly reviewed then all you will need to do now is revise that assessment taking account of the wider scope of the Order as described in this guide.

Your premises may also be subject to the provisions of a licence or registration (e.g. under the Licensing Act 2003) of the case, and the fire authority may wish to review your risk assessment as part of the licensing approval process. Fire safety conditions within your licence should not be set by a licensing authority where the Order applies.

Background

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other. If you are the responsible person you must carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and young persons and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.

If your organisation employs five or more people, your premises are licensed or an alterations notice is in force, you must record the significant findings of the assessment. It is good practice to record your significant findings in any case.

There are some other fire safety duties you need to comply with:

- **You must** appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- **You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- **You must** consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- **You must**, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- **You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- **You must** provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- If you are not the employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- **You must** consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- **You must** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- **You must** provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- **You must** ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- **Your employees must** co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or

other people at risk.

The above examples outline some of the main requirements of the Order. The rest of this guide will explain how you might meet these requirements.

Who enforces the Fire Safety Order?

The local fire and rescue authority (the fire and rescue service) will enforce the Order in most premises. The exceptions are:

- Crown-occupied/owned premises where Crown fire inspectors will enforce;
- premises within armed forces establishments where the defence fire and rescue service will enforce;
- certain specialist premises including construction sites, ships (under repair or construction) and nuclear installations, where the HSE will enforce; and
- sports grounds and stands designated as needing a safety certificate by the local authority, where the local authority will enforce.

The enforcing authority will have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment. If you are required to record the outcome of the assessment they will expect to see a copy.

If the enforcing authority is dissatisfied with the outcome of your fire risk assessment or the action you have taken, they may issue an enforcement notice that requires you to make certain improvements or, in extreme cases, a prohibition notice that restricts the use of all or part of your premises until improvements are made.

If your premises are considered by the enforcing authority to be or have potential to be high risk, they may issue an alterations notice that requires you to inform them before you make any changes to your premises or the way they are used.

Failure to comply with any duty imposed by the Order or any notice issued by the enforcing authority is an offence. You have a right of appeal to a magistrates court against any notice issued. Where you agree that there is a need for improvements to your fire precautions but disagree with the enforcing authority on the technical solution to be used (e.g. what type of fire alarm system is needed) you may agree to refer this for independent determination.

If having read this guide you are in any doubt about how fire safety law applies to you, contact the fire safety office at your local fire and rescue service.

If your premises were in use before 2006, then they may have been subject to the Fire Precautions Act and the Fire Precautions (Workplace) Regulations. Where the layout (means of escape) and other fire precautions have been assessed by the fire and rescue service to satisfy the guidance that was then current, then it is likely that your premises already conform to many of the recommendations here, providing you have undertaken a fire risk assessment as required by the Fire Precautions (Workplace) Regulations.

New buildings or significant building alterations should be designed to satisfy current building regulations (which address fire precautions).

However, you will still need to carry out a fire risk assessment, or review your existing assessment (and act on your findings), to comply with the Order.

INTRODUCTION**SECTION 1 - PREMISES**

Address of premises	St Pauls Church, 55b Chapel Road, Worthing, West Sussex, BN11 1EE
Responsible person	Anthony Dickinson - General Manager Café/Events
Persons consulted	Anthony Dickinson - General Manager Café/Events
Assessors name	Martin Polley NEBOSH certified
Date of assessment	09/08/16
Previous assessment date	Unknown
Next assessment date	12 months from the date of this assessment
Number of floors	Single storey plus Choir Loft.
Premises use	Café/Events Venue with Church Service on Sunday
Survey type	Small-Medium place of assembly. Type 1 (non destructive)
PREMISES DESCRIPTION	

St Pauls Church is a Grade II* listed building which first opened in 1812 as a place of worship and extended in 1893. Constructed from stone and timber the Church is now used primarily as a cafe but can be hired for events. The Church continues to hold Sunday service. The main entrance to the property is via the front elevation to the left leading into a reception lobby providing access to the upper choir lofts. A separate entrance to the right of the front elevation is available however this is seldom used as an entrance and also provides access to the opposite choir loft. The main church hall (Nave) is used for the cafe seating area and events, the stage (Sanctuary) to the front of the hall is generally only used during events for bands/DJs, dance floor area or additional seating space where required. The premises has a commercial kitchen to the left of the main hall and a separate meeting room to the rear of the premises with a separate kitchen and additional entrance to the premises. Washrooms and storage areas can be found to the rear lobby area. The premises is fitted with a Grade A fire system with L2 category smoke detection to escape routes and risk rooms. Both maintained and non-maintained emergency lighting is provided within the premises. A basement is accessed externally and contains the water boiler, plant and additional storage for the cafe. A manual call point and smoke detection linked to the fire panel is provided to the basement areas. Emergency lighting is also provided to the basement area. Choir lofts are currently redundant spaces being used for storage. Choir lofts are kept locked.

SECTION 2 - PERSONS AT RISK

Visitors to the site	Frequent visitors to the café. Occasional event hire. Sunday Service unknown attendance. See section 16 of the Fire Risk Assessment for occupancy calculations.
Number of employees	Café - 15 Church - Unknown
Number of contractors	Occasional
Number of sleeping occupants	None
Disabled / vulnerable persons	Frequent customers.
Open times	Café: 08:30 - 16:30 Mon-Sat Church - Sunday Service - Times Unknown.

SECTION 3 - PREVIOUS FIRE LOSS

Previous fires in last 10 years	No
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SECTION 4 - RELEVANT FIRE LEGISLATION

Primary statutory provisions	Regulatory Reform (Fire Safety) Order 2005
Enforced by	West Sussex Fire And Rescue Service

Survey Intentions

The purpose of this report is to identify potential fire safety hazards and to implement appropriate controls to either remove the hazard, or significantly reduce any risks identified. It is intended that this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Survey Limitations

During the course of the Fire Risk Assessment no access was available to ceiling voids, wall cavities etc. Therefore, Salvum can take no responsibility for any structural fire safety deficiencies subsequently found within the inaccessible areas of the building. The assessor calculated the maximum capacities based on the layout at the time of assessment. The fire risk assessment was undertaken to areas of the premises occupied and used by the cafe only. No access was provided to the kitchen area and storage cupboards within the rear meeting room, Church sound/AV area on the upper tier and as such do not form part of the overall fire risk assessment. Maximum occupancy calculations were undertaken to the main hall including the stage area only and based on the current layout.

OBSERVATIONS

KEY (Please see 'Action Plan' for further reference)	
1	High Priority Action Required
2	Moderate Priority Action Required
3	Low Priority Action Required

INDEX	QUESTION	YES	NO	N/A	OBSERVATIONS / LOCATION
SECTION 5	Management of fire safety				
5.1	Is there a fire policy in place or policy link within the health and safety policy?		3		A documented health and safety policy with a policy link to fire was provided at the time of assessment. The policy was created by St Pauls Trust in October 2009. It is recommended that the policy be reviewed and amended where necessary.
5.2	Is the policy reviewed as a minimum every 12 months and communicated to all persons?		X		
5.3	Is there a sufficient number of trained persons undertaking fire management?		3		The assessor was unable to determine if persons undertaking fire management are providing with sufficient training to assist in the role. It is recommended that persons responsible for fire safety management attend a managing fire safety course.
5.4	Are procedures in the event of fire appropriate and properly documented?		3		At the time of assessment a documented fire plan was not provided and fire action notices were missing from some manual call points. It is recommended that documented fire procedures be produced and communicated to all staff and users of the premises. All manual call points should be provided with a fire action notice sign.
5.5	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	X			Staff and management will be responsible for contacting the fire and rescue service and liaison upon arrival.

SECTION 5		Management of fire safety					
5.6	Is there a suitable fire assembly point?	X					The assembly point is located adjacent to the war memorial opposite St Pauls Flats.
5.7	Are there routine inspections undertaken ensuring fire safety is managed and controlled?	X					At the time of assessment evidence was provided to suggest routine inspections are undertaken within the premises. Previous inspection carried out 26/06/2016. See section 5 notes for further advice.
5.8	Does the premises use a Fire log book to record maintenance, testing, training etc.?			3			A Health and Safety folder was provided at the time of assessment which contained some records of inspections. However it is recommended that a separate fire log book be provided to document staff training, maintenance and testing of systems and provisions provided within the premises by both competent persons in-house and contractors. See section 5 notes for further advice on routine inspections.

NOTES

Monthly visits should include, but not limited to the following where applicable;

Fire extinguishers should be inspected monthly to ensure;

- they are in the correct position
- the tags have not been removed
- where a pressure gauge is provided the needle is within the green parameters.
- safety cards are displayed adjacent to the correct appliance.

Fire doors should be inspected monthly to ensure;

- they are self closing where necessary and not held open using unacceptable methods
- they are not damaged, affecting the integrity of the fire protection
- any intumescent strips and cold smoke seals provided are not missing or damaged
- thumb locks have not been removed where installed
- self closures have not been removed where installed

Emergency lighting should be inspected and tested monthly to ensure;

- an indication of power is identified (green/red LED light within the fitting)
- all bulbs are in working order and replaced where required
- that when power is lost the fitting provides sufficient lighting

General housekeeping should be inspected to ensure;

- escape routes remain free from obstruction and storage
- combustible materials are not being stored close to sources of ignition or heat

Fire/Smoke detection, where provided, should be tested monthly to ensure;

- the system can be heard across all floors within the premises
- any batteries found faulty are replaced

Signage

- Extinguisher signage displayed above correct appliance
- Fire action notices displayed in appropriate locations with correct assembly point details displayed.
- Self closing fire doors display "fire door keep clear" and low usage fire doors display "fire door keep shut" signage.
- Fire exit signage displaying escape routes and final exits in appropriate positions at high levels to be seen from any point.

ACTION PLAN			
5.1	3	<p>A documented health and safety policy with a policy link to fire was provided at the time of assessment. The policy was created by St Pauls Trust in October 2009. It is recommended that the policy be reviewed and amended where necessary.</p>	<p>It is a legal requirement to have a fire policy if 5 or more staff are employed, the premises has an alterations notice or is licensed. The policy should demonstrate the companies commitment and arrangements for fire safety within their business.</p>
5.3	3	<p>The assessor was unable to determine if persons undertaking fire management are providing with sufficient training to assist in the role. It is recommended that persons responsible for fire safety management attend a managing fire safety course.</p>	<p>It is recommended staff are trained in preventive and protective measures required by fire safety law. It is the responsible person's responsibility to ensure a sufficient number of staff are appointed.</p>
5.4	3	<p>At the time of assessment a documented fire plan was not provided and fire action notices were missing from some manual call points. It is recommended that documented fire procedures be produced and communicated to all staff and users of the premises. All manual call points should be provided with a fire action notice sign.</p>	<p>A fire evacuation plan is required, including what to do in case of a fire and arrangements in place for calling the fire brigade with required steps on how to and who is responsible to evacuate the premises. The plan should be readily available for all occupants to see.</p>

5.8	3	<p>A Health and Safety folder was provided at the time of assessment which contained some records of inspections. However it is recommended that a separate fire log book be provided to document staff training, maintenance and testing of systems and provisions provided within the premises by both competent persons in-house and contractors. See section 5 notes for further advice on routine inspections.</p>	<p>It is recommended a fire log book is introduced in order to record maintenance, testing of fire appliances, training records and fire drills. The book should be readily available on site in order for the fire authority to inspect if required.</p>
6.1	2	<p>The assessor was informed that staff have received fire safety training in the past however the assessor was unable to determine the date of the last training session provided. It is recommended that all staff receive documented fire safety training and refreshed annually or after any significant change.</p>	<p>Although all members of staff are trained on induction with regards to fire instruction this should be periodically refreshed. All staff should acknowledge by signing for receipt of training, this should be kept on file within the fire log book. All staff should know the following - what to do in case of fire, fire risks within the premises, operation of manual call points (if applicable), location of fire extinguishers, all escape routes, fire exits and meeting points, persons nominated to aid evacuation (fire marshal's)</p>
6.2	3	<p>At the time of assessment the assessor was unable to determine if staff within the premises have additional responsibilities. It is recommended that management and a minimum of 3 staff attend a fire marshalling course to provide sufficient cover and taking into account absences and leave.</p>	<p>Additional training is required for staff who are nominated as fire marshal's/wardens within the premises.</p>

6.3	3	<p>At the time of assessment the assessor was informed that fire drills are not currently undertaken. It is recommended that fire drills be carried out monthly to ensure staff are familiar with the process and procedures. At a time where the process is quick and with no reoccurring issues the frequency can be altered. A minimum of one fire drill should be completed annually. Fire drills should be planned to ensure all staff participate in at least one.</p>	<p>It is essential fire drills are carried out at regular intervals, the frequency would depend on risk and activity within the premises. Consult www.gov.uk for guidance. All fire drills should be recorded with date, list of persons evacuated, persons in charge of evacuation and time it takes to evacuate the premises.</p>
8.2	3	<p>Contractors can pose a significant risk of fire if they are not adequately informed of fire procedures within the premises or associated risks are not risk assessed. At the time of assessment method statements are not requested by contractors attending the premises. All high risk processes should be risk assessed prior to work commencing. Contractors should be briefed on arrival with regards to evacuation procedures as well as fire safety precautions.</p>	<p>Introduce a hot work permit system within the business. Ensure all contractors produce risk assessments and method statements. Ensure all contractors are briefed on safety conditions within the premises.</p>

9.1	2	<p>At the time of assessment evidence provided suggests fixed electrical installations within the premises were last inspected 21/07/2009 (Cert #IP2N/0029678) with minor works being carried out for new supplies on 06/10/2015 (Cert #Penfold1001). Consumer units around the premises and basement showed no visible signs of inspection or dates of installation. Further investigation required by the responsible person. The responsible person should also be made aware that periods between fixed electrical installations inspections should not exceed 5 years.</p>	<p>Ensure all fixed installations are inspected by a competent contractor.</p>	
9.3	3	<p>Items inspected showed no signs of PAT testing within the last 12months. It is recommended that PAT testing be carried out annually to items over 12months.</p>	<p>Contact a competent contractor to carry out testing on appliances over 12 months old</p>	
10.2	2	<p>No evidence was provided at the time of assessment to suggest the gas boiler to the basement providing central heating and hot water to the premises has been subject to routine gas safety inspections by a Gas Safe contractor within the last 12months. Further investigation required by the responsible person.</p>	<p>Ensure regular maintenance schedules are carried out as per manufacturers recommendations and relevant certificates are given.</p>	

SECTION 6		Training and fire drills	
6.1	Are all staff given adequate fire instruction and induction training?	2	The assessor was informed that staff have received fire safety training in the past however the assessor was unable to determine the date of the last training session provided. It is recommended that all staff receive documented fire safety training and refreshed annually or after any significant change.
6.2	Do staff who have additional responsibilities have sufficient training i.e. fire Marshall training?	3	At the time of assessment the assessor was unable to determine if staff within the premises have additional responsibilities. It is recommended that management and a minimum of 3 staff attend a fire marshalling course to provide sufficient cover and taking into account absences and leave.
6.3	Are fire drills carried out at appropriate intervals?	3	At the time of assessment the assessor was informed that fire drills are not currently undertaken. It is recommended that fire drills be carried out monthly to ensure staff are familiar with the process and procedures. At a time where the process is quick and with no reoccurring issues the frequency can be altered. A minimum of one fire drill should be completed annually. Fire drills should be planned to ensure all staff participate in at least one.
NOTES	All staff are to be given induction training on commencement of employment to include; Action to be taken in the event of a fire, location of meeting point, Means of escape, general good housekeeping and the requirement of fire doors to remain closed at all times. It is recommended at least two fire drills are carried out per year. This should be recorded within the fire log book. Where visitors are identified as having disabilities that would prejudice their evacuation, the workplace manager should be informed and measures put in place to ensure their safe evacuation in the event of fire.		

SECTION 7	Ignition sources - Smoking policy					
7.1	Is smoking prohibited on the premises, if so are the legally required 'No Smoking' signs provided?	X				Sufficient number of "no smoking" signage provided.
7.2	Are there suitable provisions for people who do smoke?	X				
SECTION 8	Ignition sources - Contractors					
8.1	At the time of assessment was there any contractors working onsite, if so do they pose any unusual fire hazards or ignition sources?		X			
8.2	Are safe systems of work, hot work process permits or a suitable managerial policy in use?			3		Contractors can pose a significant risk of fire if they are not adequately informed of fire procedures within the premises or associated risks are not risk assessed. At the time of assessment method statements are not requested by contractors attending the premises. All high risk processes should be risk assessed prior to work commencing. Contractors should be briefed on arrival with regards to evacuation procedures as well as fire safety precautions.
8.3	Are contractors sufficiently managed whilst on site?	X				
NOTES	At the time of assessment no contractors were onsite, however any contractors used should be checked for suitable qualifications and experience before work commences. Ensure adequate controls are in place to control contractor hot works and other potentially hazardous electrical works e.g. hot work permit / permit to work. Controls should be in place to ensure that no-one carrying out work on gas fittings which involves exposing pipes that contain or have contained flammable gas uses any source of ignition such as grinders, blow-lamps or hot-air guns. It is recommended risk assessments/method statements are also requested from the contractors.					

SECTION 9 Ignition sources- Electrical					
9.1	Are fixed installations inspected periodically?		2		At the time of assessment evidence provided suggests fixed electrical installations within the premises were last inspected 21/07/2009 (Cert #IP2N/0029678) with minor works being carried out for new supplies on 06/10/2015 (Cert #Penfold1001). Consumer units around the premises and basement showed no visible signs of inspection or dates of installation. Further investigation required by the responsible person. The responsible person should also be made aware that periods between fixed electrical installations inspections should not exceed 5 years.
9.2	Is there a policy with regards to electrical equipment?		X		
9.3	Is sufficient portable appliance testing carried out periodically?		3		Items inspected showed no signs of PAT testing within the last 12months. It is recommended that PAT testing be carried out annually to items over 12months.
9.4	If extension leads and adaptors are in use are they used safely?			X	
9.5	Were all electrical systems and appliances visibly in good condition at the time of assessment?		X		Ongoing electrical works as part of the refurbishment works with inspections to be carried out upon completion.
9.6	Are electrical cables routed so as to avoid physical damage?			X	
NOTES	<p>Extension leads should be used only where their use is unavoidable and for temporary measures. Where extension leads are to be used the following recommendations are advised to users;</p> <ul style="list-style-type: none"> - Ensure extension leads are not damaged or positioned in a place where physical damage may occur (through doorways etc.). - Do not overuse or overload extension leads causing a surge in current and heat. - Do not "piggy back" extension leads, if one extension lead does not reach than the item should be moved closer. - Coiled extension leads should be fully unwound to prevent overheating. - The use of extension leads with built in surge and/or thermal protection is advised as is the use of RCD adaptors. 				

SECTION 10		Ignition sources - Portable heaters / heating installation					
10.1	Is there use of more hazardous heaters i.e. radiant, bar heaters or LPG?				X		
10.2	Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?				2		No evidence was provided at the time of assessment to suggest the gas boiler to the basement providing central heating and hot water to the premises has been subject to routine gas safety inspections by a Gas Safe contractor within the last 12 months. Further investigation required by the responsible person.
10.3	If the premises has a gas, oil or bio mass heating system is the boiler clear from combustible materials?		X				
10.4	If Portable heaters are used, are they kept clear from combustible materials and fixed in position with suitable guards?					X	
10.5	Is the use of open or log burning fires avoided?		X				
NOTES							
Advisory- As from 1st October 2015 Carbon Monoxide detectors must be present within rooms where gas and solid fuel burning appliances are located.							
SECTION 11		Ignition sources - Cooking					
11.1	Are ventilation and extraction ducting regularly maintained and serviced?					X	At the time of assessment the commercial kitchen was not provided with an extract system. This is deemed as acceptable as there is no gas appliances, open flame cooking or deep fat fryers used. A small extract fan is located within the kitchen to provide air circulation.
11.2	Are emergency cut-off switches / valves / cocks provided and accessible with their location and use indicated by signage?					X	
11.3	Does this involve the use of deep fat fryers, an oven or cooking range?				X		
11.4	Are cooking processes close to insulated panels?				X		

SECTION 12	Ignition source - Arson						
12.1	Are access and egress points considered secure against unwanted intruders?	X					CCTV provided throughout the premises. Security provided during events.
12.2	Is external refuse managed adequately?	X					
12.3	Does the premises have an intruder alarm?	X					
SECTION 13	Ignition source - Other Significant Risks						
13.1	Does the premises have lightning protection?		X				Unable to determine. Further investigation required.
13.2	Is the system in visibly good condition and maintained accordingly?				X		
13.3	Sources of naked flame e.g. candles, oil lamps etc.?	X					Candles potentially used during Sunday service.
SECTION 14	Housekeeping						
14.1	Is the standard of housekeeping adequate?	X					At the time of assessment the general standard of housekeeping was considered to be satisfactory. Ensure this is continually maintained and managed.
14.2	Are combustible materials kept away from ignition sources?	X					
14.3	Is there appropriate storage of hazardous materials?	X					
14.4	Is there a management policy with regards to good housekeeping?	X					
14.5	Are precautions in place for the storage of large/abnormal amounts of combustible materials?					X	
14.6	Is the upholstery of foam furniture in good condition and meet current British standards with regards to fire resistance?					X	
14.7	As far as practicable are textiles, curtains decorations etc. sufficiently away from ignition sources?	X					

SECTION 15	Measures to limit the spread and development of fire		
15.1	Is there suitable compartmentation between walls and floors to subdivide the building into smaller portions?	X	
15.2	Are existing fire doors installed to conform to British Standard 476?	X	See section 16.5 for recommendations.
15.3	Are service shafts between floors adequately fire stopped including doors?		X
15.4	Are fire shutters used at the premises? If so are fire shutters tested and maintained accordingly?		X
15.5	Are wall and floor coverings managed to reduce the spread of smoke and fire?	X	
15.6	Where automatic hold open devices are installed are they maintained, tested periodically and kept clear from potential obstruction?		X
15.7	Are fire doors regularly inspected and maintained?		3
NOTES	<p>At the time of assessment the majority of fire exits and routes were clear from obstruction, however, at the time of assessment a mobile scaffold tower was being stored in the rear fire escape leading through the side alley obstructing escape and storage to the top of the spiral staircase serving the churches lighting/sound area should be removed to allow safe egress from this area in the event of an emergency. It is important this is regularly assessed. It is recommended that fire routes and doors are subject to routine inspection and documented within the fire log book. It is also advised that persons hiring the venue are provided with housekeeping expectations to ensure fire routes and exits are not jeopardised by decorations or display equipment.</p>		
No evidence provided at the time of assessment to suggest the fire doors are subject to routine inspections. See section 5 notes for further advice. All inspections should be documented within the fire log book.			

17.1	3	<p>Both maintained and non-maintained emergency lighting is provided within the premises with high level "frog eye" style lighting provided to the main hall areas. The escape routes from the choir lofts and top landings of the block spiral staircases on either side are not provided with emergency lighting, it is recommended that additional lighting be provided to these areas.</p>	<p>During the assessment it was considered there was insufficient lighting to aid safe egress from the property should power be cut from effects of fire. Any installation should meet BS5266.</p>	
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15.7	3	No evidence provided at the time of assessment to suggest the fire doors are subject to routine inspections. See section 5 notes for further advice. All inspections should be documented within the fire log book.	It is important fire doors are checked at least on a monthly basis to ensure they fit and close correctly.	
16.1	2	At the time of assessment the escape route to the rear of the premises via the washroom lobby was obstructed by a mobile scaffold tower with no evidence of external contractor work in place. Escape routes should be inspected daily to ensure they are unobstructed and fit for purpose.	It is essential exit routes are clear from obstructions and combustible materials at all times. All signage giving information on direction of travel and fire exits should be unobscured.	
16.5	2	At the time of assessment the following fire doors were found to not be able to self close; 1) Double doors leading to the washroom lobby 2) Single timber door leading to the escape route adjacent to the kitchen.	It is essential fire doors are allowed to self close correctly. Doors held open by wedges and fire extinguishers etc are not able to perform their intended use of protecting an area from the affects of fire. If a door is required to be open a 'doorguard' or similar mechanism should be installed, thus holding the door in the open position until the the fire alarm system detects a fire.	
16.11	3	Fire exit keep clear is required to the final exit deploying into the rear alley.	It is essential exit routes are clear from obstructions and combustible materials at all times. All signage giving information on direction of travel and fire exits should be unobscured.	

SECTION 16 Means of escape from fire				
16.1	Are exit routes clear and free from obstruction?		2	At the time of assessment the escape route to the rear of the premises via the washroom lobby was obstructed by a mobile scaffold tower with no evidence of external contractor work in place. Escape routes should be inspected daily to ensure they are unobstructed and fit for purpose.
16.2	Is the number and distribution of escape exits sufficient for the premises use?	X		The premises is provided with 5 means of escape. 1) Front left of the main hall (adj to the worship room) 2) Front right of the main hall (adj to the worship room) 3) Rear left of the main hall (adj to the kitchen) 4) Rear right of the main hall (via the washroom lobby) 5) Via the rear meeting room.
16.3	Are disabled refuges provided? If so, are they adequate and provided with appropriate communications?			Property is situated over ground level with no steps or slopes. X
16.4	Do doors open in the direction of escape?	X		
16.5	Are fire doors able to self close and not held open by unacceptable methods?		2	At the time of assessment the following fire doors were found to not be able to self close; 1) Double doors leading to the washroom lobby 2) Single timber door leading to the escape route adjacent to the kitchen.
16.6	Are door fastenings acceptable and available without the use of a key?		X	It is recommended that a thumb lock be provided to the rear meeting room door to allow use as an alternative means of escape.
16.7	Where necessary are dead ends and protected routes maintained to ensure they are fire resisting and unbreached?	X		
16.8	Is it considered that the building is provided with reasonable means of escape for disabled persons?	X		Property is situated over ground level with no steps or slopes.
16.9	Is there avoidance of sliding or revolving doors?	X		

SECTION 16		Means of escape from fire					
16.10	Are stairs and steps in a good state of repair?	X					Stone spiral staircase to the choir lofts appear to be in good condition.
16.11	Where final exits may become blocked by vehicles, waste bins etc. Is adequate signage provided.			3			Fire exit keep clear is required to the final exit deploying into the rear alley.
16.12	If restrictions exist regarding maximum number of persons allowed within the premises at anyone time, Are they sufficiently managed?	X					See note section on the next page for further guidance.

SECTION 18		Fire safety signs and notices					
18.1	Is there a reasonable number of fire safety signs and notices?	X					
18.2	Is there sufficient exit signage?		3				It is recommended that additional signage be displayed above the entrance to the rear meeting room to indicate the alternative means of escape.
18.3	Is there sufficient fire action signage?		3				Fire action notices missing to the following locations; 1) Manual call point to the rear meeting room final exit. 2) Manual call point to the final exit adjacent to the main kitchen. 3) Manual call point within the basement area.
18.4	Is there sufficient signage on fire doors?		3				All fire doors should be fitted with "fire door keep closed" or "fire door keep clear" to both sides where self closures are provided. It is recommended that final exit doors with push bars be fitted with "push bar to open" signage.
18.5	Is there specific instructions for the use of passenger lifts during a fire?					X	

SECTION 17		Emergency Escape Lighting	
17.1	Is there a reasonable standard of escape lighting?	3	Both maintained and non-maintained emergency lighting is provided within the premises with high level "frog eye" style lighting provided to the main hall areas. The escape routes from the choir lofts and top landings of the block spiral staircases on either side are not provided with emergency lighting, it is recommended that additional lighting be provided to these areas.
17.2	Is the system tested regularly and maintained by a competent contractor?	2	<p>1) There was no evidence provided at the time of assessment to determine that the emergency lighting provided within the premises is subject to monthly "flick" testing by a competent person and routine inspections and annual battery discharge tests undertaken by a competent contractor. Further investigation required by the responsible person.</p> <p>2) Emergency lighting within the worship room showed no indication of power via the LED light.</p> <p>3) Unable to ascertain if the emergency light above the final exit to the front left of the main hall had power, no indication visible. Further investigation required.</p> <p>3) Managers office requires emergency lighting (over 8m2)</p> <p>4) Male toilet requires emergency lighting (over 8m2)</p> <p>Further investigation into female toilet requirements.</p>

17.2	2	<p>1) There was no evidence provided at the time of assessment to determine that the emergency lighting provided within the premises is subject to monthly "flick" testing by a competent person and routine inspections and annual battery discharge tests undertaken by a competent contractor. Further investigation required by the responsible person.</p> <p>2) Emergency lighting within the worship room showed no indication of power via the LED light.</p> <p>3) Unable to ascertain if the emergency light above the final exit to the front left of the main hall had power, no indication visible. Further investigation required.</p> <p>3) Managers office requires emergency lighting (over 8m2)</p> <p>4) Male toilet requires emergency lighting (over 8m2)</p> <p>Further investigation into female toilet requirements.</p>	<p>It is important any secondary lighting system is tested and maintained accordingly. Routine visual inspections should be carried out to ensure lighting equipment is in good condition. Monthly in house testing and an electrical contractor is required to check systems every 6 months. With regards to low maintenance systems an electrician is required to maintain lighting every 12 months.</p>	
18.2	3	<p>It is recommended that additional signage be displayed above the entrance to the rear meeting room to indicate the alternative means of escape.</p>	<p>It is important all final exits are clearly marked. Install final exit signage to all exits. All signs should be clearly visible and not obscured in any way. Wherever possible fix between 2m-2.5m from the ground positioned above door or 1.7m-2m from the ground, when affixed to walls. Don't fix signs to doors themselves.</p>	

18.3	3	<p>Fire action notices missing to the following locations;</p> <ol style="list-style-type: none"> 1) Manual call point to the rear meeting room final exit. 2) Manual call point to the final exit adjacent to the main kitchen. 3) Manual call point within the basement area. 	<p>The health and safety (safety signs and signals) regulations 2006 relate to the use of fire safety signage in the workplace. Fire action notices are required to be positioned adjacent to final exits. In larger buildings additional signage is required within corridors and above manual call points.</p>	
18.4	3	<p>All fire doors should be fitted with "fire door keep closed" or "fire door keep clear" to both sides where self closures are provided. It is recommended that final exit doors with push bars be fitted with "push bar to open" signage.</p>	<p>All fire doors should have a ' fire door keep shut' / 'fire door keep clear' signs on both sides. Install signage to areas highlighted.</p>	
19.7	2	<p>Evidence provided suggests the system is subject to routine inspection by a competent contractor. Previous inspection carried out 11/04/2016 by Fire Protection Services. However there was no evidence of weekly testing being undertaken by a competent person within the premises. Weekly testing of manual call points should be undertaken and documented within the fire log book.</p>	<p>It is essential fire detecting systems are; Fire panel visually inspected daily, Weekly testing is carried out by the responsible person. All findings and tests should be kept within the fire log book.</p>	

SECTION 20		Manual fire fighting appliances					
20.1	Is there reasonable provisions for fire extinguishers within the premises?			X			
20.2	If yes what extinguishers are located within the premises?					X	Rear meeting room; 1x 6L foam & 2KG Co2 Rear washroom lobby; 1x 6L foam & 2KG Co2 Main hall; 1x 6L foam to rear left exit Main hall; 1x 6L foam to rear right exit
20.3	Are portable extinguishers sited in appropriate places?				3		The assessor was unable to locate extinguishers within the main kitchen area. It is recommended that a fire blanket and a 3L water mist extinguisher be provided within the kitchen. A 3L foam and 2kg Co2 should also be positioned adjacent to the managers office and stage. Extinguishers to the rear meeting room should be repositioned so that each extinguishers is between 1m-1.5m from the floor.
20.4	Are portable extinguishers checked at appropriate intervals?		X				Extinguishers provided within the premises were last inspected on August 2015 by Fire Protection Services.
20.5	Have staff required to use extinguishers received the required training?			X			See fire marshal recommendations.
20.6	If hose reels are located within the building are they correctly sited?					X	
20.7	Are people expected to use hose reels given specific training?					X	
20.8	Are hose reels subject to regular maintenance and inspections?					X	
SECTION 21		Automatic fire suppression systems					
21.1	Are there automatic fire suppression systems i.e. sprinkler systems, inert systems etc.?					X	
21.2	Are these systems maintained accordingly?					X	

SECTION 19	Means of giving warning in case of fire			
19.1	Does the premises provide a manually operated fire alarm system?	X		The premises is provided with a Grade A fire system with the fire panel located adjacent to the rear meeting room final exit. It appears the system is provided with L2 category smoke detection, with heat detection to the kitchen and manual call points to final exits. A flashing beacon is provided to the main commercial kitchen.
19.2	Does the premises provide an automatic fire detection system?	X		Smoke detection to escape routes, main hall, disabled washroom, rear meeting room and heat detection provided to the main kitchen. Further investigation required to the provisions within the meeting room kitchen to the rear.
19.3	Does the premises have a single point smoke detection device?		X	
19.4	Is the current system audible in all areas?	X		Unable to ascertain. Further investigation required.
19.5	Does the system provide a signal to a receiving centre?		X	At the time of assessment the beacon within the main kitchen was partially obscured by stock. It is recommended that the beacon is free from potential obstructions to allow it to be visible in the event of a fire.
19.6	Is the extent of the system sufficient for the intended use?	X		
19.7	Is the system checked and maintained accordingly?		2	Evidence provided suggests the system is subject to routine inspection by a competent contractor. Previous inspection carried out 11/04/2016 by Fire Protection Services. However there was no evidence of weekly testing being undertaken by a competent person within the premises. Weekly testing of manual call points should be undertaken and documented within the fire log book.

20.3	3	<p>The assessor was unable to locate extinguishers within the main kitchen area. It is recommended that a fire blanket and a 3L water mist extinguisher be provided within the kitchen.</p> <p>A 3L foam and 2kg Co2 should also be positioned adjacent to the managers office and stage.</p> <p>Extinguishers to the rear meeting room should be repositioned so that each extinguishers is between 1m-1.5m from the floor.</p>	<p>It is essential portable appliances are located within the correct area for use. Ensure highlighted extinguishers are relocated to the correct location.</p>	
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MAINTENANCE REQUIRED						
INDEX	Required Testing Maintenance	YES	NO	N/A	Date carried out	
SECTION 22	Emergency lighting					
22.1	Monthly in house testing		X		Required	
	6 monthly contractor maintenance		X		Required	
22.2	Fire Alarm System					
	Weekly manual call point testing		X		Required	
	6 monthly contractor maintenance	X			11/04/2016 Fire Protection Services.	
22.3	Fire extinguishers					
	Monthly in house inspection		X		Required	
	Annual contractor maintenance	X			August 2015 Fire Protection Services	
22.4	5 year contractor electrical installation inspection		X		Required	
22.5	Annual PAT contractor testing		X		Required	
22.6	Annual gas appliance testing		X		Required	
22.7	Kitchen extraction cleaning/maintenance (contractor)			X		
22.8	Lifting system maintenance					
	6 monthly contractor maintenance			X		
22.9	Monthly fire door inspection		X		Required	
22.10	Automatic closure device					
	Monthly inspection			X		
	Annual contractor maintenance			X		
22.11	Lightning Protection Annual maintenance			X		
22.12	Suppression system 3 month contractor inspection			X		
22.13	Record in-house fire inspections		X		Required	
22.14	Recorded fire training		X		Required	
22.15	Recorded fire drills		X		Required	
22.17	Fire log book in place		X		Required	
22.18	Air conditioning maintenance			X		

PHOTOGRAPHS

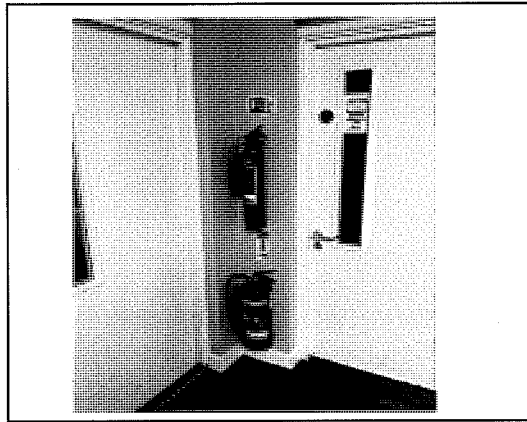


FIG 1; Shows extinguishers within the rear meeting room wall mounted too high.

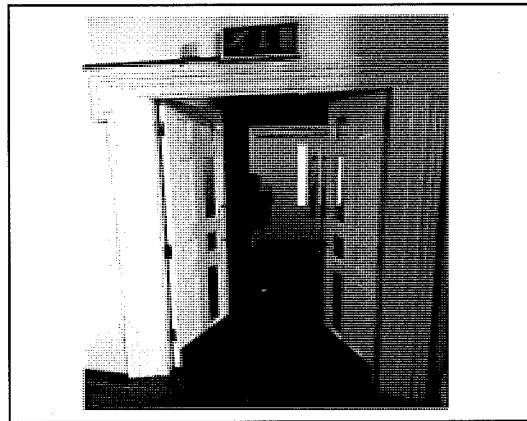


FIG 2; Shows the fire doors to the rear lobby unable to self close.

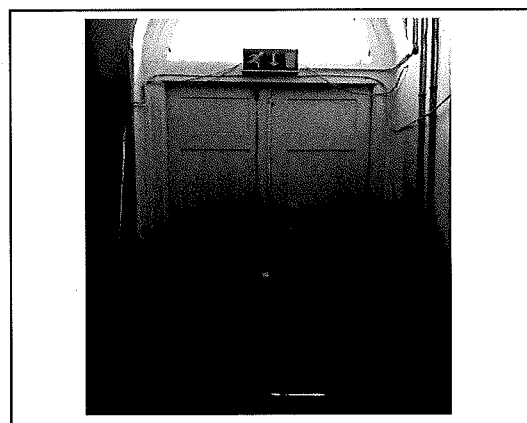


FIG 3; Shows final exit to the front of the premises requiring push bar signage.

PHOTOGRAPHS



FIG 4; Shows manual call point to the rear of the meeting room requiring a fire action notice.

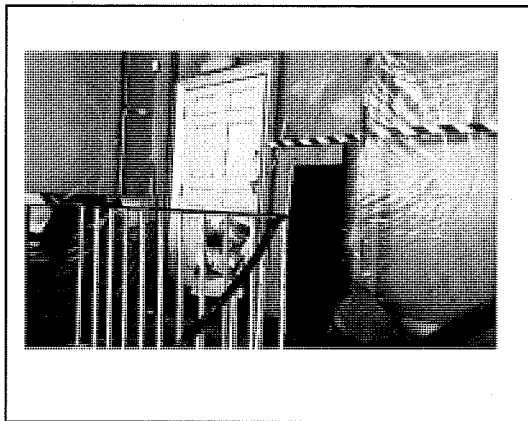
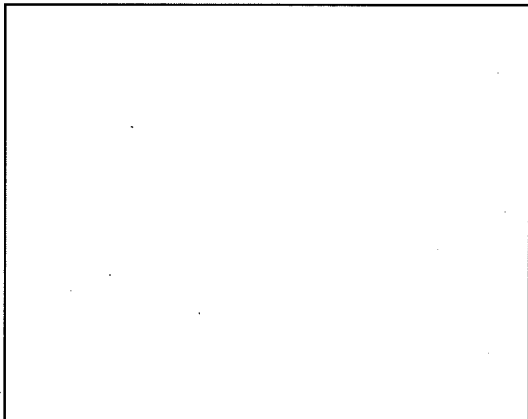


FIG 5; Shows storage to the choir loft landing to be removed.



SIGN OFF**Fire Hazard - Likelihood**

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire and probability of ignition is:

Low	X	Medium		High	
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Potential Consequences - Severity

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Low		Medium	X	High	
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Risk Rating Matrix (RR)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Severity (S)			
Fatality; major injury or illness causing long term disability (High)	1 - HIGH	1 - HIGH	2 - MEDIUM
Injury or illness causing short term disability (Medium)	1 - HIGH	2 - MEDIUM	3 - LOW
Other injury or illness (Low)	2 - MEDIUM	3 - LOW	3 - LOW

Risk Based Control Plan		
ACTION	RISK LEVEL	TIMESCALE
<p>Low priority, considered good fire safety practice-There may be some potential for minor injury. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that any controls put in place are maintained.</p>	3 - LOW	Via an agreed program
<p>Medium priority required for legislative compliance- Potential for serious injury. Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited, Risk reduction measures should be implemented within an agreed programmed time period. Where the moderate risk is associated with extremely harmful consequences a further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.</p>	2 - MEDIUM	Within 3 months
<p>High priority immediate action required for legislative compliance- Potential for major injury or high numbers of people harmed. Work should not be started or continue until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken.</p>	1 - HIGH	Works should be completed immediately

Assessment of overall risk				
Low		Medium	X	High

Date:	09/08/16
Signature:	M Polley

Additional information about this assessment

Premises

Description of premises: Include whether it is detached, terraced, etc., number of floors and any features that may affect fire safety. If you only occupy part of the building, you should indicate this.

Operations or processes undertaken on the premises: state general processes e.g. general office activities, etc., but include any specific processes that would affect fire safety e.g. kitchen activities, welding operations, etc.

Information of how to reduce Fire Hazards

- Operating a safe smoking policy in designated smoking areas and prohibiting smoking elsewhere;
- Enforcing the prohibition of matches and lighters and other naked flames in high fire-risk areas;
- Ensuring that all equipment that could provide a source of ignition, even when not in use, is left in a safe condition;
- Making sure that any smouldering material (including smokers' material) is properly extinguished before leaving the building; and Taking precautions to avoid the risk of arson.

Minimising the potential fuel for a fire

- Removing flammable materials and substances, or reducing them to the minimum required for the operation of the business;
- Replacing materials and substances with less flammable alternatives;
- Ensuring flammable materials, liquids (and vapours) and gases are handled, transported, stored and used properly;
- Ensuring adequate separation distances between flammable materials;
- Storing highly flammable substances in fire-resisting stores and where necessary, keeping a minimum quantity in fire-resisting cabinets in the workroom;
- Removing, covering or treating large areas of flammable wall and ceiling linings to reduce the rate of flame spread across the surface;
- Replace or repairing furniture with damaged upholstery where the foam filling is exposed;
- Ensuring that flammable waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of;
- Taking action to avoid storage areas being vulnerable to arson or vandalism;
- Ensuring good housekeeping; and Improving the fire-resistance of the construction of the workplace.

Reducing sources of oxygen

- Closing all doors, windows and other openings not required for ventilation, particularly out of working hours;
- Shutting down ventilation systems which are not essential to the function of the workplace;
- Not storing oxidising materials near or with any heat source or flammable materials;
- Controlling the use and storage of oxygen cylinders, ensuring that they are not leaking, are not used to 'sweeten' the atmosphere, and that where they are located is adequately ventilated.

Persons affected by fire

Examples of people who may be especially at risk include disabled staff or visitors, people who work alone or are isolated, people who are unfamiliar with the premises, people who sleep on the premises, the young, the elderly or the frail, etc.

Where you identify an employee or regular visitor who will require assistance to evacuate the building, a Personal Emergency Evacuation Plan (PEEP) must be prepared and tailored to the needs of the disabled person.

Escape Routes

Escape routes should be kept clear of obstructions and stored combustible material.

Escape route signage should incorporate a "running man" pictogram on a green background and should include the appropriate directional arrow.

Final exit signs incorporate a "running man" pictogram on a green background.

Examples of building repairs that may be required to ensure good compartmentation include sealing holes made through walls or floors made by contractors installing cables, pipes, etc.

Fire Warning Systems

A call point should be accessible on each escape route from the building. They are normally sited near final exits.

If there is any doubt about whether sounders can be heard in remote places, e.g. cellars, attics, etc., a test should be carried out to confirm this.





Fire safety can be improved by fitting smoke/heat detectors to give early warning and allow time for people to evacuate, e.g. on accesses to sleeping accommodation, etc. Other examples of places where smoke/heat detectors are required are in rooms that have an ignition source but are infrequently visited, e.g. boiler rooms, kitchens, etc.

Escape Lighting

If there is any doubt about whether there are enough luminaries to allow safe exit during a power-cut during the hours of darkness, then a test should be arranged in the premises during the hours of darkness. (Note: some premises do not require emergency lighting if there is sufficient "Ambient Light" from street lights, etc.)

Fire Fighting Equipment

You can determine the types of extinguishers you require by referencing the following table:

Fire Extinguisher Chart					
Extinguisher		Type of Fire			
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gases	Electrical Equipment
	Water	✓ Yes	✗ No	✗ No	✗ No
Special Notes: Dangerous if used on 'liquid fires' or live electricity.					
	Foam	✓ Yes	✓ Yes	✗ No	✗ No
Special Notes: Not practical for home use					
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes
Special Notes: Safe use up to 1000v.					
	Carbon Dioxide (CO₂)	✗ No	✓ Yes	✗ No	✓ Yes
Special Notes: Safe on high and low voltages.					

Generally speaking, fire extinguishers should be sited near to final exits and be available on each floor.

You should have a fire blanket if you have a cooker or hotplate facilities.

All staff should at least be familiar with the location and basic operating procedures of your extinguishers, in case they need to use it. Key staff should be provided with more comprehensive training.

Electricity

Examples of electrical hazards include items stored too close to electrical supply equipment, unsafe equipment, damaged sockets & switches, unsafe routing of cables, etc.

Gas

Examples of gas hazards include combustible items blocking off ventilation panels or stored too near appliances, etc.

General

The "Responsible Person" is typically the most senior person in charge of the premises.

When choosing an Assembly Point, ensure that staff will be far enough away from the premises to ensure safety and not hinder the Fire & Rescue Services. You should also ensure that it can be safely reached, i.e. staff do not have to cross a busy road, etc.

"Fire Action" posters should be positioned adjacent to fire call-points (or each exit) and in staffrooms, notice boards, etc.

Emergency Plans are required to deal with any fire situation. In smaller premises the emergency plan may be no more than a Fire Action poster. In multi-occupied, larger and more complex premises, the emergency plan will need to be more detailed and compiled only after consultation with other occupiers and other responsible people, e.g. owners, managers, etc.

Flammable substances must be stored safely. This is normally assured by following the guidance in the Material Safety Data Sheet (MSDS) for the substance.

Action Plan

The Action Plan should be completed within the specified time/priority level within the Action plan section of this report.

This assessment should be repeated following completion of the Action Plan, and after the first and second reviews.

Adur & Worthing Councils
Licensing Unit
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