

## **ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE**

### **The prevention of crime and disorder**

1. A tamper resistant CCTV system will be installed at the premises to the satisfaction of the Cumbria Constabulary and shall be used to record during all hours that a licensable activity takes place on the premises.
2. At all times when the premises are open there will be present in the premises a member of staff who is trained in the operation of the CCTV installed at the premises and downloading of data images onto a recording format.
3. The images will be retained for a minimum period of 14 days and will be made available to the Police and authorised officers of the Licensing Authority upon a request being made pursuant to the Data Protection Act 1998.
4. A member of staff will be available within 24 hours who is capable of operating the CCTV system and providing recordings.
5. A bound incident book will be maintained to record any activity of a violent, criminal or antisocial nature. The record will contain the time and date, the nature of the incident, the people involved, the action taken, and details of the person responsible for the management of the premises at the time of the incident.
6. The incident book will be available for inspection at all times a licensable activity is being conducted by an authorised officer from a relevant responsible authority. The records will be retained for at least 12 months.
7. All staff involved in the retail sale of alcohol will be trained in the operating procedures for refusing service to any person who is drunk or is under-age or appears to be under-age.
8. All staff involved in the retail sale of alcohol will be trained to perform their role. They will also be trained in the contents of the premises licence including times of operation, licensable activities and all conditions attached.
9. The Premises Licence Holder or nominated person will ensure that staff training records are maintained for a minimum of 12 months, detailing the date of the training, the people who received the training, and the name of the person delivering the training.
10. The Premises Licence Holder or nominated person will provide a written drugs policy detailing the actions to be undertaken to minimize the opportunity to use or supply illegal substances within the premises.
11. Drug awareness training will be provided to all staff. The Premises Licence Holder or nominated person will ensure that staff training records are maintained for a minimum of 12 months, detailing the date of the training, the people who received the training, and the name of the person delivering the training.
12. The Premises Licence Holder or nominated person will ensure that all areas of the premises are regularly checked for evidence of drugs. The date and times of all checks will be recorded in a bound incident book and be available for inspection by the police or licensing authority.
13. The Premises Licence Holder or nominated person shall ensure that a clearly visible notice is displayed advising customers that the Police will be informed if anyone is suspected of being in possession of a controlled substance or found in possession of a controlled substance.

### **Public Safety**

All spillages will be cleaned immediately by staff to prevent accidents

All fire exits will be maintained and kept clear of obstructions at all times.

Notices displaying the clubs zero tolerance towards misuse of drugs will be displayed within the premises

### **Prevention of public nuisance**

1. The outside area may be used for the consumption of beverages only between the hours of 11.00am and 10.00pm and no drinks in open canisters shall be taken out of the Premises at any other time.
2. There shall be no waitress service to the outside seating area.
3. No drinks shall be taken to the outside seating area other than in polycarbonate glasses. For the avoidance of doubt, no glass bottles or glasses shall be taken outside at any time.
4. There shall be no regulated entertainment in the outside seating area.
5. No children shall be permitted in the outside seating area at any time.
6. The CCTV system cover the outside seating area.
7. Employees of the Club must make regular checks of the outside seating area to ensure that patrons are not causing a nuisance to residents by way of noise or disorder and, if they are, action must be taken to desist this. A written record must be kept showing the dates and times of the checks and any action taken. The checks should be carried out frequently and at least every hour when the outside area is in use.
8. No noise nuisance will be caused to residents living near the premises
9. Bottle bins will be emptied at a reasonable hour. Not after 10pm or before 8am.

### **The protection of children from harm**

The premises will operate a 'Challenge 21' policy for all sales of alcohol.

UPPERBY MENS INSTITUTE LTD  
41 LAMB STREET  
CARLISLE  
CA2 4NF

Tel: 01228 528574

Licensing Officers  
Governance Directorate  
City of Carlisle  
Civic Centre  
Carlisle CA3 8QG

28<sup>th</sup> February 2016

Dear Madam/Sir,

Application for Premises Licence

I thank you for your recent undated letter regarding Premises Licence for the Upperby Mens Institute.

I attended an EGM at the Club on Friday 27<sup>th</sup> February 2016 where I read out the suggested conditions proposed to be added to the application and I confirm that all members were fully agreeable to the conditions being added to the Premises Licence application and that they welcome these conditions.

In short the members want the Club to be run as it originally was, that being all rules and regulations are abided by.

The members called the EGM to put in a no confidence vote against the Chairman P. Ruddick. At the meeting the undernoted names were proposed and seconded for the new regime at the Club. They are aware that their positions are not accepted until the Licence Office are informed of the parties concerned.

Howard Collins	Chairman
Kenneth Riley	Vice Chairman
Brenda Collins	Committee
Marie Bell	Committee
Thomas Watson	Committee
J. Turnbull	Committee
P. Barnett	Committee
G. Bateman	Committee
Paul Taylorson	Committee
Jeanette Kidd	Committee
J. McGiveron	Committee
K. Haslam	Committee
M. Alexander	Committee

They would welcome a visit to review their aspect of the Licensing Act 2003. They have also asked that the Police be involved with the Zero Tolerance policy towards misuse of drugs and any advice or equipment that can be provided to detect such drugs and a register.

They have also asked if the Club can advertise functions in the first floor function room.

I also advise that P. Ruddick Chairman, W. Dixon Vice Chairman, C. Little, R. Ruddick, J. Weymouth, M. Gardner have all resigned their positions from the club.

Page 2

The members have asked unanimously if I will stay on as Secretary to which I am considering this position. I have made them aware of my personal problems with my mother who is terminally ill from cancer and I was quite overwhelmed at their response.

I hope we can look positive to the future for the sake of the good members of this Club bearing in mind that they have all good intentions and want the Club to survive after being here for over 50 years. They want this to work and will do what is necessary to ensure this happens.

Our new Steward is also very much in control of his position and welcomes the changes/ideas being brought to make this club proud again.

I note the licence application will go to a sub hearing and I would like to attend.

If I can be of any further assistance please contact me.

Yours faithfully

A handwritten signature in cursive script that reads "Linda Baker".

LINDA BAKER  
SECRETARY

c.c. John Brooks - Cumbria Police

Licensing Manager

Carlisle City Council

Civic Centre

Carlisle

8<sup>th</sup> March 2016

Upperby Men's Institute Premises Application

To: Fred Watson

Licensing Officer

I have recently received confirmation from Linda Baker, Club Secretary of Upperby Men's Institute that following an EGM held at the premises on Friday 26<sup>th</sup> February 2016 the standing committee received a vote of 'no confidence' by a majority of club members. A new committee has since been formed and their names have been forwarded to me. As a result the licensing authority has withdrawn its representation in relation to the application for a Premises Licence as the club has responded to further conditions volunteered within the application and the new committee appear to be responsible persons who will run the premises in the correct manner.

A handwritten signature in black ink, appearing to read 'Sue Stashkiw', written in a cursive style.

Sue Stashkiw

Licensing Manager

## **Fred Watson**

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**From:** Brooks, John <john.brooks@cumbria.police.uk>  
**Sent:** 09 March 2016 14:17  
**To:** Fred Watson  
**Cc:** Stuart Campbell  
**Subject:** FW: Upperby Mens Institute Ltd, 41 Lamb street, Carlisle, Cumbria. CA2 4NF.

Good Afternoon Fred,

I have liaised with PS Stuart Campbell and we are satisfied that the conditions below which have been accepted in full by the applicant have addressed our concerns and we are prepared to withdraw our representation.

We therefore propose not to attend the hearing on Monday 14<sup>th</sup> March 2016 unless we are advised accordingly.

Kind regards

John

**PC John Brooks**  
**Force Alcohol & Licensing Co ordinator**

**T: 0300 124 0113 extension 40004**

**M: 07980 747475**

**E: [john.brooks@cumbria.pnn.police.uk](mailto:john.brooks@cumbria.pnn.police.uk)**

**W: [www.cumbria.police.uk](http://www.cumbria.police.uk)**

Facebook: [www.facebook.com/cumbriapolice](http://www.facebook.com/cumbriapolice)

Twitter: [www.twitter.com/cumbriapolice](http://www.twitter.com/cumbriapolice)