

06-01 Received

03-02 CONSULTATIVE

Encls

**Application for the review of a premises licence or club premises certificate under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Hearing  
by 02-03.

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 that 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 Thames Valley Police

*(Insert name of applicant)*

**apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> Chapel 11 Horsefair Banbury	
<b>Post town</b> Oxon	<b>Post code (if known)</b> OX16 0AA

<b>Name of premises licence holder or club holding club premises certificate (if known)</b> Fridays Banbury Ltd
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<b>Number of premises licence or club premises certificate (if known)</b> PRM 348
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**Part 2 - Applicant details**

I am

**Please tick yes**

- 1) an interested party (please complete (A) or (B) below)
  - a) a person living in the vicinity of the premises
  - b) a body representing persons living in the vicinity of the premises
  - c) a person involved in business in the vicinity of the premises
  - d) a body representing persons involved in business in the vicinity of the premises
- 2) a responsible authority (please complete (C) below)

3) a member of the club to which this application relates (please complete (A)  below)

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

**Please tick**

Mr  Mrs  Miss  Ms  Other title  
(for example, Rev)

**Surname**

**First names**

**I am 18 years old or over**

**Please tick yes**

**Current postal  
address if  
different from  
premises  
address**

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address  
(optional)**

**(B) DETAILS OF OTHER APPLICANT**

**Name and address**

**Telephone number (if any)**

**E-mail address (optional)**

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address Laura Morris Thames Valley Police Licensing Officer HQ South Oxford Rd Kidlington Oxon OX5 2NX
Telephone number (if any) 01865 846150
E-mail address (optional) laura.morris@thamesvalley.pnn.police.uk

**This application to review relates to the following licensing objective(s)**

Please tick one or more boxes

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Please state the ground(s) for review (please read guidance note 1)**

Thames Valley Police are calling for a review of this licence due to the premise not upholding the crime and disorder objective of the 2003 Licensing Act.

There are concerns about the amount and the nature of the assaults and disorder that has occurred in the premise since the premise has been open under the current DPS and management team.

There have been many meetings since the reopening giving advice to the DPS yet the concerns still persist. There has been many occasions where by advice has been given following our concerns and although these suggestions are generally implemented the problems still persist.

**Please provide as much information as possible to support the application**  
(please read guidance note 2)

Mr Mold took over as DPS on the 22/09/09.

Since then there have been 87 recorded incidents at the premise. 34 of these incidents have been a form of assault and 37 of these incidents have been a form of disorder. This is a very concerning statistic.

The premise has had many meetings with the Local Neighbourhood team as well as the licensing department. These meetings have resulted in voluntary agreements to add conditions to the licence one of these being that the premise will adhere to becoming 100% polycarbonate. Although this was agreed in a meeting on the 11<sup>th</sup> December 2010 an incident occurred on the 16/10/11 where by a bottle was used in the assault. This makes me question whether the agreements are being fully adhered to.

The majority of incidents occur from 1am onwards as seen in the chart below.

0.00	10
1.00	24
2.00	24
3.00	12
4.00	2
prior	13
other	2

Although there has been a great improvement in the conduct of the doorstaff since a code of conduct was put into place on the 15<sup>th</sup> November 2010 there are still issues with arguing parties being ejected together causing fighting and assaults just outside the premise that could be prevented if the premise was to eject persons and inform police in the appropriate manor.

We also feel that better lighting in the premise will help to improve the CCTV that is provided when there is an assault. This will also help doorstaff / staff to identify those persons that may cause issues. This should result in early intervention and prevent these incidents becoming assaults as persons can be removed before any incident escalates.

Attached Annexes

Annex 1 Incident List

Annex 2 Full list of incidents chart

Annex 3 Condensed incidents chart

Annex 4 Breakdown of incidents and hours these occurred

Annex 5 Meeting held 19<sup>th</sup> July 2010

Annex 6 Meeting held 6<sup>th</sup> November 2010

Annex 7 Door Staff Policy submitted 15<sup>th</sup> November 2010

**Please tick yes**

Have you made an application for review relating to this premises before

If yes please state the date of that application

Day Month Year

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**If you have made representations before relating to this premises please state what they were and when you made them**

Please tick yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- 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 3 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature .....

Date

3/1/12

Capacity Thames Valley Police Licensing Officer

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 5)

Post town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)

**Notes for Guidance**

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.

Date	Time	URN	Form	Type	Details
22/09/09				dps change	ryan mold dps change
30/10/09	2.24	116	C&C	drunk and disorderly	09x1 D&D male restrained on floor o/s sig called in by CCTV. Male ejected as drunk then spat at d/s
20/12/09	1.06	ja3456490/09	cedar	as above	
03/01/10	1.27	102	C&C	Fight	fight o/s sig aio moved on.
	1.27	95	C&C	Assault - ABH	male talking to female and was struck by bottle bruised uk offd
		ja3498892/10	Cedar	as above	no cctv of incident as in area of no cctv
14/02/10	02:00	JA3524999/10	Cedar	Assault - ABH	sus assaulted aggd in toilet of sig was at urinal when hit in head then kicked on floor
15/02/10	20.38	1357	C&C	Underage drinking	under 18 party no alcohol in sig but have a group of youth very drunk mum came to deal
17/02/10	21.34	1569	C&C	Underage drinking	female returned home drunk 16YO saying male gave her water but it was alcohol
28/02/10	03:28	JA3534319/10	Cedar	Assault Without Injury	bottle thrown at aggd after allegation of trying to touch female no complaint made
22/03/10			Intel	Drugs - Dealing	d/s at sig are aware that male is dealing at weekends from sig but he brings in money
04/04/10	01:20	JA3558010/10	Cedar	Assault - ABH	female trying to brake up fight got bottled small cuts to eye & bruising
02/05/10	2.54	224	C&C	Assault - ABH	No complaints made male with cut to eye refused to talk to police
		ja3577864/10	Cedar	as above	male appears to be headbutted all involved highly intox refused medical treatment
30/05/10	2.33	187	C&C	Drunk & Disorderly	09x1 D&D
		ja3597081/10	Cedar	as above	drunk male lying on his back drunk male then tried to swing at officer when trying to help
30/05/10	4.19	275	C&C	Assault - ABH	fight in sig about 1.5 hrs ago punched in eye. 2 x ABH
		ja3597048/10	Cedar	as above	aggd was in sig with friends when girl pushed friend then when told no room was punched in
		ja3597027/10	Cedar	as above	face friend intervened and was also punched in face
31/05/10	22.38	1486	C&C	Disorder	female ejected due to disorder in sig 09x1 BOP
19/06/10	0.25	46	C&C	Drunk & Disorderly	09x1 male D&D
		ja3611329/10	Cedar	as above	male with trousers around his ankles abusive to police
26/06/10	22.37	1927	C&C	Drunk & Disorderly	09x2 captor deployed D&D
27/06/10	1.37	247	C&C	Assault - GBH	2 persons assaulted abh and gbh cedar
		ja3617109/10	Cedar	Assault - ABH	unprovoked attack aggd punched in face knocked off stool and the further assaulted on floor
		ja3617106/10	Cedar	as above	male tried to protect first aggd and was punched in face
08/07/10			letter	advice	invite to meeting on the 19th July
19/07/10			letter	advice	meeting held after disorder at premise conditions to be put into place
25/07/10	00:00	JA3639319/10	Cedar	Assault - ABH	female had hair pulled and injury to arm and shoulder happen @bar and on dance floor
26/07/10	22:30	JA3638872/10	Cedar	Assault - ABH	female attacked by 3 females linked to PO below
		ja3638716/10	Cedar	as above	Public order
		ja3638714/10	Cedar	as above	Public order
		ja3638711/10	Cedar	as above	Public order
26/07/10	22.30		Gen40	Public Order	3 girls arrested for disorder refused entry as drunk to under 18 night became abusive
07/08/10	2.29	220	C&C	Assault - ABH	male with head injury happen i/s sig 09x1

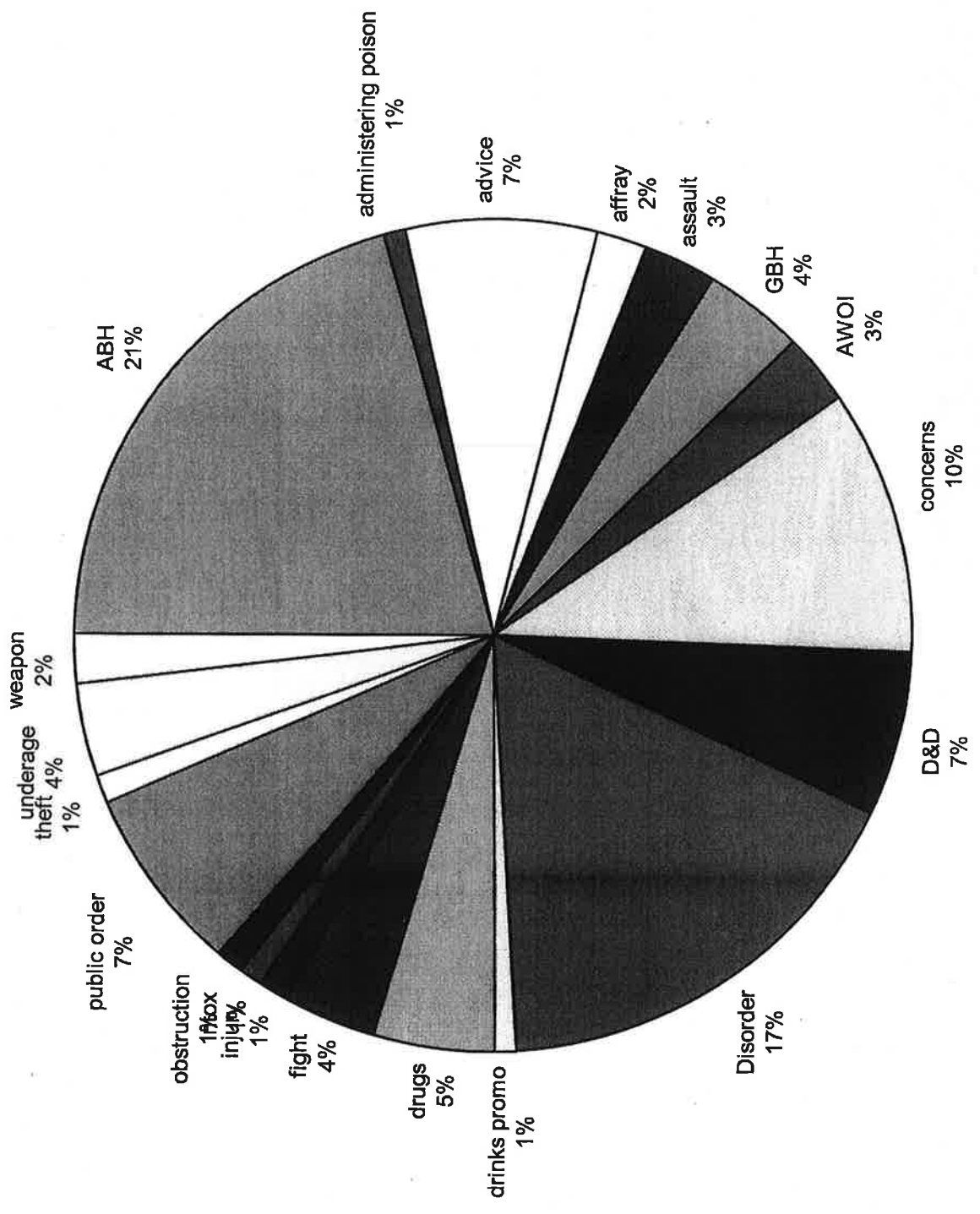
12/08/10	22.17	ja3646722/10	Cedar	as above		after verbal altercation sus has struck victim over the head with bottle male detained for possession 09x1
		1525	C&C	Drugs		male confessed it was ketamin
03/09/10	1.05	ja3650659/10	Cedar	as above		Arrested fro D&D then resisted arrest was verbally racist towards officer
11/09/10	0.25	JA3664880/10	cedar	Public Order		male assaulted at sig
		45	C&C	Assault - ABH		as above male was breaking up dispute and was punched in face then kicked in throat
19/09/10	1.06	JA3670128/10	cedar	as above		male smashed glass no complaints have left sig AIO
23/09/10		102	C&C	Disorder		CCTV concerns as ABH that was on the premise cctv was deleted
			email	concerns		offd threw bottle at aggd hair was pulled and ended up on floor being kicked
24/09/10	23.55	JA3680652/10	cedar	Assault - ABH		offd touched aggd bottom so aggd threw drink at him then he punched her d/s ejected
29/10/10	1.15	JA3702061/10	cedar	Assault - ABH		male bottled in toilets of sig d/s eject aggd through rear had to go to another premise
06/11/10	0.41	68	C&C	Assault - GBH		and ring the bell to get help second male was taken out the main exit police were o/s
		ja3708152/10	cedar	as above		the front of the premise but were not told what had happened
07/11/10	2.54	252	C&C	Fight		fight at sig
10/11/10			email	concerns x3		officer concerns about incident on the 6th nov and how it was dealt with and concerns about what could have happened if male had not made it to another premise to report injuries
10/11/10			email	concerns		officer concerns about doorstaff and management of premise
11/11/10			letter	advice		letter after meeting conditions to be attached to licence after incidents
13/11/10	1.18	88	C&C	disorder		2 males being restrained refusing to leave
15/11/10			email	advice		door staff policy submitted to police after discussions on the 11th Nov
27/11/10	2.01	146	C&C	fight		fight o/s sig 09x1 D&D AIO now
27/11/10	11.44	575	C&C	assault abh		caller involved in above has broken nose and black eyes. Cedar
11/12/10	2.46	253	C&C	disorder		males causing problems on door have now left AIO
12/12/10	2.55	251	C&C	disorder		males squaring up another unit needed AIO no complaints
19/12/10	1.44	121	C&C	affray		scuffle o/s sig 09x2 affray males had argument no complaints sect 27 issued
24/12/10	2.19	150	C&C	assault ABH		male made off no complaint was headbutted
		ja3738303/10	cedar	as above		as above
26/12/10	00:01	JA3739837/10	Cedar	Assault Without Injury		whilst at bar sus pulled aggd hair and pushed her head towards the floor d/s then intervened
31/12/10	2.52	131	C&C	disorder		males squaring up o/s sig dispersed and sent home
01/01/11	03:00	JA3742316/11	Cedar	Assault Without Injury		female hit in face as she tried to break up a fight
01/01/11	2.51	578	C&C	public order		d/s detaining male 09x1 PO cedar
		ja3742193/11	Cedar	as above		sus ejected then heard to swear at doorstaff and then lunged at another one
07/01/11	22:30	JA3746572/11	Cedar	Administering Poison		believe that drink was spiked
09/01/11	1.41	102	C&C	underage		caller reporting that 16 YO in sig
22/01/11	2.47	183	C&C	disorder		complaint against d/s they ejected him because he was gay. d/s stated he was
		ja3755045/11	cedar	as above		ejected as he was too drunk and behaving badly i/s



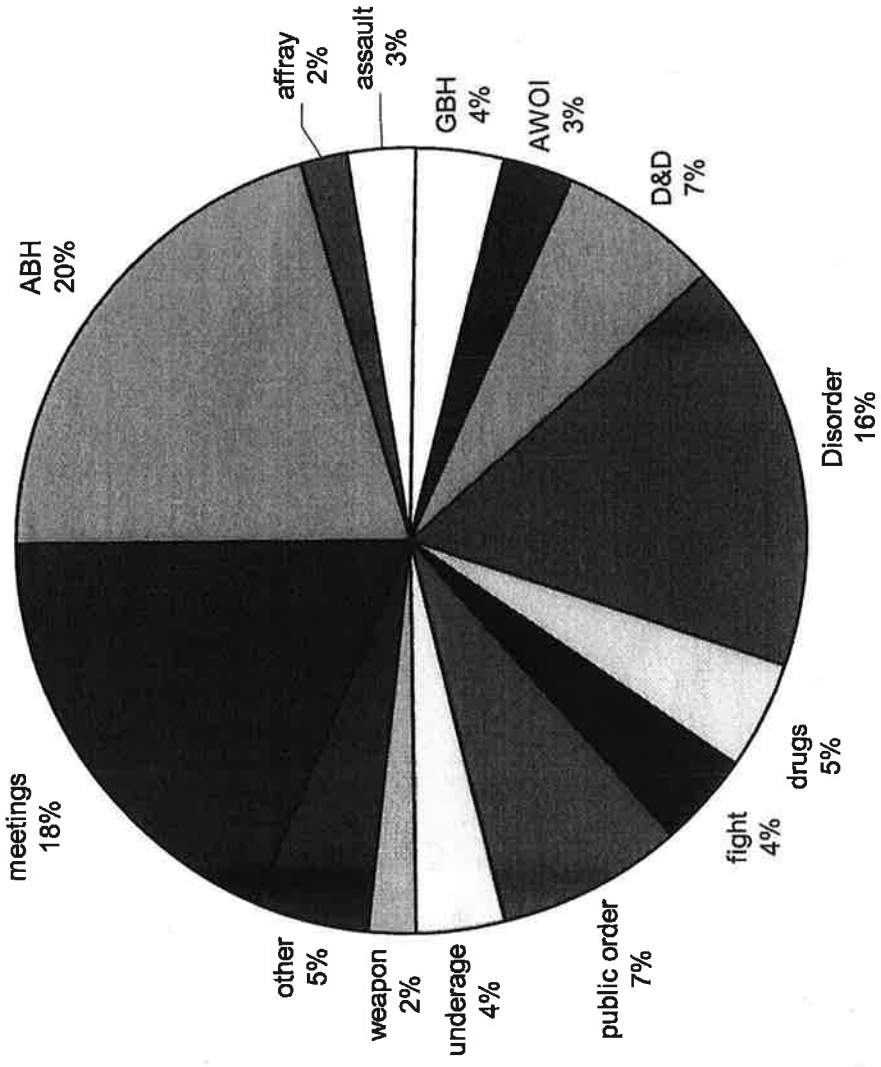
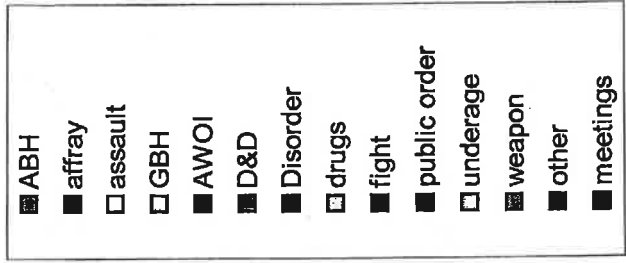
23/01/11	4.20	299	C&C	disorder	2 groups arguing verbal ATT
26/02/11	2.44	196	C&C	disorder	bit of disorder as person leaving sig AIO persons cleared
17/03/11	22.48	1591	C&C	D&D	very drunk female given words of advice and on way home
19/03/11	0.37	52	C&C	disorder	person refusing to leave d/a requesting assistance
02/04/11	2.06	159	C&C	assault ABH	dom incident 09x2 ABH
		ja3801220/11	cedar	as above	aggd was grabbed her by the hair and dragged along
		ja3801666/11	cedar	as above	
02/04/11	3.12	227	C&C	assault	male has female on floor 09x1 common assault female passed out
		ja3801302/11	cedar	as above	member of staff had been assaulted does not wish to support police
15/04/11	1.34	90	C&C	disorder	female has hit d/s no offences
16/04/11	23.08	1681	C&C	disorder	male making threats to d/s
23/04/11	1.23	150	C&C	drugs	d/s detained male for drugs
		ja3815444/11	cedar	as above	searched and found in possession of bag of white powder
25/04/11	3.57	201	C&C	public order	male taken to HGH 09x1 PO
		ja3816650/11	cedar	as above	male head butted another male
02/05/11	3.07	171	C&C	Public Order	d/s need assist 09x1 PO rest of crowd dispersed
07/05/11	1.49	152	C&C	weapon	male with weapon being detained by d/s cedar
		ja3823994/11	cedar	as above	
07/05/11	3.35	256	C&C	disorder	males seem drunk verbal ATT
22/05/11	3.42	328	C&C	disorder	pushing & shoving 1 threatened d/s other tried to damage sign Aio have left
01/06/11			email	advice	contact with security company about conduct of security
11/06/11	1.30	125	C&C	assault ABH	09x1 ABH
		ja3846277/11	cedar	as above	under age person was ejected and offd was waiting o/s for him and was punched
17/06/11	2.49	118	C&C	public order	4 males d/s intervening 09x2 PO cedar
		ja3850005/11	cedar	as above	
		ja3850003/11	cedar	as above	
18/06/11		JA3850671/11	Cedar	Assault - ABH	d/s witnessed male headbutting another male unknown injuries URN 52
	0.35	52	C&C	as above	
02/07/11	01:35	JA3859927/11	Cedar	weapon	male seen by d/s to hide knife in shoe detained
02/07/11	0.44	84	C&C	assault ABH	2 males assaulted another male with bottle ABH
		ja3859921/11	cedar		
02/07/11	n/a		gen40	disorder	4 arrests 2 i/s sig ABH and offensive weapon, as sig closed for other 2 PO captor deployed
03/07/11			email	concerns	concerns about different groups from fr and wide come to sig and then fighting
07/07/11			email	advice	advice given ref DJ and style of music DJ will be changed in 2 weeks
12/07/11	1.00	ja3909796/11	cedar	underage	2 males had altered driving licences to make them older. Licences confiscated
17/07/11	2.30	ja3871226/11	cedar	theft	femlae involved in fight aggd was removed by management 15 mins later manager

30/07/11	2.26	ja3878152/11	cedar	obstruction		handed her handbag back to her but phone was missing
30/07/11	2.26	ja3878150/11	cedar	assault x2		male pulled officer away from girlfriend who was being arrested obstruction not assault
30/07/11	2.26	ja3878147/11	cedar	as above		offd punched aggd in face after assault on sister
31/07/11	3.29	384	c&c	Public Order		altercation i/s sig sus punched aggd in face
05/08/11	1.39		gen 40			4 persons o/s sig causing trouble sect 5 issued
						disturbance took place involving d/s and persons ejected d/s let in 2 intox females after
12/08/11	3.33	194	C&C	Public Order		officers said not to manager had overuled d/s and officers
						male feels he was assaulted by doorstaff not reasonable force is intoxicated and told
						to call back in morning to report
28/08/11	1.00	ja3898258/11	cedar	ABH		bruising to leg and description of offd provided
02/09/11	3.07	147	C&C	affray		disorder at sig fighting with door staff
09/09/11	0.42	39	C&C	disorder		2 males have left scene AIO on way home
09/09/11	1.26	81	C&C	disorder		male got in the way when others were being ejected and got hit on nose
10/09/11	1.52	175	Gen40	GBH		altercation with 2 males sus has hit aggd over head twice with glass bottle causing it to
		ja3903924/11	C&C	also		break 2 cuts to the head
25/09/11	3.30	ja3912843/11	cedar	ABH		incident at sig aggd being looked at by amb aggd would not confirm what had happened
						and not wish to make a complaint male was found in toilets of sig
04/10/11			email	concerns and advice		sgt spoke to sig about incident attitude of manager after officers attended ref a weapon
08/10/11	1.00		gen 40	intox		male ejected after being violent no assault and could barely stand let alone be violent
						had clearly been served when he was in no fit state drunk and incapable 09x1
09/10/11			email	concerns		concerns over male who had not been ID at sig was arrested for D&D was 17
10/10/11			email	concerns		not happy adhering to submission of red forms for PW for fear of reprisal
16/10/11	0.05	JA3925689/11	cedar	ABH		aggd in sig friend was assaulted by offd then aggd assaulted by bottle in the face by offd
28/10/11			email	concerns and advice		issues with promotional staff management spoken to about this
10/11/11	23.40		Gen40	D&D		male ejected after crim dam to toilet seat no complaint from management was causing
						Disturbance o/s sig issued sect 27 and continued to argue with officers so 09x1 D&D
13/11/11	1.00		gen 40	ABH		female punched in mouth in smoking area offd was removed by doorstaff and waited o/s for
						officers as victim left sig offd punched her again
19/11/11	2.26	180	C&C	drugs		licensing check AIO conducting drug search 09x1
19/11/11	1.37	138	C&C	injury		male with injury has fallen and hit his head AMB called
20/11/11	2.10		gen 40	GBH		officers at the front of sig saw d/s eject group onto street 2 females continued disagreement
		JA3947298/11				on street officers spoke to d/s about what had happened and they stated a fight had occurred
						on dance floor 3 males then started to fight GBH d/s not effective
20/11/11			email	concerns		email about above disorder and poor management of premise
25/11/11	2.38	105	C&C	drugs		d/s detained male with cocaine
27/11/11	1.28	149	C&C	D&D		09x1 D&D officers detaining 2 males

27/11/11	2.21	207	C&C	disorder	d/s requesting assist AIO males have been moved on
29/11/11			email	drinks promotions	email from council about issues with drinks promo at sig
27/12/11	3.30	176	C&C	Fight	FIP male being detained by d/s having spoken to males no offences gone home in taxi



- ABH
- administering poison
- advice
- affray
- assault
- GBH
- AWOI
- concerns
- D&D
- Disorder
- drinks promo
- drugs
- fight
- injury
- intoxic
- obstruction
- public order



ABH	22
administering poison	1
advice	8
affray	2
assault	3
GBH	4
AWOI	3
concerns	11
D&D	7
Disorder	18
drinks promo	1
drugs	5
fight	4
injury	1
intox	1
obstruction	1
public order	8
theft	1
underage	4
weapon	2

ABH	22
affray	2
assault	3
GBH	4
AWOI	3
D&D	7
Disorder	18
drugs	5
fight	4
public order	8
underage	4
weapon	2
other	5
meetings	20

0.00	10
1.00	24
2.00	24
3.00	12
4.00	2
prior	13
other	2



Licensing Office  
Thames Valley Police  
Oxford Police Station  
St. Aldates  
OXFORD  
OX1 1SZ

Tel: 01865 266 109  
Fax: 01865 266 104  
Laura.morris@thamesvalley.pnn.police.uk

Attn Ryan mold  
The chapel  
11 horsefair  
Banbury  
OX16 0AA

21/07/10

Dear Mr Mold

**RE: Meeting held at Chapel Nightclub on the 19<sup>th</sup> July 2010**

At the above meeting the following was agreed to prevent further disorder.

- The premise is to go 80 % polycarbonate this is to be put into place by the next meeting in 3 months time.
- Doorstaff to be informed about the lack of information in the incident book. This should be filled out more comprehensively to show due diligence.
- There has been an increase in Drunk and disorderly reports attached to the premise. It was stated at the meeting that this could be people who are being refused entry and then not moving on. This must be recorded in your incident book with times dates and names if possible in order to show due diligence.

The next meeting to be held is on the 5<sup>th</sup> October at your premise at 15.30.

If you wish to discuss this matter further please feel free to contact me.

Yours sincerely

Laura Morris  
Licensing Officer  
Thames Valley Police



Licensing Office  
Thames Valley Police  
Oxford Police Station  
St. Aldates  
OXFORD  
OX1 1SZ

Tel: 01865 266 109  
Fax: 01865 266 164  
Laura.morris@thamesvalley.pnn.police.uk

Chapel  
Banbury

Dear Ryan and Matt

Ref Meeting held 11<sup>th</sup> November 2010 at Banbury police station

As a result of an incident on the 6<sup>th</sup> November that occurred at the premise the following has been agreed.

- Minor Variation is to be submitted to the licensing authority by the 11<sup>th</sup> Dec 2010.

This variation is to include:

- 100% polycarbonate
- Incident book
- Door staff policy in accordance with TVP (to be submitted for agreement within 7 days) this will enable you to implement it with your door team at a meeting to be held within 2 weeks.
- Intoximeter to be used on all youth nights.
- Saturdays to have 5 doorstaff. Fridays to have 4 door staff. Special events to have 5 doorstaff.

This meeting was held to discuss the seriousness of the incident that occurred and to discuss the ineffective way in which it was managed on the night. This letter has been issued as a final warning to the premise and any further incidents of this nature will result in the premises facing a review of its licence.

Any concerns please feel free to contact me.

Yours sincerely

Laura Morris  
Licensing Officer  
Thames Valley Police



**Morris Laura****From:** Fridays Daventry**Sent:** 15 November 2010 18:24

Morris Laura; Percival Bryan

**Subject:** The Chapel Door Policy, please note incident book and doorman levels are included.The Chapel Door Policy

We intend to promote the 4 licensing objectives,  
Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance & Protection of Children from Harm

CODE OF CONDUCT WHILST ON DUTY

Maintain the agreed standards of personal appearance and deportment appropriate to the event or establishment and not to act in a manner that is likely to bring discredit to the company.

When necessary all customers will be asked to queue behind our barriers.

On entry customers will be monitored & addressed. This is to determine that the 4 licensing objectives are being promoted by the premises.

Greet all visitors to the venue in a friendly and courteous manner.

Give assistance to any person on the premises who is injured or distressed.

Act fairly and not unlawfully, do not discriminate against any person on the grounds of colour, race, religion, sex or disability (and be prepared to justify your actions).

Never solicit or accept any bribes or other considerations from any person, nor fail to account for any money or property received during the course of the assignment.

Remove.  
Can be impaired by  
legal substances

Do not drink alcohol or be under the influence of alcohol or any illegal substance when reporting for duty or whilst on an assignment.

Never abuse your position of authority and immediately report any incident involvement with the police that may affect your continued ability to work on assignment as a door supervisor.

Use reasonable and necessary force when dealing with any violent or quarrelsome member of the public or customer. Never carry or use a weapon.

Do not use mobile telephones whilst on duty. Ask permission of your head door supervisor if you have an emergency.

Always sign in upon commencement and out at the end of your duties.

Always display your SIA badge whilst on duty unless written permission from the local SIA enforcement officer and local police has been given.

Familiarise yourself with the evacuation procedure, fire escapes and emergency meeting points within all venues.

Whilst on duty, ensure no person under the legal age of 18 years is purchasing alcohol within the venue.

Control the number of persons admitted to the premises so to prevent overcrowding in strict adherence to the fire limit. *Limits set by premises risk assessment*

Door supervisors must be forthcoming and provide assistance to the police with any enquiries.

On occasions when we expect a higher level of customers we will increase our door numbers accordingly to promote the four licensing objectives.

At peak times we intend to have a minimum of 4 door staff Friday nights and 5 door staff Saturday nights. If customer numbers drop off though-out quieter weekends and the number of door staff isn't relevant to customers then we'll reduce our minimum amount of door staff accordingly)

### JOB AIMS & OBJECTIVES

To ensure that you understand and abide by the clients requirements.

To ensure that entry numbers are controlled. Be aware of your venues specific fire procedures. Use tally counters where and when supplied.

To wear a uniform specific to the venue you attend. To ensure fluorescent armbands containing your SIA licence) are worn at all times along with fluorescent jackets if instructed.

To monitor customer behaviour and ensure that all customers comply with the venue rules and the guidelines of the licensing act. To only use the required level of force to enforce the rules and to report any breach of behaviour in the incident book provided.

To ensure that all customers comply with the clients admissions and policies in terms of ID, age and behaviour.

To read and fully comply with the code of conduct.

To inform your head doorman and area manager if your licence has been revoked. You may be prosecuted if you ignore this rule.

Toilet checks & fire exits checks will be completed every 30 minutes regularly and recorded as well as irregular checks.

### MAIN DUTIES & RESPONSIBILITIES

To read your projected rota each week and to confirm the shifts you are available for. To inform the head door supervisor immediately if you cannot cover a shift.

To ensure that you have received specific venue induction training at any venues you are unfamiliar with.

To ensure that incidents are reported and recorded whenever they occur in a public area. It is crucial that you report any incident or accident which you witness in the supplied

BOMB THREAT PROCEDURE

*Same as fire drill but evacuate to different area.*

*AND/OR CONSUMING*

incident log.

To ensure that you sign in at the beginning of your shift and sign out at the end of your shift. Supply your SIA licence where indicated.

To ensure that customers are greeted when entering or leaving the venue in a warm and friendly manner, and to offer assistance and comfort to any customers who appear to be in distress.

To supply first aid where and when required. Always clarify who the venues "first aiders" are before your shift commences. Give advice regarding the venues facilities when requested.

To cooperate and give full access to any representatives of the SIA, the emergency services, licensing department and or environmental health department. Never refuse access in any circumstances.

To monitor and report to the head door supervisor any relevant customer behaviour, addressing when necessary to maintain a safe, pleasant and non-threatening environment.

To advise and enforce where necessary unit policies i.e. non-smoking areas and restricted access areas.

To provide witness statements to the police following an incident regardless of whether personally involved or not. This will include incidents occurring in the near vicinity to your place of work.

To ensure that visual checks are carried out in public areas to prevent the usage, distribution or storage of illegal drugs. Report immediately any suspected activities to your head door supervisor.

To ensure that no more force than is necessary is used when ejecting a member of the public.

To ensure that you do not discriminate on the grounds of race, gender, disability, sexuality etc. Please make sure that all decisions you make are unbiased and based on rational and professional guidelines.

### **INCIDENT MANAGEMENT PROTOCOL & EJECTION**

Each incident is to be risk assessed and appropriate action taken promptly

Individuals or groups of individuals in conflict with each other should be assessed to establish the aggressor when possible.

Consideration needs to be given in each case regarding the following options; a) eject individual/s b) detain individual/s and await the Police. If unsure please consult head Door supervisor/licensee.

Always adhere to the venues radio communication policy when ejecting or intending to eject a member of the public.

In the event of a fight/assault door staff will separate and restrain both parties and determine what further course of action is needed prior to ejection i.e. ambulance, police called/notified, the incident will be logged in our incident book and a red form filled in when appropriate.

To avoid allegations of assault during the ejection of unruly or aggressive customers, where possible use exits which are monitored by CCTV. Where possible an agreed designated ejection route must be used. If this is not possible, you must be able to fully justify the reason for using an exit which is not monitored. This should be included in any required incident reports.

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Subject: Chapel Banbury  
Date: Fri, 12 Nov 2010 09:42:25 +0000  
From: Laura.Morris@thamesvalley.pnn.police.uk  
To: [redacted]  
Cc: [redacted] n.police.uk; Licensing@Cherwell-DC.gov.uk

Good Morning

As a result of the meeting held 11<sup>th</sup> nov 2010. Please find attached conditions to be attached to your licence as discussed.

Regards

Laura Morris

Licensing Officer  
Thames Valley Police  
St Aldates  
Oxford  
OX1 1SZ

Tel: 01865 266 109  
Mob: 07989 497 913

Email: [laura.morris@thamesvalley.pnn.police.uk](mailto:laura.morris@thamesvalley.pnn.police.uk)

**Take pride and make a difference for Oxfordshire by :-**

***Seeing things through the eyes of others***

***Do what we say we are going to do***

***Treating everyone with dignity and respect.***

Thames Valley Police Currently use the Microsoft Office 2002 suite of applications. Please be aware of this if you intend to include an attachment with your email. This communication contains information which is confidential and may also be privileged. Any views or opinions expressed are those of the originator and not necessarily those of Thames Valley Police. It is for the exclusive use of the addressee(s). If you are not the intended recipient(s) please note that any form of distribution, copying or use of this communication or the information in it is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to: [informationsecurity@thamesvalley.pnn.police.uk](mailto:informationsecurity@thamesvalley.pnn.police.uk) and to the sender. Please then delete the e-mail and destroy any copies of it. Thank you.