

**RIBBLE VALLEY BOROUGH COUNCIL**  
**ENVIRONMENTAL HEALTH**



**Best Practice Guide for Completion  
of Premises Licence Applications**  
**The Prevention of Public Nuisance**

## **Introduction**

The new Licensing legislation requires that applications for premises licences consider the impact any variation on times or activities may have on nearby residents and the general public.

Each application for any variation has to be served on a number of interested parties, these include the Police, Fire Authority, Trading Standards, the local Planning and Building Control Departments and Environmental Health.

The Applicant is required to consider four main issues and explain how they intend to manage the premises to ensure that these matters are fully controlled to limit impact on neighbours and the public.

The four areas are:

- Crime and Disorder
- Public Safety
- Public Nuisance
- The Protection of Children from Harm

In the relevant section of the application, known as the Operating Schedule, the applicant is required to include details of conditions appropriate to the premises, which may be applied to the licence.

Although all premises are individual and have different management requirements, there are a number of good practices, which can be applied to most premises.

To help you consider your management plan, we have included some guidance on possible appropriate actions. However, there will be others which you may also consider are necessary for your particular premises, and you should apply and include these as appropriate.

## **Plans**

An accurate and up to date plan of the premises must be included in your application. This should also identify the following important details:

Location of emergency lighting, fire extinguishers, break glass points, smoke detectors, fire alarm sounders, illuminated exit signs, fire exits, self-closing doors, air-conditioning systems and vents/expelair, the location of any fixed speakers and the location of the entertainment area (ie stage for performers, DJ equipment).

The location of the car park, outdoor beer garden and taxi collection points should also be identified on the plan.

In addition, a site location identifying the nearest residences and other noise sources would be useful when considering the likely impact on those neighbouring properties.

## The Operating Schedule

Section Q on the application form is the page where you are expected to include details of how you will manage your impact on neighbouring properties and the public.

- b) *Crime and Disorder* – the Police are consulted on this area of the form and will require you to provide details of crime prevention measures and management controls to ensure the safe and secure operating of the premises.
- c) *Public Safety* – the principle consultees for this section are the Fire Authority and Building Control. If the premises has previously had a Public Entertainment Licence, then conditions held within that license will be applicable. Any inclusions on this section must not contradict existing Health and Safety at Work legislation requirements, which apply to all premises and places of work.
- d) *Public Nuisance* – the Environmental Health Department are consulted on this section of the application form. We are required to consider noise pollution, odour, litter and light pollution. There are a number of operational controls, which can be applied to cover many of these issues, which may impact on residents and neighbouring properties. These are listed in the next section of this guide.
- e) *Protection of Children from Harm* – Social Services consider the information provided in this part of the form to ensure the protection of children from moral, psychological and physical harm.

## Proposed Appropriate Management Controls for Public Nuisance

### Noise

Extension of the hours of opening, the inclusion of live or recorded music and the use of outdoor areas are the main areas for consideration regarding noise disturbance. Therefore the following controls are proposed to ensure that these activities do not adversely affect any surrounding premises.

1. All external doors and windows shall be kept closed when regulated entertainment is being provided, except in the event of emergency.
2. The licence holder or his representative shall on every occasion the premises are used for regulated entertainment check external noise levels at regular intervals to ensure that sound levels are reasonable and not affecting noise sensitive premises. Appropriate steps should be taken to reduce the level of noise where it is likely to cause a disturbance to local residents. Where a complaint is made either to the Management or via the Local Authority, a written record shall be made of those noise assessments in a log book for a period of three months following the complaint. The details recorded shall include the time and date of the checks, the person making them and the results, including any remedial action. This written log shall be available for inspection by the Local Authority.
3. There shall be visible and clear notices requiring customers to leave the premises and the area quietly, placed at all exits.
4. Refuse, ie bottle sorting/ disposal, shall not take place outside between 10pm and 8am.
5. Customers should be reminded to leave quietly by regular announcements from the DJ during entertainment events and by door supervisors or members of staff as they are leaving the premises.
6. Outdoor areas, such as beer gardens, shall not be used after 11pm (*The Council would normally recommend that patrons are brought in from outdoor areas at 10pm to ensure that the impact on nearby residents is kept to a minimum*). Supervision of such areas should be carried out on a regular basis and if appropriate action taken to ensure that no behaviour that may disturb neighbours is allowed in this area.
7. Outdoor regulated entertainment, such as a DJ or live music (either amplified or not), must be controlled in accordance with number 2 above and in no circumstances shall be permitted in this area after 8pm. (*However, in most circumstances, the Council will discourage any recorded, including piped background, or live music in outside areas*)
8. The licensee shall provide 28 days notice to the Council and neighbouring residents of the intention to stage any event involving explosives, pyrotechnics or fireworks. Regard should be had for the Fireworks Regulations 2004, which restrict their use after 11pm and prohibit the use of certain fireworks.

## Odour

1. The licensee should ensure that any odours generated on site do not affect nearby premises, by ensuring that extraction equipment is suitably located and maintained.

## Light Pollution

1. No light from the premises, including light produced by entertainment events, should extend beyond the site boundary.
2. All external lights shall be switched off when the premises are closed to customers.

## Litter

1. The grounds of the premises shall be maintained in a tidy and litter free state.
2. No customers will be allowed to take open bottles, cans or glasses (either glass or plastic) off site. Any sales of alcohol specifically for off site consumption shall be sold in sealed containers.