

**LICENSING ACT 2003
PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council

Premises licence number

PRM 0470

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description HIGHBURY HOUSE, PENDRE,	
Post town CARDIGAN	Post code SA43 1JU
Telephone number 01239 613 403	

Where the licence is time limited the dates LICENCE NOT TIME LIMITED

Licensable activities authorised by the licence REGULATED ENTERTAINMENT: LIVE MUSIC RECORDED MUSIC ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC. FACILITIES FOR ENTERTAINMENT: MAKING MUSIC LATE NIGHT REFRESHMENT SALE BY RETAIL OF ALCOHOL

The times the licence authorises the carrying out of licensable activities

REGULATED ENTERTAINMENT:

LIVE MUSIC

RECORDED MUSIC

ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC.

FACILITIES FOR ENTERTAINMENT:

MAKING MUSIC

LATE NIGHT REFRESHMENT: From 2300 HRS to terminal hour.

SALE BY RETAIL OF ALCOHOL.

ALL ABOVE ACTIVITIES:

SUN-THUR: 1100-0100 HRS.

FRI and SAT: 1100-0200 HRS.

NON STANDARD TIMINGS.

BANK HOLIDAY WEEKENDS: i.e. Fri, Sat and Sun: One additional hour to terminal hour.

NEW YEARS EVE: From the commencement of hours on New Years Eve to conclusion of hours on New years Day.

ALCOHOL CAN BE SUPPLIED 24HRS A DAY TO RESIDENTS.

The opening hours of the premises

SUN-THUR: 1100-0130 HRS

FRI and SAT: 1100-0230 HRS

BANK HOLIDAY WEEKENDS: One half hour to terminal hour as detailed above.

NEW YEARS EVE: From commencement of hours on New Years Eve to conclusion of hours on New Years Day.

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

ON AND OFF SALES

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Mrs. ANGELA WILSON and Mr. WILLIAM JAMES PHILIP WILSON,
HIGHBURY HOUSE,
PENDRE,
CARDIGAN.**

Tel. 01239 613403.

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

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

**Mrs. ANGELA WILSON,
HIGHBURY HOUSE,
PENDRE,
CARDIGAN**

Tel. 01239 613403.

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

CER 0579

CEREDIGION COUNTY COUNCIL

Annex 1 - Mandatory conditions

Mandatory conditions where licence authorises 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.

Mandatory condition where the premises licence includes a Condition that at specified times one or more individuals must be at the premises to carry out a security activity:

- (1) Each such individual must be licensed by the Security Industry Authority.
- (2) But nothing in (1) above requires such a condition to be imposed—
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to—
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section—
 - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 - Conditions consistent with the operating Schedule

Promotion of Licensing Objectives

APPENDIX A GENERAL ALL FOUR LICENSING OBJECTIVES.

- a. All staff employed on the premises will receive in house training to ensure understanding of the requirements of licensing legislation taking particular account of the Premises Licence Operating Schedule.

APPENDIX B. Prevention of Crime and Disorder.

- All staff will receive relevant training. They will be asked to sign that they have received instruction and that they understand their responsibilities.
- Premises have been designed with crime prevention in mind. The premises is secured by good quality locks.
- All staff have signed up to age verification checks. If uncertain regarding a customers age they are instructed not to serve unless proof of age document is produced and accepted as genuine. Copy attached (Portman Group Scheme)
- All exterior areas are fully illuminated.
- Staff have signed up not to serve anyone who is or appears to be drunk.
- All staff instructed to be vigilant to combat drug dealing and drug abuse. An active random drugs search policy is in force.
- Management have not and will not engage in irresponsible drinks promotion.
- Customers will not be permitted onto premises carrying open or sealed bottles or glasses.

APPENDIX C. Public Safety.

- All staff have signed up to age verification checks. If uncertain regarding a customer's age they are instructed not to serve unless proof of age document is produced and accepted as genuine. Copy attached at appendix 2.
- All staff are fully aware of fire safety procedures. Regular fire drills will be held and records kept. A records file will be available for inspection if necessary.
- All fire exits are clearly marked. See plan.
- Fire extinguishers, smoke detectors are positioned throughout the building. See plan.
- A fire blanket is available.
- We will accept any occupancy figures in respect of the premises given by the Fire Authority. The Fire Authority will be invited to provide accurate figures for the whole of the premises.
- Taxis and Minicabs advertised on the premises are companies licensed by local authority.
- Drinking Water is available free of charge.
- Premises are managed effectively and efficiently at all times.
- Comprehensive First Aid kit is available on the premises. All staff are aware of its location.
- All fire fighting equipment is regularly serviced.
- Steps are highlighted so as to be conspicuous.
- Staff have been made aware of disability issues and assistance is always available to those in need.
- Public Liability insurance is in force for the premises. If this application is successful we will write to advise our insurers as to our hours of opening and licensable activities

APPENDIX D. Prevention of Public Nuisance.

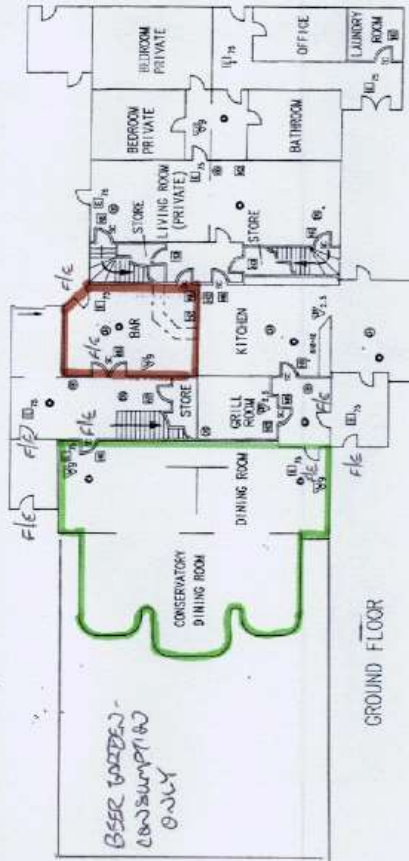
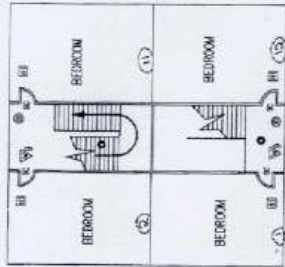
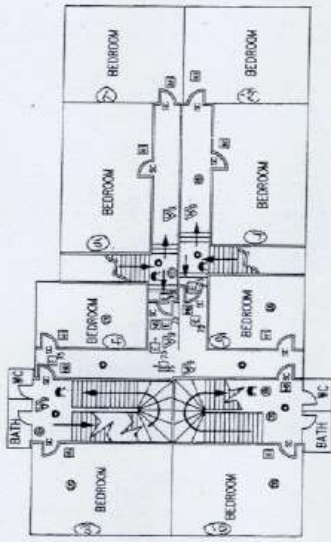
- Staff have received training regarding their responsibilities under Licensing legislation.
- Drunk, violent, quarrelsome or disorderly persons will not be permitted to enter the premises. In the unlikely event of someone becoming drunk, violent, quarrelsome or disorderly they would be removed from the premises and the Police informed.
- Noise prevention measures are in place i.e. staff ensure an orderly dispersion of customers.
- Signs will be displayed at exits from the premises to advise customers not to make excessive noise.
- Management will regularly monitor noise being emitted from the premises, particularly during busy periods.
- Any person persistently leaving the premises in a noisy/boisterous manner will be banned from the premises.
- Staff will advise customers regarding noise associated with vehicular movements from the premises in consideration of potential disturbance.
- The premises will remain open for one half hour following the completion of the latest licensable activity to accommodate customers to leave the premises in an orderly fashion.
- Persons will not be permitted access to the premises after 11.pm.

APPENDIX E. Protection of Children from harm

- The availability of alcohol and cigarettes will be restricted from children and young persons in accordance with legislation. Staff have received instruction regarding the legislation.
- Mandatory proof of age scheme will be adopted by all members of staff.
- Staff have been instructed to be vigilant for the welfare of children in the premises. They are advised to inform the duty personal licence holder if they suspect anything untoward.
- Staff have received instruction regarding potential problems associated with the supply/use of dangerous drugs.
- All staff have received instruction regarding fire evacuation plan. In addition they have been instructed to ensure children are properly chaperoned in the event of an emergency.
- With regard to the provisions of the Licensing act 2003 unsupervised children under 16 years will not be permitted on the premises.
- No persons under 18 years of age shall be employed on duties involving the wet sales of alcohol.

**Annex 3 - Conditions attached after a hearing by the licensing authority/
Mediation meeting**

Annex 4 – Plans



DYFWD COUNTY FIRE BRIGADE
Premises Address HIGHBURY HOTEL
PENKRE
CARDIGAN
DYFED
Schedule No 7
Certificate No 635/R1
Scale: 1:100
DRAWN 26th NOVEMBER 1990
Sheet 1 of 1
File Reference No. B10699P1