



## Premises Licence

Premises Licence No. **PREM0069**

### Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description:

**Steps Bar and Bistro 163 Evesham Road Headless Cross Redditch B97 5EN**

Telephone No:

This licence will take effect from **29/07/2009**  
 (Original Licence effective date 24/11/2009)

Licensable activities authorised by the licence

<b>Recorded Music</b>	<b>(indoors)</b>
<b>Facilities for Dancing</b>	<b>(indoors)</b>
<b>Late Night Refreshment</b>	<b>(indoors)</b>
<b>Supply of Alcohol</b>	<b>(on &amp; off the premises)</b>
<b>Facilities Similar to Making Music/Dancing</b>	<b>(indoors)</b>
<b>Other Similar Entertainment</b>	<b>(indoors)</b>
<b>Live music</b>	<b>(indoors)</b>
<b>Facilities for Making Music</b>	<b>(indoors)</b>

The opening hours of the premises are:

Monday	<b>10:00hrs to 00:00hrs</b>
Tuesday	<b>10:00hrs to 00:00hrs</b>
Wednesday	<b>10:00hrs to 00:00hrs</b>
Thursday	<b>10:00hrs to 00:00hrs</b>
Friday	<b>10:00hrs to 01:00hrs</b>
Saturday	<b>10:00hrs to 01:00hrs</b>
Sunday	<b>10:00hrs to 00:00hrs</b>
Others	<b>From Starting time New Years Eve to finishing time New Years Day</b>

Where the licence authorises the supply of alcohol, this is for consumption **ON/OFF** the premises

The times the licence authorises the carrying out of licensable activities: -			
<b>Recorded Music</b>	<b>Sunday to Thursday</b>	<b>10:00</b>	<b>00:00</b>
<b>Recorded Music</b>	<b>Friday &amp; Saturday</b>	<b>10:00</b>	<b>01:00</b>
<b>Recorded Music</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		
<b>Facilities for Dancing</b>	<b>Sunday to Thursday</b>	<b>10:00</b>	<b>00:00</b>
<b>Facilities for Dancing</b>	<b>Friday &amp; Saturday</b>	<b>10:00</b>	<b>01:00</b>
<b>Facilities for Dancing</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		
<b>Late Night Refreshment</b>	<b>Sunday to Thursday</b>	<b>23:00</b>	<b>00:00</b>
<b>Late Night Refreshment</b>	<b>Friday &amp; Saturday</b>	<b>23:00</b>	<b>01:00</b>
<b>Late Night Refreshment</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		
<b>Supply of Alcohol</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		
<b>Supply of Alcohol</b>	<b>Sunday to Thursday</b>	<b>10:00</b>	<b>00:00</b>
<b>Supply of Alcohol</b>	<b>Friday &amp; Saturday</b>	<b>10:00</b>	<b>01:00</b>
<b>Facilities Similar to Making Music/Dancing</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		
<b>Facilities Similar to Making Music/Dancing</b>	<b>Sunday to Thursday</b>	<b>10:00</b>	<b>00:00</b>
<b>Facilities Similar to Making Music/Dancing</b>	<b>Friday &amp; Saturday</b>	<b>10:00</b>	<b>01:00</b>
<b>Other Similar Entertainment</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		
<b>Other Similar Entertainment</b>	<b>Sunday to Thursday</b>	<b>10:00</b>	<b>00:00</b>
<b>Other Similar Entertainment</b>	<b>Friday &amp; Saturday</b>	<b>10:00</b>	<b>01:00</b>
<b>Live music</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		
<b>Live music</b>	<b>Sunday to Thursday</b>	<b>10:00</b>	<b>00:00</b>
<b>Live music</b>	<b>Friday &amp; Saturday</b>	<b>10:00</b>	<b>01:00</b>
<b>Facilities for Making Music</b>	<b>Sunday to Thursday</b>	<b>10:00</b>	<b>00:00</b>
<b>Facilities for Making Music</b>	<b>Friday &amp; Saturday</b>	<b>10:00</b>	<b>01:00</b>
<b>Facilities for Making Music</b>	<b>From Starting time New Years Eve to finishing time New Years Day</b>		

Part 2

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

Name: **Punch Taverns Plc**

Address: **Jubilee House  
Second Avenue  
Burton upon Trent  
Staffordshire**

Post code: **DE14 2WF**

Telephone:

Email :

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

Name:

Address:

Post code:

Telephone:

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

**03752645**

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

Name: **Lynne Stride**

Address:

Post code:

Telephone:

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

Licence No: **18250377**

Issuing

Authority: **Redditch Borough Council**



## **Annex 1 - Mandatory conditions**

Mandatory conditions where licence authorises supply of alcohol

(1) Where a premises licence authorises the supply of alcohol, the licence must include the following conditions.

(2) The first condition is that 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.

(3) The second condition is that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory condition: exhibition of films

(1) Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

(2) Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

(3) Where: -

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

(4) In this section: -

- "children" means persons aged under 18; and
- "film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Mandatory condition: door supervision

(1) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must be licensed by the Security Industry Authority.

(2) But nothing in subsection (1) 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**

**Additional steps to be taken to promote the four licensing objectives:**

### **a General**

**None identified**

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

**The operators of the premises will maintain a good relationship with the local police.**

**CCTV is installed at the premises.**

**A burglar alarm is installed at the premises.**

### **c Public Safety**

**Emergency lighting and fire safety equipment are provided at the premises.  
Staff are trained on the use of this equipment.**

### **d The prevention of public nuisance**

**Double and triple glazing installed at the premises**

**External doors to premises kept closed**

**Extraction system installed at premises**

**Taxi details provided at premises.**

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

**All children under 16 must be accompanied by an adult**

**Photographic identification required.**

**A no smoking area provided.**

**There shall be no 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 held at these premises.**

### **Conditions carried over from Public Entertainment Licence**

**The maximum number of persons allowed on the licensed premises should be 200 with at least 4 stewards / attendants.**

**Noise arising from public entertainment emitted from the premises must not be audible within any nearby houses. Assessment to be made with the windows of the houses closed during the winter months (1st October to 31st March inclusive) and with the windows of the houses open during other months (1st April to 30th September inclusive).**

- 1 A copy of the Summary of the Premises Licence must be on display at the premises in a prominent position.**



- 2 The maximum number of persons permitted to be present upon the licensed premises at any one time shall be as determined by the Fire Safety Officer. This number shall include the Licensee or his nominee, together with all other members of staff present at any time when public entertainment is being provided.**

**This condition shall apply to those parts of the premises licensed for the provision of public entertainment.**

- 3 The said premises shall not be used for public music and dancing except between the hours endorsed on the Licence.**
- 4 The Licensee shall comply with any reasonable fire preventive and safety measures that may be required of him/her by the Licensing Authority.**
- 5 Police Officers and Fire Brigade Officers and any duly authorised Officer of the Licensing Authority shall be permitted to have free access to and from the premises at all times.**
- 6 The number, size and positioning of exit doors, gangways and passageways, provided for the purposes of exit from the premises shall be to the satisfaction of the Licensing Authority.**
- 7 a) All such exits and routes shall be clearly indicated by Exit signs as required by the Fire Authority.**  
**b) Any doors or routes in sight from the public parts which lead to portions of the premises not forming part of the means of escape shall be clearly marked 'PRIVATE' or 'NO THOROUGHFARE'.**  
**c) All exit doors, gangways and passageways shall be kept free and unobstructed, during the whole time that the premises are open to the public or during the time that any persons are present.**
- 8 All exit doors shall open outwards or be double swing except where otherwise approved by the Licensing Authority.**
- 9 No fastening other than automatic bolts shall be fitted on exit doors, except of such pattern and in such positions as approved by the Licensing Authority. Doors fitted with automatic bolts shall be conspicuously marked 'PUSH BAR TO OPEN'.**
- 10 Notice boards or other loose obstructions shall not be placed or allowed to remain in entrances or exits.**
- 11 Every part of the premises, including the area immediately outside the buildings, to which the public are admitted shall be adequately lighted during the whole of the time it is opened to the public, so as to make it possible to see clearly over the whole area. The licensee shall provide emergency lighting to the satisfaction of the Licensing Authority.**
- 12 Suitable fire fighting equipment shall be provided and maintained to the satisfaction of the Licensing Authority.**

- 13 Notices shall be displayed detailing action to be taken in case of fire, the position of the nearest telephone, and the method of calling the Fire Brigade. The Licensee shall ensure that any outbreak of fire shall at once be communicated to the Fire Brigade.
- 14 No flammable material shall be used or kept in the premises, and, no rubbish, waste paper or similar materials shall be stored or allowed to accumulate in any part of the licensed premises. All scenery, cloths, lampshades, draperies, decorations, curtains and hangings, whether on stage, platform or in other parts of the building must be inherently non-flammable or rendered and maintained to be flame retardant.
- 15 The electrical installation shall be maintained in a safe and efficient condition. A Suitably rated (i.e. 30 milliamp) residual cut-out device (RCD) complying with the provisions of British Standard 4293 must be fitted to the electrical circuit serving the stage/equipment area where portable electrical equipment is likely to be used by performers, disc jockeys etc.

An inspection shall be made EACH YEAR by a competent engineer and the Certificate of Worthiness completed (see appendix C) except in the case of Church Halls, Community Halls and Schools where a certificate must be produced every 5 years or within timescales recommended by the electrical engineer whichever is the sooner.

- 16 The premises shall not be used for a seated audience, except in accordance with plans previously submitted to and approved by the Licensing Authority.
- 17 The Licensee or some responsible person nominated by him in writing properly instructed in the protection of the premises from fire and the use of fire appliances provided, not being a person under the age of 21 years, shall be in charge of and present in the premises at all times when the public are on the premises and there shall also be during that time sufficient responsible persons in attendance in the building, instructed in evacuation procedures for the purpose of securing safety.  
  
The minimum number of visually identifiable stewards (as shown on the licence) shall be in attendance when entertainment takes place. (See Appendix A for further information)
- 18 The public part of the premises shall be kept properly and sufficiently ventilated and heated as approved by the Licensing Authority.
  - a) Portable cooking or heating appliances shall not be used except with the consent of the Licensing Authority in writing.
  - b) Appliances utilising cylinders or containers of gas under pressure shall not be used on the premises, except in accordance with such conditions as the Licensing Authority may deem necessary.
- 19 No structural alterations shall be made to the building, or to any passage, gangway, staircase or door except in accordance with plans



previously submitted to and approved by the Licensing Authority. In the event of the premises being closed for the purpose of effecting alterations, additions, repairs or decorating, they shall not be re-opened until the consent of the Licensing Authority has been obtained. No work in connection with any alterations, additions, repairs or decorating shall be carried out without the consent of the Licensing Authority whilst the public are on the premises.

- 20 The premises and all performances conducted thereat shall be kept and conducted in an orderly manner.**

**No person taking part in as a performer or observing or otherwise present in any capacity whatsoever at any public entertainment at the premises shall be permitted to engage in any sexual activity or contact or use things or do acts for the purpose of engaging in any such activity or contact. For the avoidance of doubt this restriction shall not prevent a performer at an entertainment appearing partially or totally nude but it shall apply to such entertainment in the same way that it does to any other.**

- 21 The Licensee shall provide clean, wholesome drinking water within the licensed premises, readily available to customers, which shall be free of charge.**

- 22 No open fire shall be used during public use of the premises, unless fitted with a suitable guard, and no open element heating appliance shall be used unless fitted with a fixed wire mesh guard, and no such fire or appliance shall be used except in a position approved by the Licensing Authority.**

- 23 The premises and all equipment, furnishings, fittings and the like, shall be kept in a good state of repair and shall be maintained in a thoroughly safe condition for entertainment purposes.**

- 24 Where exit doors open to a staircase or steppings, a landing shall be provided between the threshold of the door and the topmost stair and step: such a landing shall in no case be less than the width of the door when opened to 90° or 600 mm whichever is the greater.**

- 25 The Licensee shall ensure that music provided at the premises shall not cause a nuisance to nearby residents and any form of amplification shall be so controlled by the Licensee as to prevent such a nuisance.**

- 26 If required by the Licensing Authority a certificate by a qualified person as to the safe condition of the ceilings shall be submitted at 5 yearly intervals, and in addition interim certificates may be required when ceilings are redecorated or repaired.**

- 27 Except with the consent of the Licensing Authority, bars, wire guards, or the like, shall not be fitted to windows, nor shall the windows be otherwise obstructed in a manner likely to render them unavailable for the purpose of rescue in case of emergency.**



- 28 All gangways and exit ways and the treads of steps and stairways shall be maintained with no slippery and uneven surfaces, the edges of the treads of steps and stairways shall be made conspicuous if so required by the Licensing Authority.
- 29 Drugget, matting, crumb cloths and other floor coverings shall be so secured and maintained that they will not be likely to ruck or to be in any way a source of danger. Mats shall be sunk so as to be flush with the surface of the floor.
- 30 Flues from kitchens and serveries and over grills and all ventilation shafts shall be maintained in a clean condition.
- 31 All parts of the premises and any yard of such premises shall be kept in a clean and wholesome condition to the satisfaction of the Licensing Authority.

A sufficient number of suitable receptacles with properly fitting covers shall be provided to the satisfaction of the Licensing Authority for the purpose of receiving rubbish, dust and refuse from the premises. The receptacles shall be maintained in a clean and wholesome condition to the satisfaction of the Licensing Authority and shall be kept in positions approved by the Licensing Authority.

- 32 Any gas meter or electricity meter enclosure provided shall be used exclusively for the accommodation of the meter and its connections and the area around the equipment, whether enclosed or not, shall be kept clear and unobstructed.
- 33 All lampholders shall be kept fitted with lamps.
- 34 A satisfactory certificate shall be submitted annually to the Licensing Authority in respect of any boiler, calorifier or air heater situated on or in the immediate vicinity of the licensed part of the premises. In the case of oil fired or gas fired boiler or air heater, the certificate shall be accompanied by a statement that the condition of the oil fuel or gas equipment including the burners and safety devices, is satisfactory.
- 35 Suitable and sufficient sanitary accommodation and washing facilities shall be provided for purposes of each sex, to the satisfaction of the Licensing Authority.
- 36 Suitable and sufficient first aid facilities shall be provided during the public use of the premises to the satisfaction of the Licensing Authority.
- 37 All necessary consents, permissions and approvals, in relation to the promotion of and/or use of the premises for public entertainments, must be obtained and all statutes, regulations, codes of practice and guidance in relation to such promotions of and/or use of the premises must be complied with.
- 38 Written consent must be obtained for any entertainment which involves special effects or special risks. e.g. foam parties, laser beams, pyrotechnics, explosive or highly flammable substances or smoke

producing machines etc.

Applications should be made to the Licensing Authority (Redditch Borough Council) stating the type of equipment to be used and the procedures employed for their use (see Appendix B attached). Where special effects are used on a regular basis (e.g. smoke machines), a general consent can be obtained providing agreed procedures are strictly adhered to.

### **39 Door Supervisors**

Any person employed to be responsible for security, protection, screening the suitability of people entering premises or dealing with conflict in pubs, clubs and other licensed premises open to the public shall be registered with the Security Industry Authority (SIA).

The Licensee shall keep and maintain a register of door supervisors employed in a form approved by the Redditch Borough Council in which shall be recorded, for each period of duty, the name, address, the date, the commencement and finishing time, of every person who is concerned with controlling access to, or maintaining order at, the premises for which a Public Entertainment Licence is granted.

The register shall be retained for twelve months following its date of completion.

The Licensee shall produce the register, upon request, at all reasonable times to any Police Officer or to any Authorised Officer of the Redditch Borough Council.

Additional training courses in the following areas are recommended:

- i) first aid;
- ii) drugs awareness;
- iii) fire fighting, prevention and evacuation;
- iv) social and communication skills;
- v) equal opportunities and race relations; and
- vi) health and safety.

#### **Guidance Note:**

As a general guide there should be a minimum of 1 trained door supervisor for every 50 members of the public attending the event.

- 40 The Licensee shall be responsible for ensuring compliance with all the conditions of the Licence.
- 41 The conditions may be waived or modified by the Licensing Authority in any special case.

#### **Hypnotism Act 1952 S.1**

No exhibition, demonstration or performance of hypnotism, mesmerism or any similar act (as defined by the Hypnotism Act 1952) at the licensed



**premises shall be held unless the express written consent of the Licensing Authority has been first obtained giving at least 28 days' notice. Any such exhibition, demonstration or performance must comply with the Licensing Authority's conditions which can be obtained on request.**

### **Annex 3 Conditions after Hearing**

Not Applicable

### **Annex 4 - Plans**

See Attached

