

The Vault (Cheshire) Ltd  
19 Crewe Road  
Alsager  
Stoke-on-Trent  
ST7 2EP

To whom it may concern,

Please see below an outline of our plan for the day to day running of The Vault and how it will comply with all of the licensing objectives.

**The venue will open Thursday to Sunday each week with the below timings:**

Thursday - 12.00 to 00.00  
Friday - 12.00 to 00.00  
Saturday - 12.00 to 00.00  
Sunday - 12.00 to 23.00

The outside courtyard area will close at 22.00 each day.

**Alcohol will be sold and served during the following hours:**

Thursday - 12.00 to 23.30  
Friday - 12.00 to 23.30  
Saturday - 12.00 to 23.30  
Sunday - 12.00 to 22.00

**Recorded music will be played at background noise level through built in speakers (controlled by a decibel limiter):**

Thursday – 12.00 to 00.00  
Friday – 12.00 to 00.00  
Saturday – 12.00 to 00.00  
Sunday – 12.00 to 23.00

The outside area will not have any music and there are no speakers in this area.

**Live music – this will be a DJ playing recorded music through the existing venue speakers (controlled by a decibel limiter):**

Thursday – 21.00 to 00.00  
Friday – 21.00 to 00.00  
Saturday – 21.00 to 00.00  
Sunday – 12.00 to 23.00

Again, the outside area will not have any music and there are no speakers in this area.

**Late night refreshments will be served during the following times:**

Thursday – 23.00 to 00.00

Friday – 23.00 to 00.00

Saturday – 23.00 to 00.00

**General Health and Safety:**

We will have at least one first aider and fire marshal on site at all times. When more than one marshal or first aider are on site at the same time they will discuss how responsibilities are to be delegated in the case of an emergency before the venue opens for the day. Training certification can be provided.

A list of persons licenced to serve alcohol will be kept on site and at least one personal licence holder will be on site at all times.

All staff on site will be fully trained on their induction. This training will include:

- Fire safety and evacuation training (including the assembly points).
- Alerting staff to who our trained first aiders are and steps they should follow if they come across a first aid situation.
- Safe handling and storage of chemicals.
- Safe service of alcohol (including when and how to refuse the service of alcohol and the challenge 25 policy).

We will also train staff be proactive in cleaning and clearing in order to minimise the amount of glass and crockery on tables. All training will be regularly refreshed.

During opening hours, all areas of the venue will be staffed to ensure all guests are looked after and any hazards that may arise can be spotted and dealt with as soon as possible.

We will have a minimum of 2 licensed door staff present every night who will control visitor's access to the venue. From 9pm, all guests will be asked for ID prior to entering the building, ensuring the venue remains strictly 18+ from this time onwards. Door staff will also keep track of how many people are inside the venue and refuse entry if there are no seats left - ensuring the venue is never crowded and all guests are kept safe. Guests who have been refused service or who demonstrate abusive behaviour towards staff or other guests will be removed promptly.

### **The Prevention of Crime and Disorder:**

Licensed door security will be present every evening to monitor and control access to the venue.

There is CCTV which covers the whole venue both internally and externally. This includes all entrances and exits to the building, the back car park, all rooms in the venue and behind the bar. CCTV recordings will be stored for an appropriate period of time and, if such an event arises, we would fully comply with the police should they need access to any CCTV footage.

All bottles and empty glasses will be cleared from guests' tables as soon as they are finished and bottle bins will not be accessible to the public.

We will operate a seated service in the venue to ensure it is never overcrowded. This will be enforced by security.

The venue will operate with a strict no drugs policy. Staff and security will carry out frequent toilet checks and a drugs register will be kept and maintained.

Any individuals who are believed to be intoxicated or under the influence will be refused service of alcohol.

If any situation involving drugs, intoxication, abuse, or general disorderly behaviour arises and escalates, the correct authorities will be contacted.

### **Public Safety:**

We have conducted a fire assessment with Signal Fire and Safety Ltd to ensure we are fully compliant with fire safety regulations and have all the correct fire safety equipment in place. All emergency exits are clearly marked and fire doors are in place across the site.

Notices explaining the actions to be taken in the event of a fire are prominently displayed and well kept. All staff will be trained on fire safety and fire evacuation processes on induction. At least one trained fire marshal will be on site at all times.

Fire drill and emergency lighting tests will be carried out regularly and a record of these will be kept.

First aid equipment will be readily available and correctly stocked. The stock levels and dates of these will be regularly monitored. At least one trained first aider will be on site at all times.

Any form of abuse towards staff or other guests will not be tolerated and any individual who displays abusive behaviour on site will be asked to leave the premises by security.

### **The Prevention of Public Nuisance:**

Doors and windows will be kept closed when our DJ is playing to limit any noise that can be heard from outside of the building. The venue has air conditioning which will be used to ensure guests are kept at a comfortable temperature without having to open any windows or doors. All the windows are double glazed to further assist with controlling noise levels.

No glassware will be taken to outdoor bins between 20.00 and 10.00 to minimise any disturbance to nearby houses in the evening.

The outside courtyard area will be closed off and completely empty at 22.00. This is to reduce noise levels.

All ventilation systems are designed and maintained as to prevent noxious smells causing a disturbance.

There will be a notice at the front entrance of the venue reminding guests to be respectful of the neighbours and leave the premises quietly. The door staff will be on hand to help with this and ensure guests do not loiter outside the building after leaving.

### **The Protection of Children from Harm:**

Alcohol will not be served to anyone under the age of 18.

A strict challenge 25 system will be in place and a record of refusals will be kept. All staff will be trained on the challenge 25 policy.

All customers under 18 must be accompanied by a responsible adult and will not be permitted inside the premises after 21:00. ID checks will be in place after 9pm to ensure no under 18s can gain entry.

### **Adaptations Made for EHO:**

Cheshire East Council have been in touch with us on behalf of environmental health to tweak some of the wording on our application. We agreed for these conditions to be included on the licence once granted. They are as follows:

- *Noise emanating from the premises as a result of entertainment shall not be clearly audible at the boundary of any adjacent residential premises.*

- *There shall be notices located at the exit(s) requesting that customers leaving the premises do so quietly and with consideration to neighbours*
- *There shall be no disposal of bottles, glass or other waste outside the premises between the hours of 21.00 and 09.00.*

**Adaptations Made for the Police:**

A police licensing officer from Cheshire Police was in touch to seek agreement to some representations in order to put in more formal wording around the conditions in our original application. We agreed to all the amendments suggested by the police and confirmed that we were happy to have them form part of our premises licence once approved.

These amendments have been attached to this letter below.

**Building regulations for the Front Courtyard Area:**

We are in communication with Cheshire East Council building regulations team and the area will not be used for any guests until it has full approval by them.

We would like to state that it was never our intention to have this area open past 22.00 or for music to be played in this area. This was done to ensure minimal disturbance to neighbouring residents.

However, being that this is a planning issue and unrelated to any licensable activities we feel it would be only fair to have it removed from the premises licence considerations.

Thank you for your time and consideration.

Kind Regards



**Attached adaptations made by Cheshire police:**

**CHESHIRE EAST COUNCIL**

**Representation Form.**

**Responsible Authority.**

**POLICE**

Your Name	[REDACTED]
Job Title	Police Licensing Officer
Postal and email address	Warrington Police Station, Charles Stewart House, 55 Museum Street, Warrington, WA1 1NE [REDACTED]@cheshire.pnn.police.uk
Contact telephone number	01606 36 3580

Name of the premises you are making a representation about.	<b>THE VAULT</b>
Address of the premises you are making a representation about.	<b>19 CREWE ROAD, ALSAGER, STAFFS, ST7 2EP</b>

Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
The Prevention of harm to children	Yes	See below
To prevent Public Nuisance		
To prevent crime and disorder	Yes	See below
Public Safety		

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate	See Below:
---	------------

sheets where necessary and refer to checklist.	
--	--

COMMENTS:

**To further enhance the conditions offered by the applicant on their operating schedule the following conditions to apply:**

**Prevention of Crime & Disorder**

A CCTV system shall be used and shall be designed and installed in accordance with the Cheshire Constabulary's CCTV guidance document called 'CCTV in Licensed Premises – An Operational Requirement'. This system shall be in operation at all times when licensable activities are taking place.

Recorded CCTV images will be maintained and stored for a period of twenty-eight days,

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show/provide footage to a Police officer or an authorised officer of the licensing authority data or footage upon request.

Designated supervisors will need to demonstrate that their CCTV system complies with their Operational requirements. They will need to be able to demonstrate the following:-

- Recordings are fit for their intended purpose,
- Good quality images are presented to the officer in a format that can be replayed on a standard computer
- The supervisor has an understanding of the equipment/training,
- Management records are kept,
- Maintenance agreements and records are maintained,
- Data Protection principles and signage are in place.

**Risk Assessed Door Staff**

When there is regulated entertainment at the premises or when there is any specific local event, the Premises Licence Holder or Designated Premises Supervisor shall conduct an assessment of the need for door supervisors, taking into account any advice offered by the Police. Where the assessment shows that door supervision is required, supervisors shall be engaged at such times and ratios as are assessed to be necessary.

When such Door supervision is employed:-

A written record shall be kept on the premises by the Designated Premises Supervisor of every person employed on the premises as a door supervisor in a register kept for that purpose. That record shall contain the following details:-

- The door supervisor's name, date of birth, contact telephone number and home address;
- His/her Security Industry Authority licence number;
- The time and date he/she starts and finishes duty;
- The time of any breaks taken whilst on duty;
- The company which employs the door supervisor
- Each entry shall be signed by the door supervisor.
- Record of all incidents taking place in the venue

The register shall be available for inspection on demand by an Authorised Officer of the Council, the Security Industry Authority or a Police Constable.

### **Protection of Children from Harm**

A "Challenge 25" policy shall be operated at the premises at all times.

The only forms of ID that shall be accepted (at the discretion of the Management) as proof of age are a valid passport, a valid photographic driving licence, a PASS approved proof of age card, HM Services Warrant Card or other reliable photo ID (that has been approved for acceptance by the Police or an Officer of the Local Authority)

Publicity materials notifying customers of the operation of the "Challenge 25" scheme shall be displayed at the premises.

The Designated Premises Supervisor or Premises Licence Holder shall operate and maintain an up-to-date Register of Refusals of Sale of Alcohol, indicating the date, time and reason for refusal which shall be made available for inspection by Local Authority Officers and the Police.

The DPS or other responsible person shall check and sign the register once a week.

Alternatively an electronic point of sale refusals log shall be kept.

A documented training programme shall be introduced for all staff in a position to sell, serve or deliver alcohol. A written record for each member of staff shall be kept of the content of such training and shall be made available for inspection at the request of Local Authority Officers and Police.

The DPS or Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell, serve or deliver alcohol in order to reinforce the training and to promote best practice. A written record for each member of staff shall be kept of the content of such reviews and shall be made available for inspection at the request of Local Authority Officers and Police.

A list of persons authorised to sell alcohol shall be kept on site and made available for inspection at the request of Local Authority Officers and Police.

Clearly visible signage is to be displayed at the entrances and at points of sale indicating it is illegal to sell alcohol to people under the age of 18.

### **Regulated Entertainment**

The designated premises supervisor or their representative shall conduct regular assessments of the noise emanating from the premises and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents.

A written record of those assessments and the remedial action taken shall be kept and shall include the date, time of checks and the name of the person carrying out the checks.

Records shall be made available to Officers of Cheshire East Council or Cheshire Constabulary immediately upon request.

Refuse, including bottles shall not be removed from the building for disposal between the hours of 21.00 and 09.00.

All other steps offered are welcome and acceptable to the Police and will assist in promoting all four objectives of the Act.

Signed:

A solid black rectangular box used to redact the signature of the designated premises supervisor.

Date: