

# Public Document Pack



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Dear Councillor

The next meeting of the **LICENSING** will be held at 6.30 pm on **TUESDAY, 15 JUNE 2021** by Council Chamber, 13 Church Street, Clitheroe, BB7 2RA.

I do hope you can be there.

Yours sincerely

*M. H. Scott*

CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 4)
3. **DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS**

Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

### **ITEMS FOR DECISION**

5. **EXPIRY OF WHALLEY CUMULATIVE IMPACT ASSESSMENT** (Pages 5 - 8)

Report of the Chief Executive enclosed

6. **OUTCOME OF CONSULTATION ON REVISION OF TAXI LICENSING POLICY.** (Pages 9 - 14)

Report of the Chief Executive enclosed

### **ITEMS FOR INFORMATION**

7. **RE-OPENING OF LICENSED PREMISES - UPDATE** (Pages 15 - 24)

Report of the Chief Executive enclosed

**8. LICENSING ENFORCEMENT - UPDATE**

(Pages 25 - 26)

Report of the Chief Executive enclosed

**9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

None.

**10. EXCLUSION OF PRESS AND PUBLIC**

**ITEMS FOR DECISION**

None.

**ITEMS FOR INFORMATION**

None.

Electronic agendas sent to members of Licensing – Councillor Jan Alcock JP (Chair), Councillor Richard Bennett (Vice-Chair), Councillor Ian Brown, Councillor Stella Brunskill JP, Councillor Steve Farmer, Councillor Simon Hore, Councillor Angeline Humpheys, Councillor Richard Newmark, Councillor Donna O'Rourke, Councillor Simon O'Rourke, Councillor Sarah Rainford, Councillor Mary Robinson, Councillor James (Jim) Rogerson, Councillor Gary Scott and Councillor Robin Walsh.

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

## Minutes of Licensing

Meeting Date: Tuesday, 23 March 2021, starting at 6.30 pm  
Present: Councillor G Mirfin (Chair)

Councillors:

J Alcock	R Newmark
R Bennett	D O'Rourke
D Berryman	S O'Rourke
R Elms	S Rainford
S Hirst	M Robinson
S Hore	G Scott

In attendance: Head of Legal and Democratic Services and Solicitor

Also in attendance: Councillors

1067 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillor Allan Knox

1068 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 January were approved as a correct record and signed by the Chairman.

1069 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

There were no declarations of pecuniary or non-pecuniary interests.

1070 PUBLIC PARTICIPATION

There was no public participation.

1071 LICENSING ENFORCEMENT - UPDATE

The Chief Executive submitted a report informing members of the current arrangements for enforcement in respect of the Council's responsibilities under the 2003 Licensing Act.

Members were reminded that the Council's Statement of Licensing Policy 2021-2026 was approved by Full Council on 15 December 2020.

The report noted that during the COVID-19 pandemic the volume of licensing enforcement had been relatively low.

1072 LICENCE APPLICATIONS - UPDATE

The Chief Executive submitted a report informing members of the number of licenses issued and what the trends in applications had been.

Members were reminded that under the authority of this Committee, the Council is responsible for the issue and administration of a variety of licences and for taking appropriate enforcement action.

The report set out a range of statistics relating to the various licence applications. Members were informed that most alcohol licence applications had been for the conurbations of Clitheroe, Whalley and Longridge and that there had been an increase in applications for micropubs.

1073 RE-OPENING OF HOSPITALITY VENUES

The Chief Executive submitted a report informing members of the actions the Council will undertake to assist hospitality venues to safely re-open.

Members were reminded of the enforced closure and substantial restrictions placed on the hospitality industry over the past 12 months.

The Committee were informed that the Council intend to contact all hospitality venues and that a mail shot is currently being prepared.

1074 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

The meeting closed at 7.00 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill [mike.hill@ribblevalley.gov.uk](mailto:mike.hill@ribblevalley.gov.uk).

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING COMMITTEE

DECISION

meeting date: 15 JUNE 2021  
title: EXPIRY OF WHALLEY CUMULATIVE IMPACT ASSESSMENT  
submitted by: CHIEF EXECUTIVE  
principal author: STEPHEN BARKER, SOLICITOR

### 1 PURPOSE

1.1 To inform Committee of the expiry of the Cumulative Impact Assessment ('CIA') in respect of the Whalley and Painter Wood Ward on 30 April 2022, and to seek Committee's approval for review of the CIA.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives } The Council aims to be a well managed
  - Corporate Priorities } Council providing efficient services based
  - Other Considerations } on evidence and identified customer needs;
- consideration of this issue will enhance this.

### 2 BACKGROUND

2.1 The Council's Statement of Licensing Policy for 2021-2026 was approved by Full Council on 15 December 2020. The Licensing Act 2003 requires that this process in undertaken every 5 years. As part of that review, consideration was given as to whether review of the Whalley CIA, introduced on 30 April 2019, was required. Due to the lack of current evidence of issues, either of improved compliance or any deterioration in the position, the CIA was not altered or revoked on introduction of the current policy.

2.2 A CIA is a means of addressing particular issues in an area, where there is considered to be a detrimental impact on the promotion of the licensing objectives. Most CIAs have been introduced in larger towns or cities, where the impact of the night-time economy has had some detrimental impact on residents or public order. The CIA means that, unlike in normal circumstances, an applicant for a new premises licence or variation of a premises licence must demonstrate how grant of the application will not undermine the licensing objectives.

2.3 Concerns were raised by residents of Whalley about the impact of the night-time economy on residential amenity, particularly in relation to the licensing objectives of prevention of public nuisance and prevention of crime and disorder. A preliminary survey of residents, businesses and other affected parties was conducted over the Spring of 2018, with 194 responses being received. The Council therefore embarked on the formal consultation process to create an evidence base and carry out formal consultation. While an evidence base was collated, only one response was received to the formal consultation. The Police made no representations. Following consideration of the evidence base and the outcome of the consultation, and recommendation by this Committee, Council approved the CIA on 30 April 2019.

2.4 Although a CIA forms part of the Council's Statement of Licensing Policy, due to the somewhat exceptional nature of a CIA, it is only effective for 3 years. At that time, a

Licensing Authority must review whether a CIA is still required. This review can take place earlier if there is evidence of a change in circumstances.

2.5 In the unusual circumstances over the last 15 months, the night-time economy has been very quiet, and very few, if any, issues have been reported. A number of Licensing authorities at the time of review of their Statement of Licensing Policy, have in fact dispensed with CIAs.

2.6 Since the CIA has been in place in Whalley, one premises has applied for a new licence and subsequently varied it by extension of hours. No representations were received and therefore the CIA was not engaged. Two other premises have applied for new licences and, following receipt of representations, the Licensing Sub-Committee was content that the applications would not have a detrimental impact on the licensing objectives, and the licences were therefore granted.

### 3 ISSUES

3.1 In order to continue the CIA, the Licensing Authority would need to have evidence of an impact upon the licensing objectives such as:

- local crime and disorder statistics, including statistics on specific types of crime and crime hotspots;
- statistics on local anti-social behaviour offences;
- health-related statistics such as alcohol – related emergency attendances and hospital admissions;
- environmental health complaints, particularly in relation to litter and noise;
- complaints recorded by the local authority, which may include complaints raised by local residents or resident associations;
- residents' questionnaires;
- evidence from local Councillors; and
- evidence obtained through local consultation.

3.2 Where existing information is insufficient or not readily available, but the licensing authority believes there are problems in its areas resulting from the cumulative impact of licensed premises, it can consider conducting or commissioning a specific study to assess the position. This may involve conducting observations of the night-time economy to assess the extent of incidents relating to the promotion of the licensing objectives, such as incidents of criminal activity and anti-social behaviour, examples of public nuisance, specific issues such as underage drinking and the key times and locations at which these problems are occurring.

3.3 The steps to be followed in considering whether to renew a CIA within the statement of licensing policy are summarised in the Guidance as:

- Identify concern about crime and disorder; public safety; public nuisance; or protection of children from harm.

- Consider whether there is good evidence that crime and disorder or nuisance are occurring or whether there are activities which pose a threat to public safety or the protection of children from harm.
- If such problems are occurring, identify whether these problems are being caused by the customers of licensed premises, or that the risk of cumulative impact is imminent.
- Identify the boundaries of the area where problems are occurring (this can involve mapping where the problems occur and identifying specific streets or localities where such problems arise).
- Consult those specified in Section 5(3) of the Act, and subject to the outcome of the consultation, include and publish details of the special policy in the licensing policy statement.

3.4 The effect of reviewing the CIA of this kind is to continue a rebuttable presumption that applications for the grant or variation of premises licences or club premises certificates, which are likely to add to the existing cumulative impact, will normally be refused or subject to certain limitations, following relevant representations, unless the applicant can demonstrate in the operating schedule that there will be no negative cumulative impact on one or more of the licensing objectives. Applicants should give consideration to potential cumulative impact issues when setting out the steps they will take to promote the licensing objectives in their application.

3.5 However, the policy would need to stress that this presumption does not relieve responsible authorities (or any other persons) of the need to make a relevant representation, referring to information which had been before the licensing authority when it developed its statement of licensing policy, before a licensing authority may lawfully consider giving effect to its special policy. If there are no representations, the licensing authority must grant the application in terms that are consistent with the operating schedule submitted.

## 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – No implications identified, save that if a study was commissioned funding would need to be identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality and Diversity – No implications identified.

## 5 RECOMMENDED THAT COMMITTEE

5.1 Authorise the Head of Legal and Democratic Services to make enquiries of the responsible authorities to assess whether there is sufficient evidence to support a cumulative impact policy for the Whalley Ward and the area to which the policy would relate.

- 5.2 Consult informally with licensees in the Whalley Ward, the Parish Council and community groups.
- 5.3 Report back to Committee with recommendations based on the responses received.

STEPHEN BARKER  
SOLICITOR

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Stephen Barker, extension 3216.

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING COMMITTEE**

DECISION
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meeting date: TUESDAY, 15 JUNE 2021  
title: OUTCOME OF CONSULTATION ON REVISION OF TAXI LICENSING POLICY  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: STEPHEN BARKER – SOLICITOR

### 1 PURPOSE

1.1 To inform Committee of the outcome of the consultation on amendment of the Council's Taxi and Private Hire Licensing Policy, and to seek Committee's views on the proposed amendments.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – }
- Corporate Priorities – } Consideration of these issues will promote the Council's aim to be a well-managed Council.
- Other Considerations – }

### 2 BACKGROUND

2.1 Committee will recall consideration of the Department for Transport Statutory Taxi and Private Hire Vehicle Standards ("Taxi Standards") at the meeting on 20 October 2020. At that meeting, Committee considered the current policies and conditions for drivers, vehicles and operators, which for the most part conformed with the Taxi Standards. Where some amendment might be needed to comply with the Taxi Standards, Committee authorised the Head of Legal and Democratic Services to consult on the possible amendments.

2.2 Pursuant to this authorisation, the Council's Solicitor wrote to all relevant licence holders and interested parties to consult them. A copy of the consultation documents is enclosed with this report as Appendix 1.

### 3 ISSUES

3.1 The Council received one response to the consultation. The respondent's only comment was "I won't pay £1,000". Whilst this figure is not mentioned in the consultation documents, it is perceived that this is a reference to the possible cost of installation of CCTV as a condition of licence. The Council is required to consult to establish if there are local circumstances indicating whether the installation of CCTV would have a positive or adverse net effect on the safety of taxi and private hire vehicle users, including children and vulnerable adults, and taking into account potential privacy issues.

3.2 Members approved the proposed actions as recommendations to comply with the Standards, and, following the consultation, the Council will take steps to implement those actions. In the light of the consultation, with the one apparently negative response, Committee's views are sought on a requirement for installation of CCTV in all licensed vehicles.

3.3 Were there to be consideration of the introduction of a requirement for CCTV, it is considered that specific and focussed consultation with the trade be required. At this time, save for the response on cost, no positive or negative approach has been

determined. LGA Guidance emphasises the need to obtain the views of the trade on CCTV introduction (including evidence from a Data Protection Impact Assessment (DPIA)), and consideration of issues of privacy and proportionality. Any decision of introduction of such a requirement would need to be evidence based.

- 3.4 A further consideration is that, in most circumstances, a licensing authority which mandates the installation of CCTV systems in taxis and private hire vehicles will be responsible for the data as data controller. The Council currently does not have the resources to carry out this role if the requirement were to be introduced for all such vehicles. Members may wish to consider whether, in the absence of evidence and any specific request, such a requirement is justified and proportionate.

#### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:

- Resources – Resources may be expended in officer time in amendment of the policy and conditions.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – The Council's reputation will be enhanced by ensuring that aspects of public safety are addressed.
- Equality & Diversity – No implications identified.

#### 5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Authorise the Head of Legal and Democratic Services to amend the Taxi and Private Hire Licensing Policy as set out in Appendix 2 of the report to Committee of 20 October 2020, with the exception of provisions regarding CCTV consultation.
- 5.2 Determine whether further steps should be taken to consider a requirement for the introduction of CCTV, including preparation of a DPIA and specific consultation.

STEPHEN BARKER  
SOLICITOR

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Stephen Barker, extension 3216.

REF: SB/CMS/Licensing/15 June 2021

**RIBBLE VALLEY BOROUGH COUNCIL**

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please ask for: STEPHEN BARKER  
direct line: 01200 413216  
e-mail: stephen.barker@ribblevalley.gov.uk  
my ref: SB/CMS  
your ref:  
date: 22 March 2021

Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA  
  
Switchboard: 01200 425111  
Fax: 01200 414488  
www.ribblevalley.gov.uk

Dear Sirs

**CONSULTATION ON REVISION OF THE TAXI LICENSING POLICY AND PROCEDURES FOLLOWING PUBLICATION OF THE STATUTORY TAXI AND PRIVATE HIRE VEHICLE STANDARDS**

I write to inform you that the Council's Licensing Committee has recently considered the Statutory Taxi and Private Hire Vehicle Standards, introduced by the Department for Transport. A report was taken to Committee on 20 October 2020. A copy of the report, together with the Standards and a review of the Council's current position, including proposed actions, can be viewed on the following link .....

Alternatively, the report and supporting documents can be accessed on the Council's website as part of the agenda for the meeting on 20 October 2020.

The Licensing Committee authorised the Council's Head of Legal and Democratic Services to consult upon any material amendments required to the Council's Taxi and Private Hire Licensing Policy.

You will note from Appendix 2 to the report, which sets out the current position and proposed actions, that the Council's current policy largely reflects the requirements of the Standards and that no action is required on many aspects of the Standards.

However, there are a number of the recommendations which do require action or further consideration, and these are the subject of the current consultation. Please find a response form by reference to the various numbered recommendations where there is some action to be put in place or considered. Please could you consider each of these sections and submit your response to me at the above address or email address by 14 May 2021.

Please contact me if you have any queries.

Yours faithfully

To all: Hackney Carriage Drivers  
Private Hire Drivers  
Private Hire Operators

STEPHEN BARKER  
SOLICITOR



## CONSULTATION RESPONSE FORM

### Statutory Standards for Taxis and Private Hire Vehicles

Name: .....

Address: .....

Licence No: .....

Contact Details: .....

Response: .....

Recommendation 1: .....

Recommendation 4: .....

Recommendation 5: .....

Recommendation 6: .....

Recommendation 7 & 8: .....

Recommendation 10:

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Recommendation 14:

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Recommendation 15:

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Recommendation 22:

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Recommendation 26:

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING COMMITTEE

INFORMATION

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meeting date: 15 JUNE 2021  
title: REOPENING OF LICENSED PREMISES - UPDATE  
submitted by: CHIEF EXECUTIVE  
principal author: STEPHEN BARKER, SOLICITOR

### 1 PURPOSE

1.1 To inform Committee of the steps taken by the Council to assist hospitality venues to reopen safely.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To support local businesses and other providers of hospitality to progress towards safe and successful resumption of trade
- Corporate Priorities – To seek to ensure compliance with the requirements of licensing legislation and Covid 19 legislation.
- Other Considerations – None.

### 2 BACKGROUND

2.1 At the meeting on 23 March 2021, Members were informed of the steps being taken by the Council to support hospitality businesses and to inform them of ongoing restrictions under the Health Protection (Coronavirus Restrictions) (All Tiers) Regulations 2020, which implement the government roadmap to move society towards a more normal existence.

2.2 Since that time, restrictions under step 1 were further relaxed on 29 March 2021, step 2 became effective on 12 April 2021 and step 3 on 17 May 2021. At the time of preparation of this report, it is not yet clear whether the restrictions under these regulations will be removed from 21 June 2021 as had been hoped.

### 3 ISSUES

3.1 The Council's Covid Enforcement and Licensing Enforcement staff have been liaising with the Police and other local authorities to seek to ensure that a consistent approach is taken throughout Lancashire. Material has been made available on the Council website, by electronic communication to businesses and venues, and by delivery when officers have visited premises in response to queries or complaints. The majority of visits have been to assist businesses in making arrangements to open safely; where there have been complaints, these have been investigated and the vast majority have been resolved by verbal advice. The vast majority of businesses have welcomed the support.

3.2 It is also right to say that the majority of references to Ribble Valley premises in the Police daily licensing log arise from routine visits to licensed premises where no problems are recorded and no action is required.

3.3 By the date of this meeting, the postponed Euro 2020 tournament will have commenced. For Committee's information at Appendix 1, Members will find material distributed by the Council and generated by the Police and the British Beer and Pub Association to try to assist venues in operating successfully and safely.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – Resources will be required to liaise with businesses, respond to queries, carry out visits as necessary.
- Technical, Environmental and Legal – Increased advice to businesses should result in greater compliance with legislation and regulation, and fewer complaints of breach.
- Political – No implications identified.
- Reputation – Improved support and advice to businesses will enhance the Council's reputation.
- Equality & Diversity – No implications identified.

#### 5 CONCLUSION

5.1 Committee is asked to note the content of the report.

STEPHEN BARKER  
SOLICITOR

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Stephen Barker, extension 3216.



Lancashire  
Constabulary

## UEFA EURO 2021

June 2021

### For the attention of the Designated Premises Supervisor:

EURO 2021 is fast approaching and Lancashire Police will be mounting a number of operations with the intention of keeping our communities safe and to try to ensure that incidents of crime and disorder are kept to an absolute minimum. In order to assist us in this task I would like to ask you consider the following measures:

- To use polycarbonate or plastic glasses in all licensed premises that intends to screen England matches. (Bottles to be decanted).
- Door staff levels should be kept to the same ratio as your premises would use on a Saturday night during England matches.
- Staff to remove all items that may potentially be used as weapons; e.g. pool cues and pool balls etc.
- Extra glass collectors to be proactively employed in the premises.
- The DPS to arrange for the rubbish skip/bin, containing extra bottles, stored outside the building, to be emptied prior to each fixture taking place.
- No irresponsible drinks promotions/competitions.

The DPS shall be on site during each England match.

We would ask that you implement these recommendations on days when England matches are being screened. Please be assured we will support you in trying to make this period a safe and enjoyable one for you and your customers but be reminded however, should a serious incident occur in a premises as a result of this advice not being implemented, the powers given to the Police in the Licensing Act 2003 will be given full consideration.

Covid-19 and current restrictions:

Please make sure you abide by the Covid-19 restrictions that are currently in place and be aware of any changes that may or may not be implemented during the course of the Tournament.

Until June 21<sup>st</sup> (not guaranteed), table service and people remaining seated while drinking/consuming food is a must. Please discourage chanting and other raucous behaviour and ensure people wear face masks when not at tables and that track & trace is completed.

If you have any queries in respect of this matter, please do not hesitate to contact the Licensing Unit on 01254 353625/01282 472035.

Regards, PS Gary Hennighan – Divisional Licensing Sergeant

# Managing Euro 2020 Success - Advice for licensees showing European Championship football matches in 2021



## Introduction

The 2020 UEFA European Championship is a major opportunity to attract customers who want to watch live matches in the great atmosphere provided by pubs. Postponed due to the COVID-19 pandemic, the tournament will be played in June & July 2021 but is still called “Euro 2020”.

If you are planning to show Euro 2020 games in your pub this summer, you may well already have management practices in place to deal with any issues that arise. If not, the advice below is intended to be helpful, concise guidance to ensure that you have busy and successful events over the tournament. This guide has been produced by the BBPA in partnership with UKHospitality, the British Institute of Innkeeping (BII), the Local Government Association and the National Police Chiefs’ Council with the aim to encourage police, licensing authorities and the licensed trade to work together to ensure a safe and successful tournament. It is also supported by the Institute of Licensing, National PubWatch, and the National Association of Licensing Enforcement Officers (NALEO).

April 2021



### Extra requirements due to COVID-19

The UK Government has updated the COVID-Secure workplace guidance for pubs ([Working Safely - Restaurants, pubs, bars and takeaway services](#)) so that it reflects Step 2 of its Roadmap for England. The tournament begins on 11<sup>th</sup> June and ends on 11<sup>th</sup> July and therefore potentially covers both Steps 3 and 4. Further updates of the Government guidance are likely so you should check it on a regular basis.

In preparing to screen any of the matches, check the relevant national guidance for your pub that is applicable at the time. England, Scotland and Wales each have their own sets of guidance. In particular, make sure you understand and apply any restrictions regarding capacity, social-distancing, group sizes, seated customers and noise levels.

### Advice for licensees

- All advice provided below should be read alongside the latest COVID guidance and your risk assessment should be reviewed and updated as necessary in light of that guidance.
- Consideration should be given to contacting the police and/or your Licensing Officer to let them know in advance of your plans for showing Euro 2020 matches where there could be implications for either (or both) of these bodies, so that they can incorporate these plans into any actions they may be taking;
- Check conditions on the Premises Licence to make sure that you are complying with all requirements, and if a Temporary Event Notice is needed. It would be helpful to the local authority and police to submit your TEN as early as possible. If you are running promotions, check they comply with the Mandatory Conditions regarding this area;
- Make sure that the DPS is on duty if possible. If not, a duty manager should be available to oversee the event;
- Ensure sufficient staff numbers are in place to cope with the anticipated number of customers;
- Make sure that the event is discussed with all staff and that any local police concerns are addressed and staff are aware;
- Make sure that there is no excessive consumption of alcohol - remember it is an offence to serve somebody who is drunk or to buy a drink for somebody who is already drunk. Posters reminding customers of the law are [available free-of-charge](#) from the BBPA's website;
- If you feel admission and control could be an issue, consider use of Door Supervisors (remembering that they must be SIA registered) to help control the number of people watching matches/events;
- Review access to your premises and consider restricting the number of entrances (should fire regulations permit);
- Whilst fixtures involving England, Scotland or Wales are likely to attract large numbers of customers to watch the game in your pub, also be aware of games where the national team playing may also attract a large following from the local community and plan accordingly;
- Consider making taxi numbers/late night public transport/train information readily available to assist customers in leaving the venue safely after evening games;
- Consider the use of tickets to control admission and prevent overcrowding, if this is likely to be an issue in your pub;
- Consider the use of plastic glassware such as polycarbonate if necessary, particularly for outside areas and to avoid unnecessary waiting for service and/or to lessen the risk of injury;
- When serving glass bottles, consider the use of PET bottles or decanting into plastic glassware if appropriate;
- If you do use glass, ensure that empties are collected regularly and any broken glass is quickly cleared away;
- Be aware that under-18s may be attracted to watching events and matches in your venue; continue to be vigilant about preventing the sale of alcohol to them;

- Think carefully about where TV screens are situated so as to avoid potential congestion. For similar reasons it is advisable, as far as possible, to prevent screens being viewed from outside the premises by non-customers;
- If you have CCTV, ensure that it is fully operational with all cameras recording. It would be advisable as good practice that a staff member able to operate the CCTV system is available;
- Be sure to monitor and control smoking areas where appropriate, especially at half-time and at the end of the match;
- Pass on any concerns or reports of disorder to local police (and other premises if you are in a Pubwatch);
- In the event of trouble outside the premises, keep customers inside;
- Make sure that the DPS/duty manager holds the keys for the front doors and can secure them at any stage;
- If there is trouble at your premises, call the police immediately and cease serving alcohol;
- Ensure there is sufficient room available for the expected level of customers, and that there are contingency plans in place if this exceeded e.g. refusing entry if capacity is reached;
- Check that all fire exits are completely clear and unobstructed and your fire risk assessment is reviewed accordingly;
- Check that your premises remains accessible to all – please see the BBPA’s **"An Open Welcome"** guidance on its website for further information;
- Check whether there is a public outdoor large screen event in the immediate area. Some unfortunate incidents have occurred in the past when people have spilled out of these events and into local pubs. Consider refusing entry if this is likely to happen;
- Contact your Licensing Officer for any information on local requirements, and ensure noise is kept to a reasonable level for local residents, particularly if screening any matches outdoors.

### Screening matches outdoors

If you choose to screen matches in outside spaces there are additional points to consider as part of your risk assessment:

- Positioning of any outdoors screens so that as far as possible they cannot be viewed by non-customers beyond the premises boundary;
- Consider the impact of increased noise levels outside with regards to local residents;
- Ensure any counter-terrorism measures are reviewed and that staff have been made aware of the signs to look out for;
- Consider the increased use of staff in outdoor areas during the screenings and afterwards;
- Ensure that any temporary outdoor structures for either screening the match or sheltering customers have been properly constructed and that they remain safe and secure, especially in bad weather. Any such structures must be open on at least two sides (i.e. 50% of their sides) to meet the definition of an “outside space” for the purposes of the Coronavirus Regulations.

### Further guidance

The BBPA strongly advises licensees to carry out a risk assessment and record any decisions made – such a record will be useful if despite your best efforts some individuals are determined to cause trouble in your premises. The BBPA has produced a guide, **'Managing Safety in Pubs'** which may be of help when developing risk assessments. This is free to download from [www.beerandpub.com](http://www.beerandpub.com).

### Counter-terrorism considerations

Whilst no specific threat has been identified it is important that premises consider the risk from those intent on causing wide-scale harm and panic and should therefore remain vigilant for anything that seems out of place or unusual.

Licensed Premises remain attractive to terrorists seeking to attack publicly accessible locations where large numbers of people gather. A risk assessment should be carried out that takes into account the premises preparedness and resilience, the security culture of all staff. Security planning should be responsive to any necessary changes in security functions as a result of COVID-19, such as searching or managing queues of people. Health confidence will be important to your security staff and they must be supported with appropriate PPE so they remain confident in carrying out their security responsibilities.

**Threat Level:** UK Terrorist Threat Levels are published online. Knowing where to find the threat levels and understanding them is important when security planning. Understanding the threat can help inform your risk assessment and ensure appropriate and proportionate security arrangements are in place, and help prioritise actions as threat levels provide an indication of attack likelihood. [www.mi5.gov.uk](http://www.mi5.gov.uk)

**Suspicious Activity:** Terrorists like all criminals will reconnoitre their targets. Staff must be vigilant and confident they can report suspicious behaviour without delay. **If you suspect there is immediate danger** you should tell a Police Officer by dialling **999** or if there is no immediate threat please call the **National Anti-Terrorist Hotline – 0800 789 321**. If you see something that doesn't feel right, the Police want to hear from you.

### Guidance Documentation and Support:

- Physical Distancing and Search Guidance
- Protecting Queues for Vehicles Used As Weapons
- NaCTSO Crowded Places Guidance – [www.NaCTSO.GOV.UK](http://www.NaCTSO.GOV.UK)

It is highly recommended that management and staff undertake the free online **Action Counters Terrorism (ACT) E-learning Counter-Terrorism Awareness** product. For further info and registration follow <https://ct.highfieldelearning.com> and download the **ACT App**. For further information please see [www.NaCTSO.GOV.uk](http://www.NaCTSO.GOV.uk) or [ct@highfieldelearning.com](mailto:ct@highfieldelearning.com)

Please contact your Force Counter Terrorism Security Advisors. For further contact information visit [www.NaCTSO.GOV.UK](http://www.NaCTSO.GOV.UK) and use the Crowded Places Guidance pathway.

### General

For further information on this document, please contact Andrew Green, Policy Manager at the BBPA, [agreen@beerandpub.com](mailto:agreen@beerandpub.com).



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4 **CONCLUSION**

4.1 Committee is asked to note the content of this report.

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MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Stephen Barker, extension 3216.