

**Chorley Council**

**Application for the review of a premises licence or club premises certificate under the  
Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**I Richard Ian Charles HORTON** .....

**apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described in Part 1 below**

**Part 1 – Premises or club premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> Park Hall Plaza Night Club Park Hall Road Charnock Richard Chorley PR75LP	
<b>Post town</b> Chorley	<b>Post code (if known)</b> PR75LP

<b>Name of premises licence holder or club holding club premises certificate (if known)</b> Mr. Joji EASO
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<b>Number of premises licence or club premises certificate (if known)</b> 1
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**Part 2 - Applicant details**

I am PS 777 Richard Ian Charles HORTON

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

☐

2) a responsible authority (please complete (C) below)

☒

3) a member of the club to which this application relates (please complete (A) below)

☐

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

Please tick ✓ yes

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Other title

(for example, Rev)

**Surname**

**First names**

**I am 18 years old or over**

Please tick ✓ yes

☐

**Current postal  
address if  
different from  
premises  
address**

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address  
(optional)**

**(B) DETAILS OF OTHER APPLICANT**

Name and address

Telephone number (if any)

E-mail address (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address PS 777 Richard Horton, Lancashire Constabulary, South Division HQ Lancaster Road, Preston PR12SA
Telephone number (if any) <b>01772 209794</b>
E-mail address (optional) Richard.horton@lancashire.pnn.police.uk

**This application to review relates to the following licensing objective(s)**

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

Please tick one or more boxes ✓

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

**Please state the ground(s) for review (please read guidance note 2)**

From around 9pm 26<sup>th</sup> December 2018 to 4am 27<sup>th</sup> December 2018 , the Park Plaza has operated a large dance event in breach of a number of licence conditions. These conditions were agreed by Park Hall Plaza as recently as November 2018 to promote the licensing objectives to prevent Crime and Disorder, secure Public Safety and to prevent Public Nuisance.

The rationale for the conditions was that should the Park Plaza be used to hold a large scale dance type event, there would be some police control to ensure that the event was managed safely and professionally and that it would not be used as a regularly opening nightclub. As such, the conditions were formulated to cover the occasional use of the nightclub for externally promoted events where Park Hall Plaza was being used as the event venue.

The DPS for Park Hall Plaza is Mr. Joji EASO.

**Please provide as much information as possible to support the application (please read guidance note 3)**

The licence conditions for Park Hall Plaza contain the following which were all breached during the running of this event.

**21 Days Notice to Police and Police Consent**

'The premises shall only be utilised for licensable activities for pre-booked or pre-scheduled events.'

And

21 days' notice of events over 500 persons and police written consent for these to proceed

On 26th December 2018 The Park Hall Plaza hosted a dance/rave event for around 1500 persons that ran until from 19:00 hrs 26th December 2018 to around 04:00 hrs 27th December 2018. This was a ticket only event promoted on Facebook as BTID (Bounce Til I Die) Park Hall Boxing Day 2018 with adverts appearing on Facebook from 19th November 2018. (Appendix 1)

The club provided its facilities to the event promoter free of charge and made its profits from the sale of drinks including alcoholic beverages to attendees.

This was clearly a pre-booked event for over 500 persons.

No notice of the event was passed to police at any point and the event went ahead without any police knowledge of it or any written consent.

On 16th January 2019, PS Richard Horton and PC Julie Stewart of the South Division Licensing Department attended Park Hall Hotel and spoke with the DPS Mr. EASO regarding the event.

He confirmed to the officers that the event had gone ahead as advertised and that he had not sought any police consent for it or received police written consent for it.. He confirmed that he was present at the event and that Park Hall made their profit from sales of drinks including alcoholic beverages.

He was unable to provide any record of the security staff used on the night and the door staff record book at the Park Hall Plaza did not contain any entry for the 26th December 2018.

He stated that there was a 5 year contract in place to provide the Park Hall Plaza venue for BTID events on Boxing Days.

Mr. EASO produced a premises risk assessment plan (Appendix 2) which was not in any way an event plan but rather a generic "slips and trips" type assessment. There are indications that this plan was itself a cut and paste relating to a different premises.

**Search Policy**

There shall be a documented search policy which will be implemented and adhered to.

Mr EASO was unable to provide the officers with any documented search policy in relation to Park Plaza.

**CCTV at Park Plaza**

The premises shall operate and maintain a CCTV system which shall be in use during all times licensable activities are taking place at the premises and comply as follows:

- a) The system shall cover all entrances and exits from the premises, in addition to covering all internal and external areas of the premises used to supply or consume licensed products
- b) The focus of the camera(s) shall be so as to enable clear identification of persons on the premises
- c) The system will be capable of time and date stamping recordings and retaining said

recordings for at least 28 days

d) Signage advising that CCTV is in operation will be displayed.

e) The premises licence holder shall ensure that the designated premises supervisor, or in his / her absence other responsible person is trained in the use of the CCTV system for providing downloads of footage to Police Officers or authorised officer in accordance with the principles of the Data Protection Act or any subsequent or alternative legislation

A check of the CCTV at Park Hall Plaza showed that 9 CCTV cameras (around half of the system) were off line. The system was only recording for 14 days and that two of the working cameras were effectively useless in low light / night conditions. Mr. EASO was unable to operate the CCTV system and was unable to tell the officers the details of anybody who knew how to operate the CCTV system.

#### **Incident / Refusals Register**

. The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an Incident/Refusals Register in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The register is to be kept on the premises at all times and shall be produced to a Police Officer or authorised officer upon request.

Mr. EASO was unable to provide the officers with any incident or refusals register. The only similar record that he could present was an accidents book recording injuries to hotel guests.

#### **Drug Safe**

A drug safe must be installed at the entrance to the premises and arrangements made with Lancashire Police to remove any seized/surrendered items on a regular basis. A record will be kept of all seized items.

The drug safe was examined and emptied by the officers but Mr. EASO was unable to provide any record of seized items and confirmed that no such record was kept.

#### **Safety Checks**

Regular safety checks shall be carried out by staff.

Mr. EASO was unable to present any records or standard procedure / briefing documents to show that any safety checks had taken place. (Appendix 3)

#### **Dispersal Policy**

A documented Dispersal Policy will be implemented and adhered to

Mr. EASO was unable to present any documented dispersal policy

#### **SIA Licensing**

'The Premises licence holder shall ensure that each individual present on the premises to carry out a security activity [as defined by paragraph 2(1) (a) of the Schedule 2 to the Private Security Industry Act 2001] must be licensed by the Security Industry Authority.'

There was no evidence that Mr EASO had carried out his duties in relation to ensuring that door staff were SIA Licensed

#### **Other Matters**

There was no evidence shown to us that Mr EASO was exercising day to day management of the premises. In particular we noted an absence of search policy, drugs policy, or staff training records in respect of Challenge 25.

Have you made an application for review relating to the premises before

Please tick ✓ yes

☐

If yes please state the date of that application

Day		Month		Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**If you have made representations before relating to the premises please state what they were and when you made them**

Please tick ✓

yes

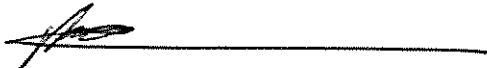
- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 3 – Signatures** (please read guidance note 4)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature



Date

21/01/2019

Capacity

LICENSING SERGEANT - SOUTH DIVISION

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 6)

**Post town**

**Post Code**

**Telephone number (if any)**

**If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)**

**Notes for Guidance**

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.



## **APPENDIX ONE**

ADVERTS FOR EVENT AT PARK HALL PLAZA

19/01/2018 Advert #2792125

27/11/2018 DJ Nitra m > BTID Park Hall Boxing Day 2018





Event Tickets From: £20.00

Lancashire

Time Left: 0d, 0h

#### Event Details

Advert Ref: #2792125

Posted: 19 Nov '18, Expires: 26 Dec '18

Visits: 911

Share

Print

Watch

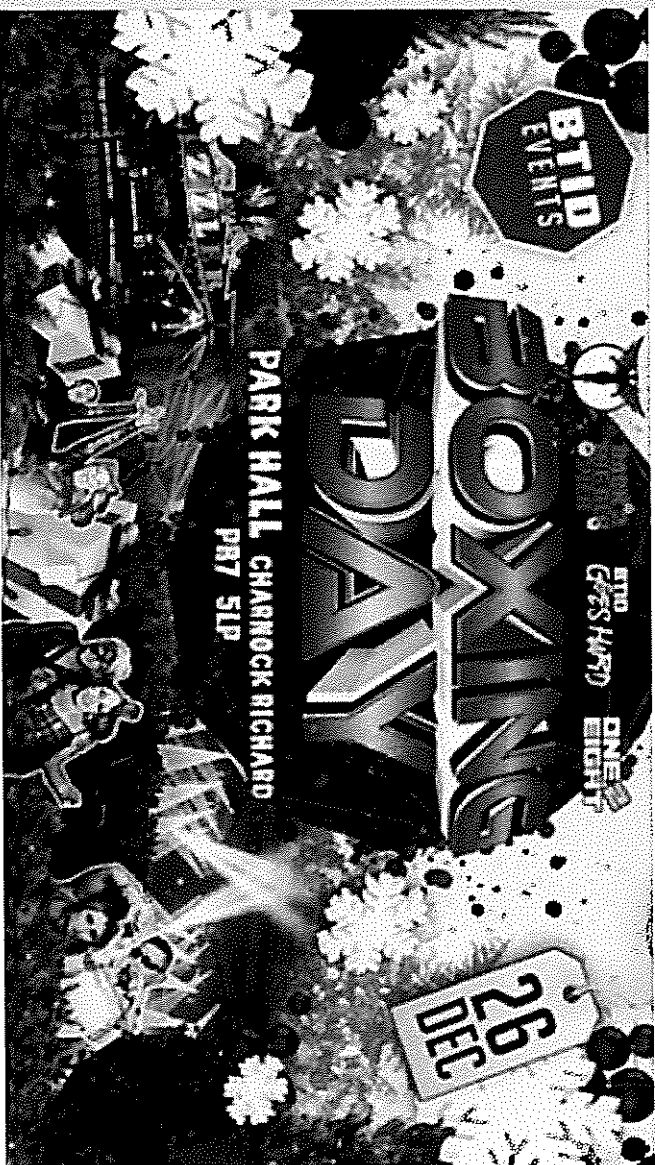
Reply to Advert

Report This Advert



DJ Nitra m ▶ BTID Park Hall Boxing Day 2018

27 November 2018 · 🌐



9 Likes 2 Shares

👍 Like

English (UK) · Polski · Español ·  
Português (Brasil) · Français (France)



Privacy · Terms · Advertising · AdChoices ·  
Cookies · More ·  
Facebook © 2019

## **APPENDIX TWO**

### **Premises Risk Assessment**



**Danny Sheehan**  
Director

Please don't print this as it will not print really good

424-436 Haydock Lane  
Haydock Industrial Estate  
Haydock, St. Helens, W.A.L.L 9UY  
T :- 01942 277 279  
M :- 07402 267 950  
E :- DANNY.S@NORTHWESTSECURITYSERVICES.CO.UK

## VENUE RISK ASSESSMENT

Date:	Assessed by:	Checked / Validated* by:	Location: (4)	Assessment ref no (5)	Review date: (6)
Nov/18	Danny Sheehan	Damian Hall/Mark Hussey	Park Plaza		Nov/19

Task / premises: - Park Plaza

Foreword: -

I have been requested to conduct a full independent risk assessment of Bar Lush (Appendix 1) located in Bolton town Centre and associated activities within the premises.

This was carried out on Nov/18

The Document should be read in conjunction with the published Risk Assessments that have been carried out in relation to their day-to-day duties within Park Plaza

Result: - T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Comment [M31]: Park Plaza

Comment [M32R1]:

Comment [M33R1]:

Activity	Hazard/Reference	Who might be harmed and how	Existing measures to control risk	Risk rating (12)	Result (13)
A full risk assessment of Park Plaza	Slips, trips & Falls	Staff, Visitors, Public Cleaners - could suffer injury e.g. sprains or fractures if they fall	Good standards of housekeeping maintained Trailing cables positioned neatly away from walkways Damage to floor coverings and other repairs and maintenance reported immediately for repair/replacement as necessary. Floors kept clear of items, e.g. Regularly monitored by all staff Floor cleaned regularly Adequate lighting provided on stairways and stairs painted accordingly demonstrating good practice	Low	A
	Crime & Disorder Risk of being a victim of crime, i.e. assault	Unauthorised persons gaining entry to the site, Violence	All access doors to the premises are monitored by an HDR CCTV System utilising real time recording. This CCTV system, covers both internal and external areas of the venue. When the premises are open to the public, the venue has fully qualified and SIA licensed security personnel in situ monitoring external doors. All staff, are fully aware of incident reporting protocols and their relevant duties. Good use of signage upon entry and external doors	Low	A

Result: - T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity	Hazard/Reference	Who might be harmed and how	Existing measures to control risk	Risk rating (12)	Result (13)
	<b>Manual Handling</b> – carrying, lifting, pulling, and pushing heavy loads.	Staff - could suffer from back pain if heavy/bulky objects carried incorrectly	Staff trained in correct manner and appropriate manual handling techniques Staff given a clear documented induction in line with policies by qualified and competent instructors.	Low	A
	<b>Noise</b>	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All staff assumed to be at risk, particularly DJ and bar staff.	Regular check of sound systems to ensure balance/proper control. Staff rotation between quiet and noisy areas Staff trained in noise risks and the protective measures needed.	Low	A
	<b>Electrical</b>	Staff and others - could suffer electrical shock or burns if equipment is faulty	All equipment used in accordance with the manufacturer's instructions and staff trained in its use Portable Appliance Testing (PAT) is carried out in accordance with relevant Code of Practice on the Maintenance of Electrical Equipment Defective plugs, cables equipment etc reported to ..... for repair/replacement, however see recommendations and Sufficient power sockets provided to reduce need for extension cables Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured Liquid spills mopped up immediately	Med	N

Result: - T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity	Hazard/Reference	Who might be harmed and how	Existing measures to control risk	Risk rating (12)	Result (13)
	<b>Fire</b>	Staff and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse	Staff inductions include fire evacuation procedures and means of raising the alarm already carried out. Annual fire evacuation practice carried out Access to fire exits kept clear & visible signage Regular removal of combustible waste	Med	A
	<b>Lone working</b>	Staff - If presence not known in the event of an emergency or if there is a threat to personal security	N/a	N/a	N/a
	<b>Falls from height</b>	Staff - retrieving items stored at height	N/a	N/a	N/a
	<b>Environmental hazards</b>	Public/Staff – may feel too hot/cold or suffer other general discomfort	Building temperatures kept as reasonable as possible with supplementary heating/cooling available.  Premises is adequately ventilated	Low	A
	a) thermal comfort  b) space	Staff and others – contact with furniture if insufficient space to move around	Constant monitoring of areas of congestion e.g. dance floor, bar, toilets. Fully adhering to the 3 D's principles of crowd control: - <ul style="list-style-type: none"><li>• Density</li><li>• Dynamics and</li><li>• Distress</li></ul> Plus the conditions of the Premises License.	Low	A

Result: - T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk



Activity	Hazard/Reference	Who might be harmed and how	Existing measures to control risk	Risk rating (12)	Result (13)
	c) lighting	Staff and others – may suffer eyestrain if lighting is insufficient or of the wrong type	Lighting levels sufficient for the room, tasks undertaken and glare is minimised Window blinds fitted where necessary to adjust lighting levels	Low	A
	d) Hygiene & welfare	All staff & others could experience general discomfort	Light switches are easily accessible Toilets supplied with hot/cold water, soap and towels, any deficiencies are reported to staff. No smoking policy implemented, with external smoking area outside the premises.	Low	A
	Glazing and mirrors	Staff and the public may suffer serious injury from impact with windows/mirrors that are not evident.	All mirrors fixed securely, see recommendations	Low/Med	A

Action plan (14)				
Ref	Further action required	Action by whom	Action by when	Done
Slips, trips and falls	Constant monitoring	All	On going	
Crime	Constant monitoring, work in partnership with associated authorities	All	On going	

Result: - T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Manual Handling	Arrange manual handling training for all staff when identified	Management	On going	
Noise	Staff considered be particularly at risk identifying and providing with ear plugs. Health surveillance, including hearing tests, for 'at risk' staff.	All	On going	
Electricity	Constant monitoring			
Fire	Constant monitoring	All	On going	
Environmental hazards	Constant monitoring	All	On going	
Glazing and mirrors	Constant monitoring	All	On going	

**Additional Comments/Conclusion**

In relation to this venue it applies a proactive approach to safety, adhering as far as is reasonably practicable with the Licensing Act of 2005 and the four main licensing objectives and relevant Health and Safety Legislation e.g. the Management of Health and Safety at Work Regulations 1999 etc...

In addition to the findings above the CCTV cameras need to be looked at.

Result: - T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

The venue management needs to take on board these findings and the positive manner in which the advice is given.

The above is my initial/preliminary risk assessment based upon my observations plus my knowledge of the working procedures of licensed premises.

I would like to comment that it would have been impossible to produce this document only the full co-operation and assistance of all management and staff who granted me unprecedented access to all areas.

I would like to review this document again in Nov/19 in conjunction with any recommendations from the Local Licensing Authority and associated partners.

Should anyone wish to discuss this document and its findings, please do not hesitate to contact me.

Kind Regards

Danny Sheehan

Result: - T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk



### **APPENDIX THREE**

Copy of Door Supervisor Book.



# DOOR SUPERVISORS INCIDENT BOOK

Venue Name .....

Start Date ..... Finish Date .....

Day Sat Saturday

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Date 24 / 11 / 18

**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
<u>Sean McDonough</u>	<u>5737</u>	<u>2021</u>	<u>20:00</u>	<u>2:00</u>	<u>S. McDonough</u>
<u>M. Edwards</u>	<u>5917</u>	<u>2021</u>	<u>20:00</u>	<u>2:00</u>	<u>M. Edwards</u>
<u>P GREENSITT</u>	<u>7386</u>	<u>2021</u>	<u>20:00</u>	<u>2:00</u>	<u>P Green</u>
<u>P Guilfoyle</u>	<u>1256</u>	<u>28.00</u>	<u>20:00</u>	<u>2:00</u>	<u>P Guilfoyle</u>
<u>P GREENSITT</u>	<u>7386</u>	<u>4000</u>	<u>20:00</u>	<u>2:00</u>	<u>P Green</u>
<u>P Guilfoyle</u>	<u>1256</u>	<u>28 May</u>	<u>20:00</u>	<u>2:00</u>	<u>P Guilfoyle</u>
<u>P GREENSITT</u>	<u>7386</u>				

**Fire Exit Check**

*I confirm that all fire exits are clear and unobstructed by any obstacle*

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Floor / Toilet Check Log**

*Floor & Toilet Areas check for spillages / glass every day at the following times, and any hazards reported to Duty Manager for action.*

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

Enforcement Visit Log	Time of Visit	Details of Visit / Action Taken	AM informed

Day

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Date 1 / 12 / 18

**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
P GREENSITT	7386	4,19	2000	0200	P Greensitt
P Guiltayle	1256	28 20	20:00	02:00	P Guiltayle
P Guiltayle	1256	28 20	20:00	02:00	P Guiltayle
P GREENSITT	7386	4,19	2000	0200	P Greensitt
G LEE	2221	29 21	2000	0200	G Lee

**Fire Exit Check**

*I confirm that all fire exits are clear and unobstructed by any obstacle*

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Floor / Toilet Check Log**

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19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Enforcement Visit Log**

Time of Visit

Details of Visit / Action Taken

AM Informed

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Day **FRIDAY**

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Date **7 / 12 / 18**

**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
A GREENSITT	7386	4 - 19	20:00	02:00	P. Green
A. FINE	7379	28.12.18	20:00	02:00	A. Fine
P. GUN/KOYL	1256	28/13/20	20:00	02:00	P. Gun/KoYL
S. McDONOUGH	5737	24/6/21	20:00	02:00	S. McDonough

**Fire Exit Check**

I confirm that all fire exits are clear and unobstructed by any obstacle

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

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19:30		22:30		01:30	
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20:30		23:30		02:30	
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20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Enforcement Visit Log**

Enforcement Visit Log	Time of Visit	Details of Visit / Action Taken	AM Informed

Day **SATURDAY**

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Date **8 / 12 / 18**

**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
P GREENSITT	7386	4-19	20:00	02:00	P.G.
A Ricey	7379	8-19	20:00	02:00	A.R.
P Guilloyle	1250	28/5/20	20:00	02:00	P.G.
S. McDonough	5737	24/6/21	20:00	02:00	S.M.
M. Edwards	5917	2021	20:00	02:00	M.E.
M. Ruffalo	4881	2020	20:00	02:00	M.R.

**Fire Exit Check**

*I confirm that all fire exits are clear and unobstructed by any obstacle*

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
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21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

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21:30		00:30		03:30	
22:00		01:00		04:00	

**Enforcement Visit Log**

Time of Visit

Details of Visit / Action Taken

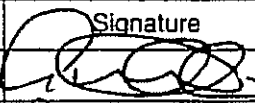

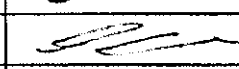
AM informed

Day

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Date 14 / 12 / 18

**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
GARY CANNON	0222	14/4/19	20:00	02:00	
PETER GREENSITT	7386	4-4-19	20:00	02:00	P Green
PGuillfoyle	1256	28/5/20	20:00	02:00	PGuillfoyle
Mark Smith	3499	27/12/19	20:00	03:30	
Sean McDonough	5737	24/6/21	20:00	03:30	S. McDonough
CAVIN LEE	2221	29/3/21	20:00	02:00	

**Fire Exit Check**

*I confirm that all fire exits are clear and unobstructed by any obstacle*

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Floor / Toilet Check Log**

*Floor & Toilet Areas check for spillages / glass every day at the following times, and any hazards reported to Duty Manager for action.*

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Enforcement Visit Log**

Enforcement Visit Log	Time of Visit	Details of Visit / Action Taken	AM Informed

Day

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Date 15 / 12 / 2015

**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
P. GUNTER	1256	28/5/20	20:00	02:00	P. GUNTER
ALAN RILEY	7379	23.8.19	20:00	02:00	[Signature]
SEAN MCCONNELL	5737	24/6/21	20:00	02:00	[Signature]
Mark Gifford	4581	10/1/20	20:00	02:00	[Signature]
G. Lee	2221	29/3/21	20:00		[Signature]
PETER GREENHILL	7386	4.4.19	20:00	02:00	P. GREENHILL

**Fire Exit Check**

I confirm that all fire exits are clear and unobstructed by any obstacle

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Floor / Toilet Check Log**

Floor & Toilet Areas check for spillages / glass every day at the following times, and any hazards reported to Duty Manager for action.

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Enforcement Visit Log**


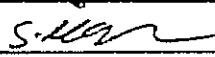
Enforcement Visit Log	Time of Visit	Details of Visit / Action Taken	AM informed

Day	
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Date	21 / 12 / 18
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**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
Marie Smith	3499	27/12/19	20:00	2:00	
Jean McDonough	5737	24/6/21	20:00	2:00	

**Fire Exit Check**

*I confirm that all fire exits are clear and unobstructed by any obstacle*

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Floor / Toilet Check Log**

*Floor & Toilet Areas check for spillages / glass every day at the following times, and any hazards reported to Duty Manager for action.*

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Enforcement Visit Log**

Time of Visit

Details of Visit / Action Taken

AM informed

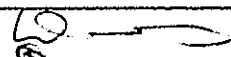

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Day

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Date 08 / 01 / 2019

**Door Supervisors on Duty**

Name	Badge No.	Expiry Date	Time on	Time off	Signature
DAVID HARRIS	4756	27/8/21	6.30	01:30	
Mark Smith	3499	27/12/19	8.00	01:30	

**Fire Exit Check**

I confirm that all fire exits are clear and unobstructed by any obstacle

Time Checked	Initials	Time	Initials	Time	Initials
Start of Shift		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Capacity Logo Check**

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

**Floor / Toilet Check Log**

Floor & Toilet Areas check for spillages / glass every day at the following times, and any hazards reported to Duty Manager for action.

Time Checked	Initials	Time	Initials	Time	Initials
19:30		22:30		01:30	
20:00		23:00		02:00	
20:30		23:30		02:30	
21:00		00:00		03:00	
21:30		00:30		03:30	
22:00		01:00		04:00	

Enforcement Visit Log	Time of Visit	Details of Visit / Action Taken	AM Informed