

# ALLERDALE BOROUGH COUNCIL



## GUIDANCE SHEET

### OPERATING SCHEDULE

If you are making a new application or making a subsequent variation or an application for Temporary Event Notices, you will need to complete an Operating Schedule as part of your premises licence or club premises certificate or notice application.

The Operating Schedule should include information that is necessary to enable any responsible authority or interested party to assess whether the steps taken to promote the licensing objectives are satisfactory.

Applicants are also recommended to include the proposed occupancy numbers for the premises in their operating schedule. An operating schedule is a document (in the prescribed form) which includes a statement of the following matters:-

- (a) the relevant licensable activities;
- (b) the times during which it is proposed that the relevant licensable activities are to take place;
- (c) any other times during which it is proposed that the premises are to be open to the public;
- (d) where the applicant wishes the licence to have effect for a limited period, that period;
- (e) where the relevant licensable activities include the supply of alcohol, details and the consent of the person to be named as the DPS;
- (f) where the relevant licensable activities include the supply of alcohol, whether the supplies are proposed to be for consumption on or off the premises, or both; and
- (g) the steps which it is proposed to take to promote the licensing objectives.

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**N.B.** These steps are vitally important as they will become the conditions in accordance with which the licensable activities must be carried on at the premises, if accepted and if no representations are made by responsible authorities or interested parties.

One of the most crucial parts of the Operating Schedule is the section where the applicant describes the steps they intend to take to promote the four licensing objectives. Careful consideration of what is entered is advised, as parts of this section may become a condition of the licence. With thought and careful planning the Operating Schedule for YOUR premises will reflect YOUR licensable activities and at the same time meet the needs of the four licensing objectives.

## **What are the licensing objectives?**

- Prevention of Crime and Disorder;
- Public Safety;
- Prevention of public nuisance; and the
- Protection of children from harm

## **Who can you speak to for advice on promoting the licensing objectives?**

Advice on promoting the objectives is available in our Statement of Licensing Policy or from guidance available on our website. Advice on each of the licensing objectives is also available from the responsible authorities who will be assessing your application.

When you are making a variation to your existing licence(s) – new activities, new operating hours etc. – then your application will be subject to representations from all of the "responsible authorities" and "interested parties".

As well as looking carefully at what measures you intend to put in place to promote the licensing objectives; responsible authorities will be a very useful contact when you need help and expert guidance to fill out this part of your form.

- Cumbria Police (for matters concerning preventing crime and disorder) Tel: 01900 602422

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- Cumbria Fire and Rescue Service (for matters concerning public safety) Tel: 01900 602543
- Environmental Health (for matters concerning prevention of public nuisance and promotion of health and safety) Tel: 01900 702593
- Planning Department (for matters concerning public safety and preventing public nuisance) Tel: 01900 326539 North – Wigton, Thursby, Maryport District Tel: 01900 702748 South – Workington, Cockermouth District Tel: 01900 702749 (or LDNPA (01539 724555) as appropriate according to the planning authority for your premises)
- Health & Safety executive (for matters concerning public safety) Tel: 01228 539321
- Social Services (for matters concerning protecting children from harm) Tel: 01900 325300
- Trading Standards (for matters relating to under age drinking etc.) Tel: 01900 325980
- Marine Agency – ***only if the premises is located on water, i.e. a boat***

The following guidance documents are available to applicants from the Council's Licensing Office on request:-

- Cumbria Police – Guidance for applicants
- Cumbria Fire and Rescue Service – Guidance for applicants
- Licensed Property: Noise Control – Publication of the British Beer and Pub Association
- An Introduction to Health and Safety – Publication of the Health and Safety Executive

We would also recommend that you speak to "interested parties", that is local residents/local businesses to get their input on what you are planning to do and how you plan to promote the licensing objectives. In this way you can look to tackle any of their concerns in your operating schedule.

**Providing an application is properly made and no relevant representations are made, the Local Authority must grant a licence subject only to conditions as are consistent with the Operating Schedule accompanying the application e.g. opening hours and any condition which must be included in the licence which are:**

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- That no sale of alcohol can be made under the Premises Licence when there is no Designated Premises Supervisor or when the Designated Premises Supervisor does not hold a Personal Licence or their Personal Licence has been suspended
- Any person at the premises carrying out a security activity must be licensed with the Security Industry Authority
- Where a Premises Licence authorises the exhibition of films the premises licensee must secure that the admission of children to films is restricted in accordance with recommendations given by the British Board of Film Classification or by the Local Authority

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*What could be included in an Operating Schedule:*

Licensable Activities	Control of 'OFF' Sales
Opening Hours	Fire Safety
Entertainment/Music/Dancing/Films	Electrical Safety
Provision of Food	Occupancy Limits
Designated Premises Supervisor	Control of Noise Pollution
CCTV Surveillance	Adequate Sanitary Facilities
Incident Books/Refusal Book etc	Secure Cloak Rooms
Pub Watch Participation	Child Safety Policy
SIA Registered Door Person	Policy for Table & Chairs on Highway
Drugs Policy	Transport Arrangements
Admission Policy	Crime Prevention Notices
Bottle Bans	Non Breakable Glass

**PLEASE NOTE THIS LIST IS NOT IN ANY ORDER OF PREFERENCE**