



Swale Borough Council, Swale House, East Street,
Sittingbourne, Kent, ME10 3HT

Premises licence number
SHE/SWALE/189/0445

Part 1 – Premises details

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

Ivy leaf Bar
Hotel Passage
High Street

Post town	Sheerness, Kent	Post code	ME12 1NL
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Telephone number	01795 662 139
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Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Sale of alcohol (**Both on and off**)
Live Music
Recorded Music
Late Night refreshment

The times the licence authorises the carrying out of licensable activities

Live Music (Indoors)

Thursday & Sunday 19.00 – 00.00

Friday & Saturday 19.00 – 01.00

Sundays prior to a Bank Holiday 10.00 – 01.00

St Valentine's/St David's/St Andrew's/St George's/St Patrick's Day 10.00 – 01.00

New Year's Eve 10.00 – 03.00

The times the licence authorises the carrying out of licensable activities**Sale of alcohol & Recorded Music (Indoors)**

Monday – Thursday & Sunday 10.00 – 00.00

Friday – Saturday 10.00 – 01.00

Sundays prior to a Bank Holiday 10.00 – 01.00

St Valentine's/St David's/St Andrew's/St George's/St Patrick's Day 10.00 – 01.00

New Year's Eve 10.00 – 03.00

Late Night refreshment

Monday – Sunday 23:00 until close

The opening hours of the premises

Monday – Thursday & Sunday 10.00 – 00.30

Friday – Saturday 10.00 – 01.30

Sundays prior to a Bank Holiday 10.00 – 01.30

St Valentine's/St David's/St Andrew's/St George's/St Patrick's Day 10.00 – 01.30

New Year's Eve 10.00 – 03.30

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Both on and off sales

Part 2**Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

Mr Colin Barrett
 Seafield, Sexburga Drive
 Minster on Sea, Sheerness
 Kent, ME12 2LF
 Tel: 07971 203829
 Email: colinbarrett007@btinternet.com

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

N/A

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

Mr Colin Barrett
Seafield, Sexburga Drive
Minster on Sea, Sheerness
Kent, ME12 2LF

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

Issuing Authority: Bexley Borough Council
Licence number: 05/00743/BEXLEY/LI

Annex 1 – Mandatory Conditions

Condition 1

No supply of alcohol may be made under this licence:-

- (a) At a time when there is no designated premises supervisor in respect of it or
- (b) At a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.

Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.

Condition 2

Only individuals licensed by the Security Industry Authority (SIA) maybe used at the premises to guard against:-

- (a) Unauthorised access or occupation (e.g. through door supervision)
- (b) Outbreaks of disorder
- (c) Damage

Condition 7

- (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone,

encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

Condition 8

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Condition 9

- (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.

Condition 10

The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

Condition 11

- (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price, which is less than the permitted price.
- (2) For the purpose of the condition set out in paragraph 1:-
- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(6);
- (b) "permitted price" is the price found by applying the formula:- $P = D + (D \times V)$ where:-
- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence:-
- (i) the holder of the premises licence
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994(7)
- (3) Where the permitted price given by Paragraph (b) of paragraph (2) would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4) (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph (2) on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 - Conditions consistent with the Operating Schedule**Condition 1**

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.

- (a) Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
- (b) Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 28/31 days and handed to Police upon reasonable request.
- (c) The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
- (d) In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time
(licensing.north.division@kent.pnn.police.uk)

Condition 2

- (a) When the premises is open between 23:00hrs and premises closure on Friday's and Saturday's a minimum of 2 door supervisor must be present at the customer entrance/exit of the premises
- (b) Door supervisors will undertake body searches, at least one male and one female door supervisor must be available to undertake the body searches of the same customer gender before gaining entry to the premises
- (c) Door supervisors will be stationed at a Main entrance to the premises at times when licensable activity is taking place and 30 minutes thereafter to assist with dispersal of customers from the premises

Condition 3

The Designated Premises Supervisor will undertake a risk assessment in respect of the provision of door supervisors for any unusual events and where deemed appropriate a minimum of 2 door supervisors will be employed.

Condition 4

The premises shall have a written drug policy. This will entail an agreed procedure for the handling and retention of any article seized. Where premises consider a drug's safe to deposit drugs found, there will be a clear policy for the handling and packaging of seized items. For premises with a suitable 'drug safe' the items secured within the safe would not be considered as being in possession. For premises that do not have a drug safe they must have a written agreement with police as to a procedure in the collection or delivering drugs to police.

Condition 5

A member of staff every 30 minutes whilst the premises is trading will remove all empty drinking vessels, bottles or containers after the contents have been consumed or they become empty. The licence holder and the Designated premises Supervisor shall ensure that the arrangement for the storage of empty bottles prevents unauthorised access to those bottles.

Condition 6

The premises licence holder or DPS shall maintain an accurate and up to date register in respect of all stewards, security staff or door supervisors working at the premises when it is open to the public.

The register will comprise of:

- (a) The name, address, telephone number of the member of staff
- (b) Any registration number relating to the steward or door supervisor whether employed directly by the licensee or through an agency
- (c) The name, address and telephone number of the agency providing stewards, security staff or door supervisor where not employed directly by the licensee
- (d) The dates and times of commencement and finishing of work
- (e) Signature of the member of staff
- (f) Details of any incident in which the member of staff is involved including any calls to the police and any police action taken.

Condition 7

After close of business, staff will pick up any flyers/rubbish/litter/bottles that have been left for a distance of 50 metres in each direction. The collection and removal of litter will be taken to include the washing away immediately outside the premises the pavement to the gutter of spilled food and similar materials so as to leave the footway in a clean and safe condition.

Condition 8

The premises shall support local crime prevention initiatives and clearly display crime prevention notices or give advice that supports current crime and disorder patterns.

Condition 9

The licensee shall ensure that no customers will take glasses or open bottles from the premises.

Condition 10

All persons that sell or supply alcohol to customers must have licensing training.

- (a) Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
- (b) Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
- (c) Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
- (d) Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority upon request either electronically or hard copy.

Annex 3 - Conditions attached after a hearing by the licensing authority

N/A

First Floor plan

