

## AGENDA

### Page No

3. APPLICATION FOR THE GRANT OF A PREMISES LICENCE, GREAT AYTON  
FILLING STATION, 124 GUISBOROUGH ROAD, GREAT AYTON, TS9 6DJ

1 - 12

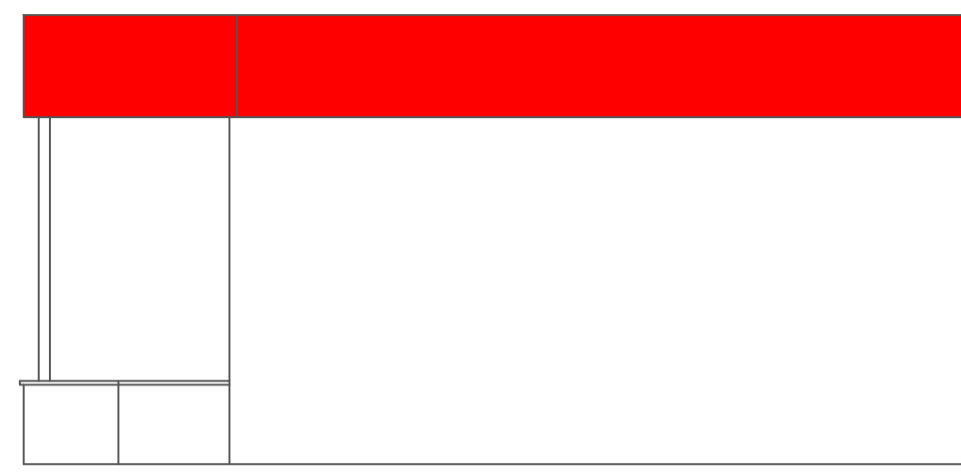
Report of the Director of Law and Governance

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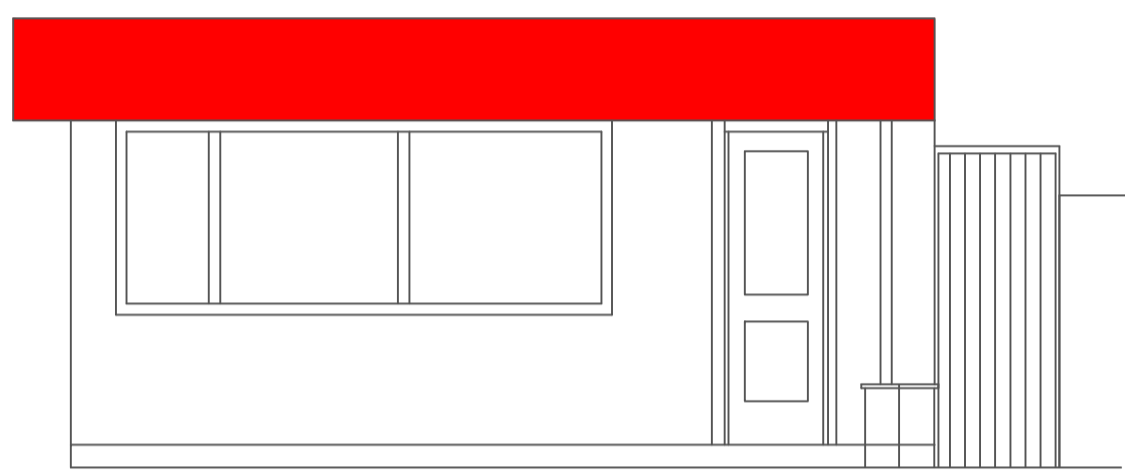
**DO NOT SCALE FROM DRAWINGS ALL MEASUREMENTS TO BE CHECKED ON SITE BY BUILDER AND CLIENT PRIOR TO COMMENCING WORK**  
 These drawings are intended for Planning Permission and Building Regulation Approval only. All works to be carried out in accordance with approved drawing only.  
 Where The Party Wall Etc Act 1996 applies, then a suitably qualified person shall be appointed.



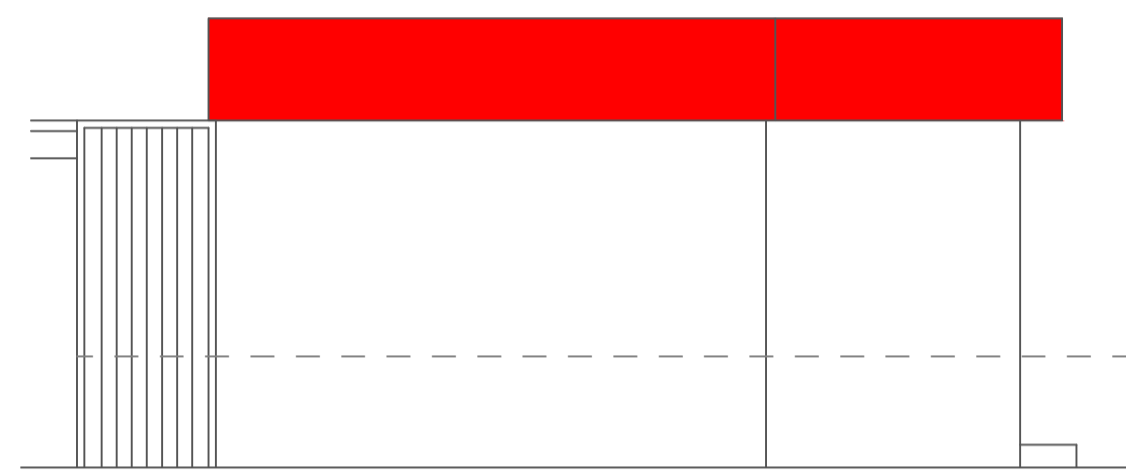
SIDE (EAST)



SIDE (WEST)

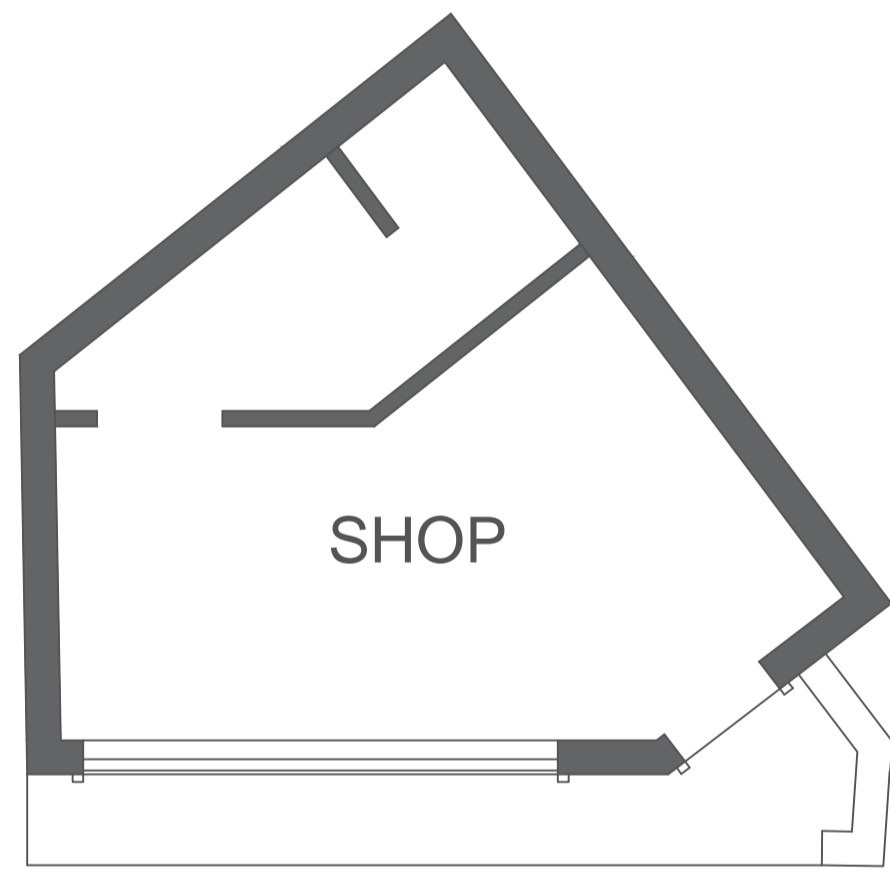


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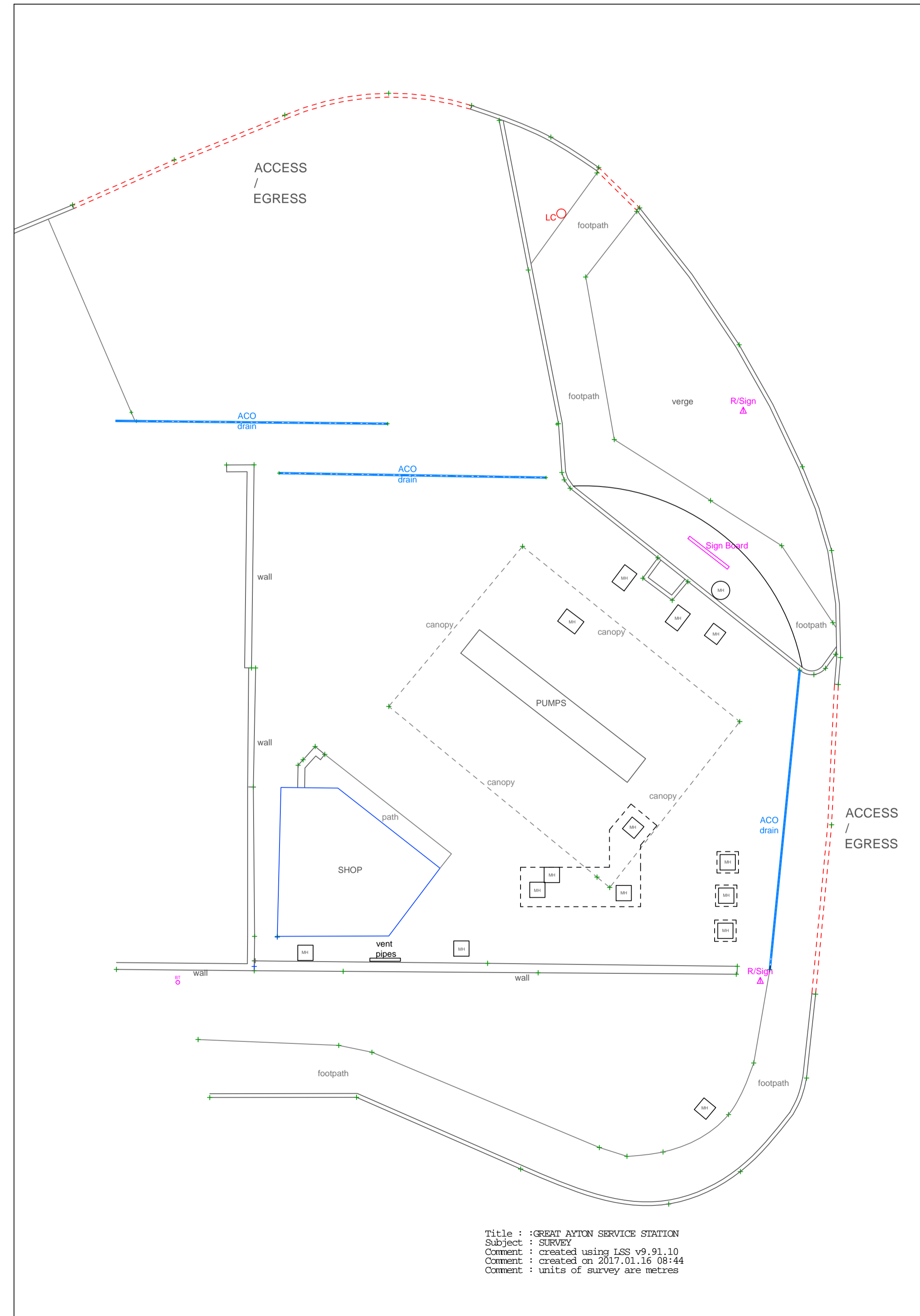


REAR (SOUTH)

Page 1



FLOOR PLAN



Title : :GREAT AYTON SERVICE STATION  
 Subject : SURVEY  
 Comment : created using LSS v9.91.10  
 Comment : created on 2017.01.16 08:44  
 Comment : units of survey are metres

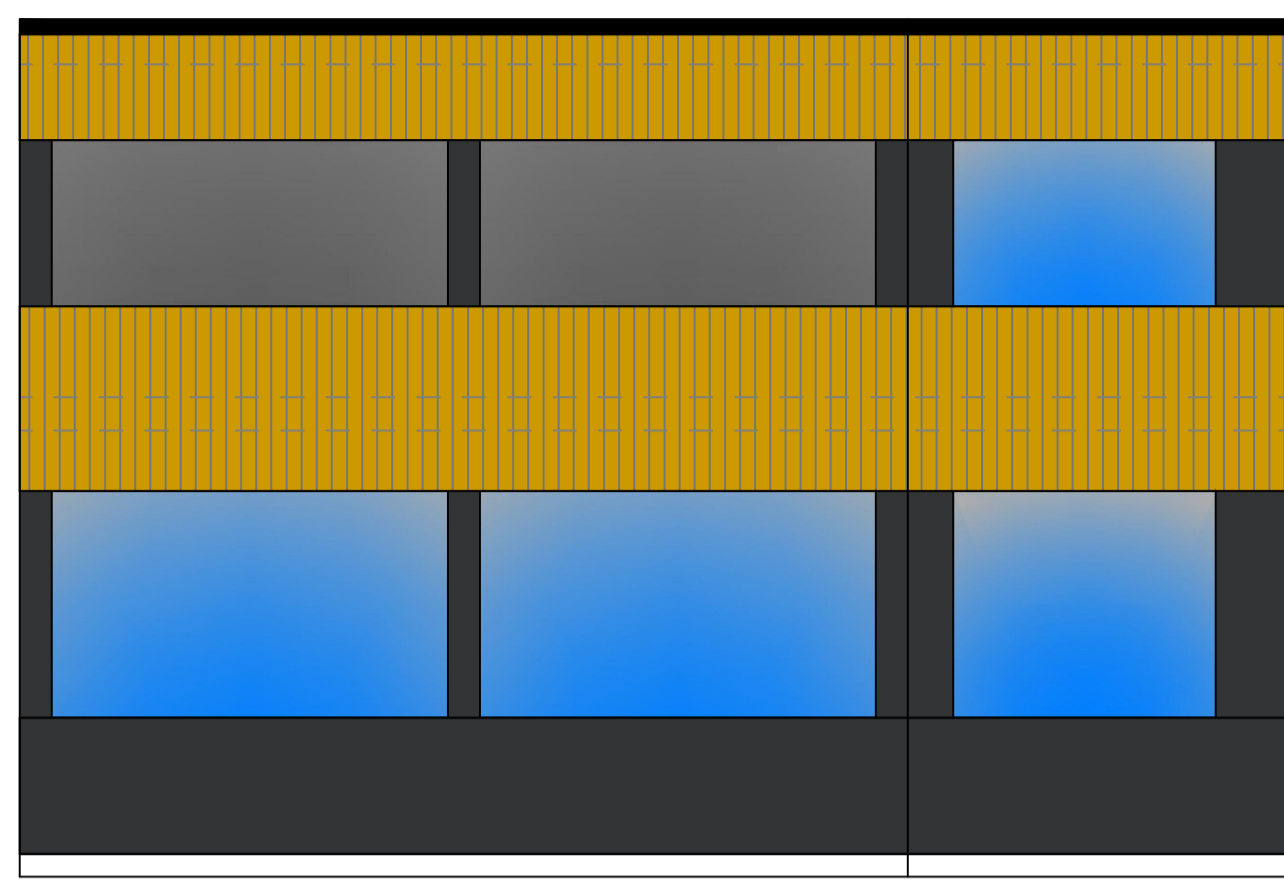
Rev.	Date	Description

Project  
**Existing Site Layout and Shop Floor Plans and Elevations**  
 ©great Ayton Service Station

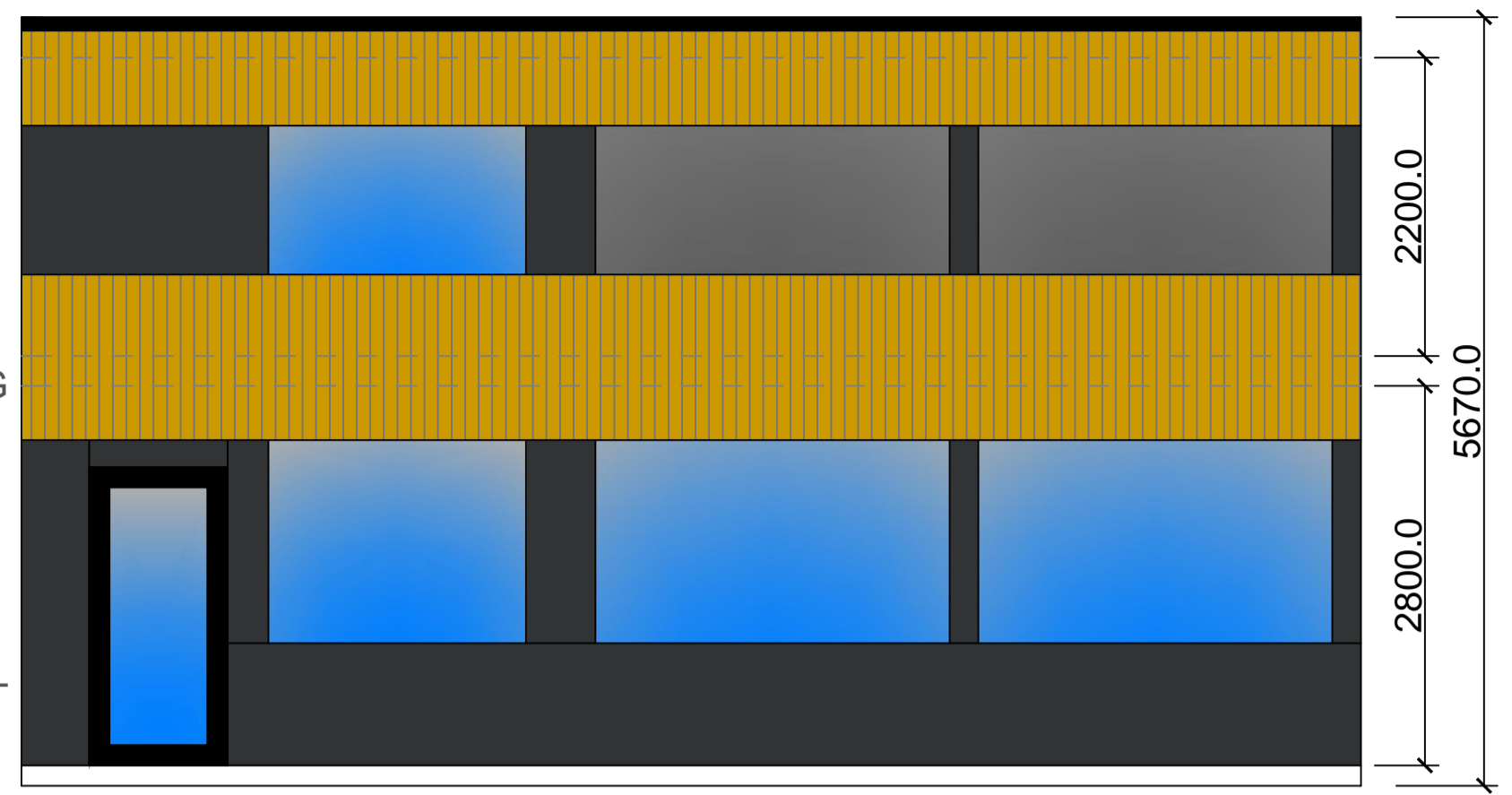
Title		Sheet 01	
A1 Scale	Date	Sheet	Revision
1:50, 1:100	March '17	02	

Agenda Item 3

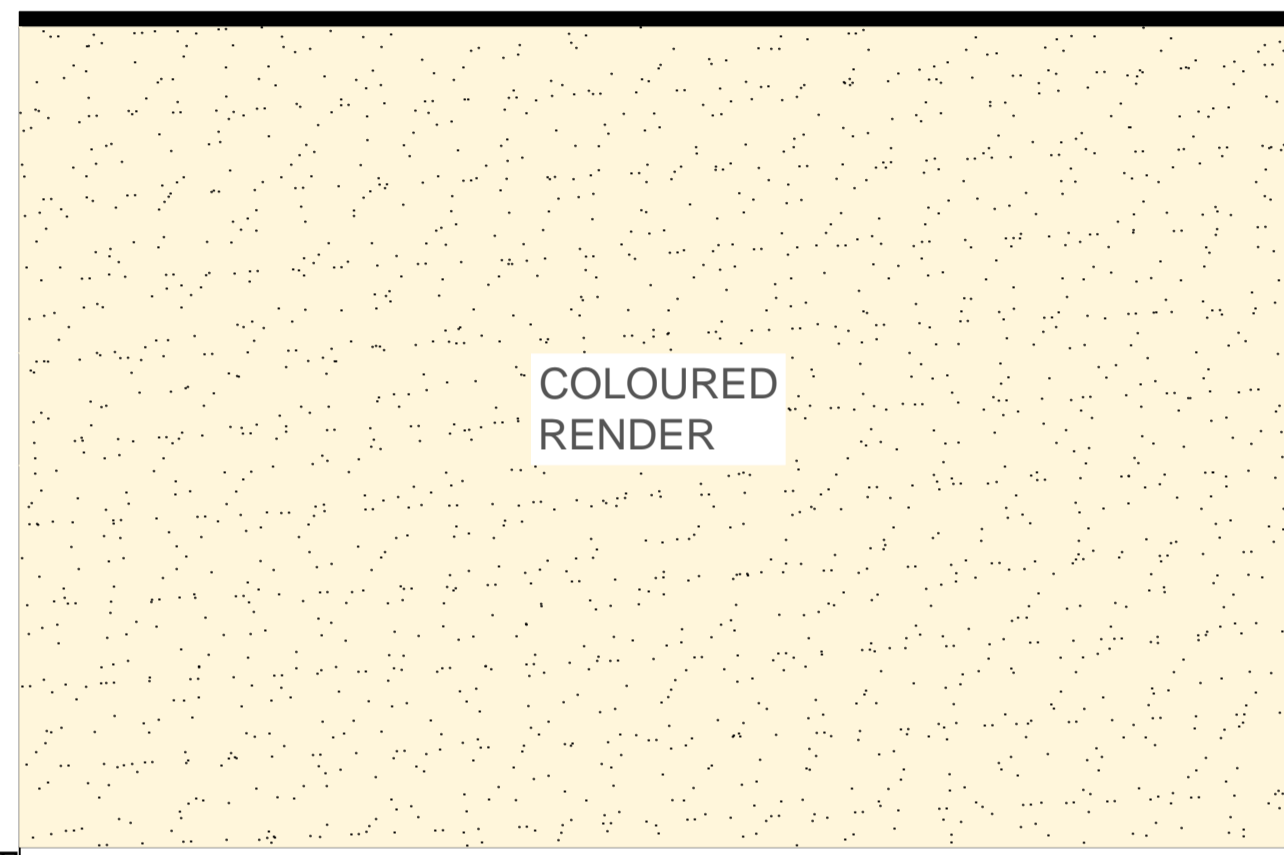
**DO NOT SCALE FROM DRAWINGS ALL MEASUREMENTS TO BE CHECKED ON SITE BY BUILDER AND CLIENT PRIOR TO COMMENCING WORK**  
 These drawings are intended for Planning Permission and Building Regulation Approval only. All works to be carried out in accordance with approved drawing only.  
 Where The Party Wall Etc Act 1996 applies, then a suitably qualified person shall be appointed.  
 All electrical work is to be undertaken by a competent person registered as part of the NICEIC Domestic Installers Scheme.  
 All sound testing is to be carried out by a UKAS Accredited acoustic engineer, a copy of any test results are to be forwarded to Local Authority Building Control.



FRONT (NORTH)

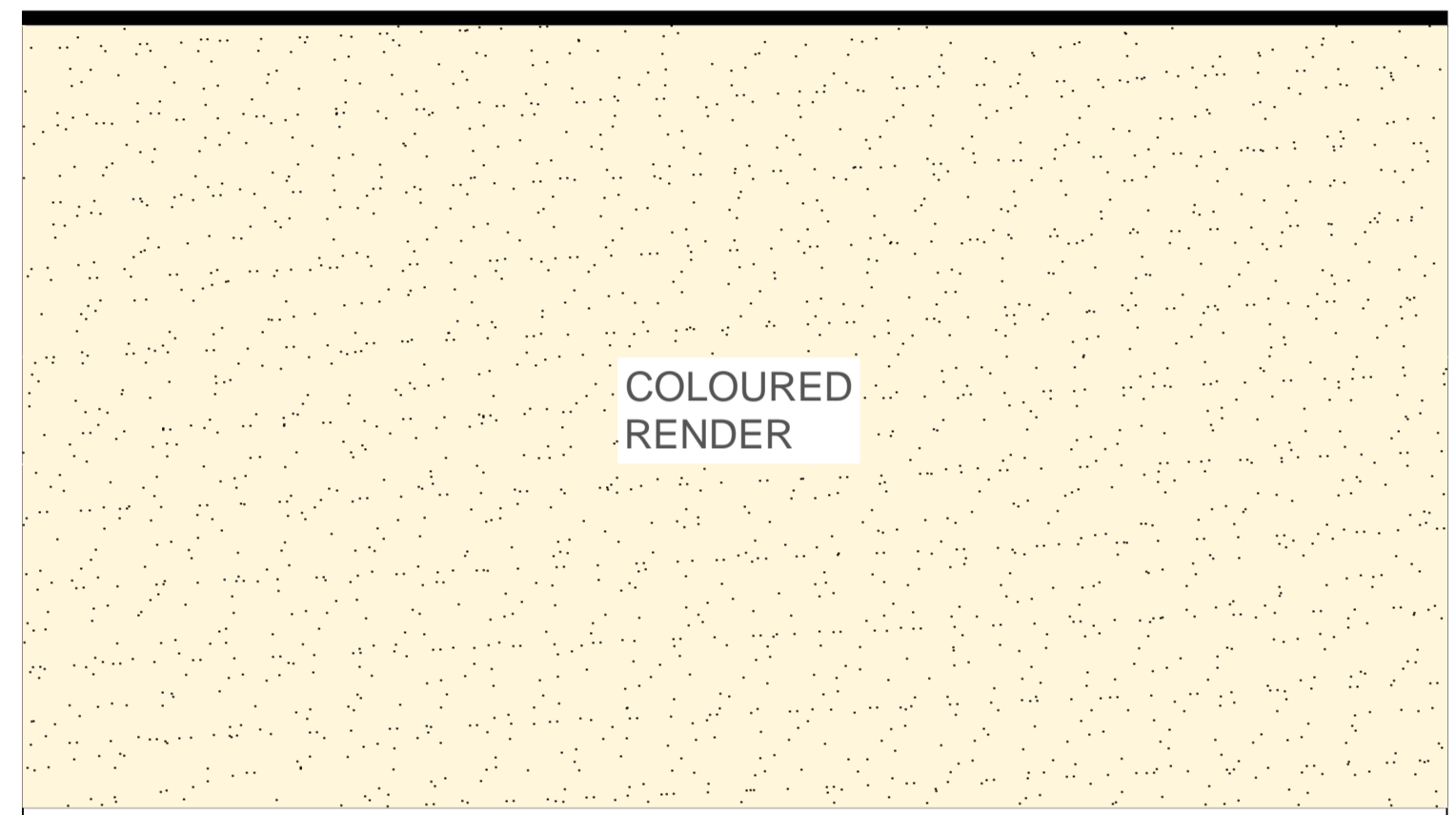


SIDE (EAST)

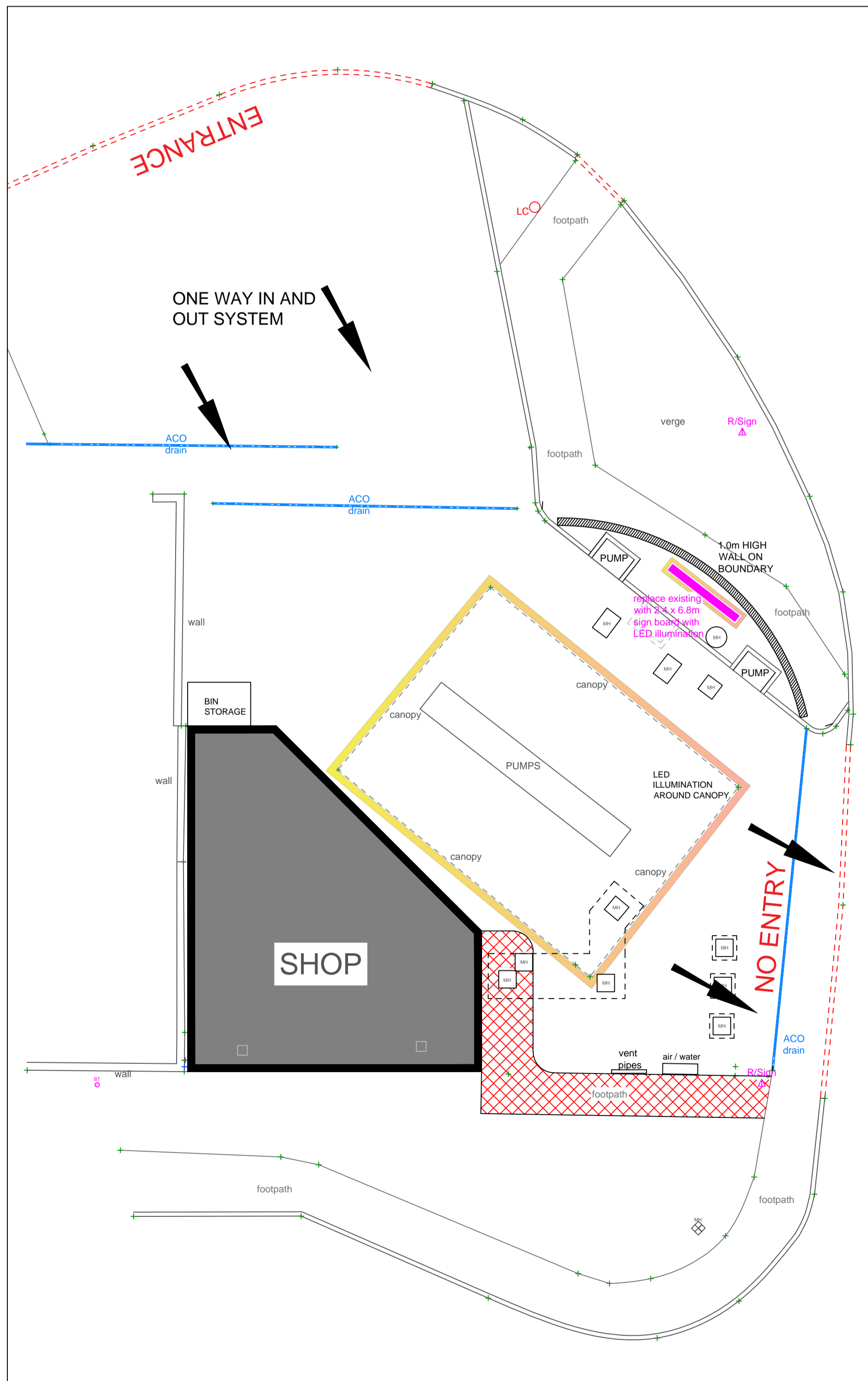
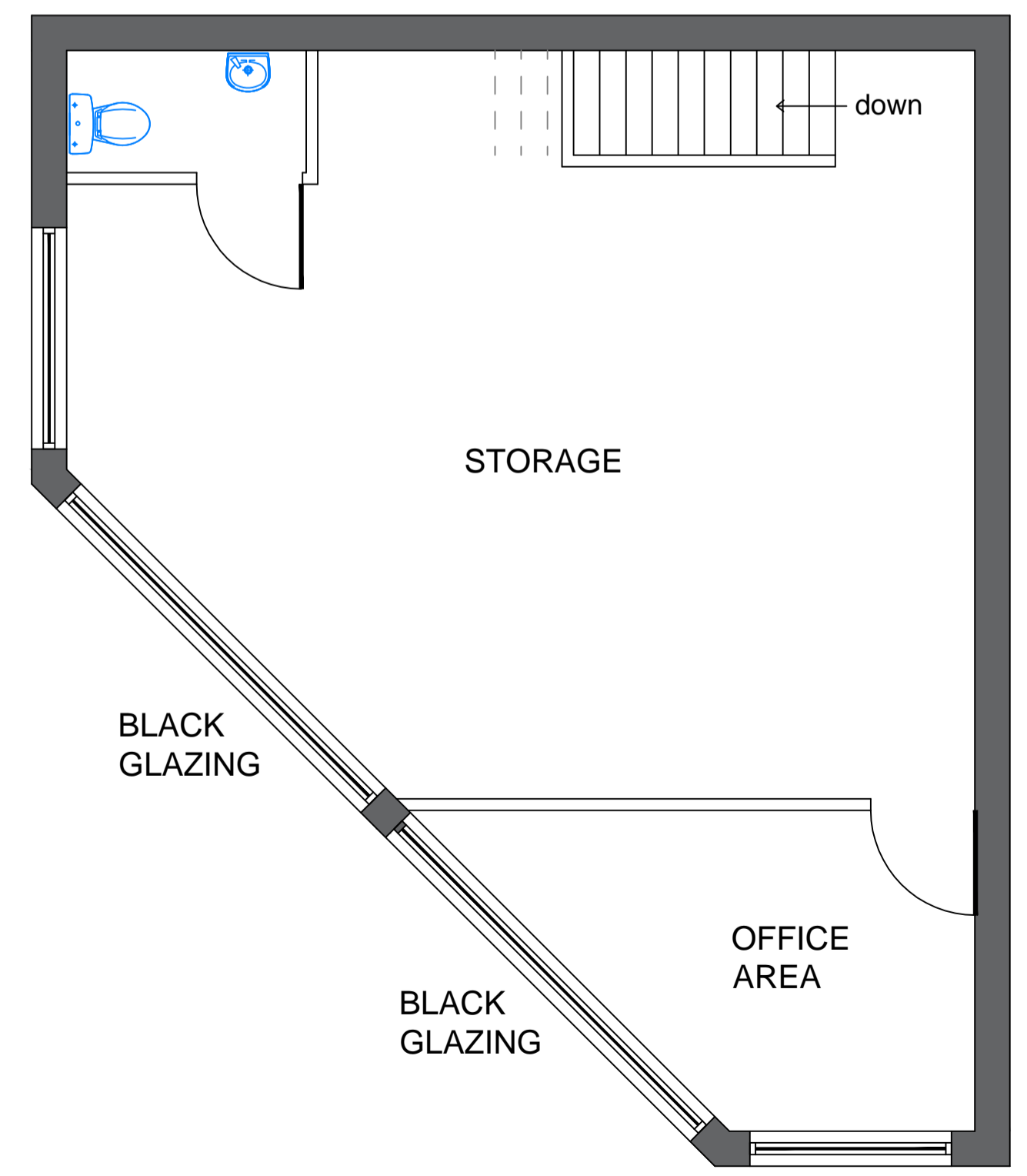
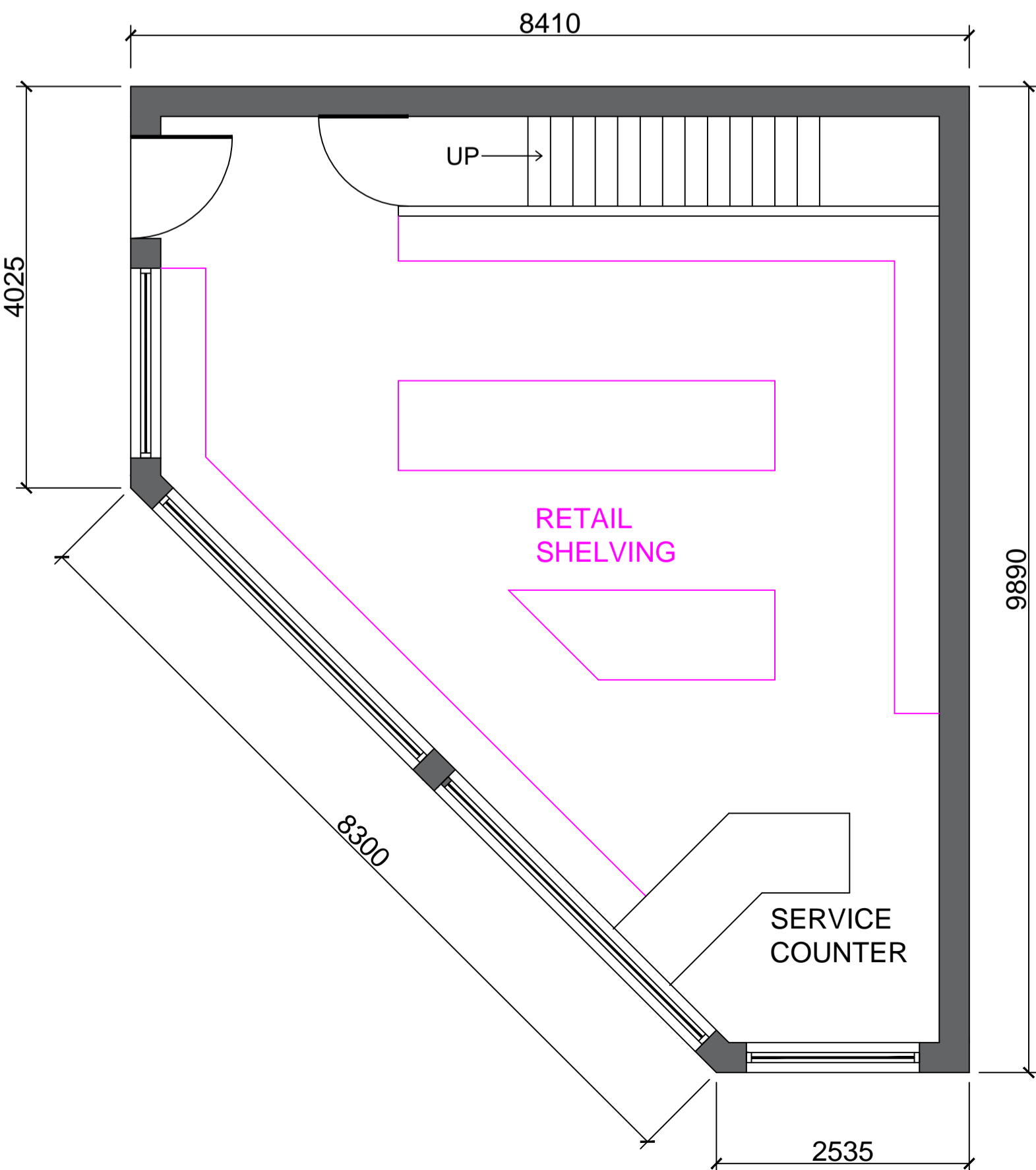


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REAR (SOUTH)



SIDE (WEST)



Rev.	Date	Description

Project  
**Proposed Site Layout and Shop Floor Plans and Elevations for Great Ayton Service Station**

Title		Sheet 01	
A1 Scale	Date	Sheet	Revision
1:50, 1:100	March '17	02	



# NORTH YORKSHIRE FIRE & RESCUE SERVICE

NYFRS Reference:

Premises: 00023217  
Job: 1132257

**Northallerton Fire Station**  
**Crosby Road**  
**Northallerton**  
**North Yorkshire**  
**DL6 1AB**

When telephoning please ask for: M Healey

Tel: 01609 751010  
Fax: 01609 751019  
Email: michelle.healey@northyorksfire.gov.uk

03 May 2017

Dear Sir

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

### **LICENSING AUTHORITY CONSULTATION**

**Applicant:** John Alexander

**Type of Application:** Premises Licence

**Premises:** Great Ayton Filling Station, 124 Guisborough Road, Great Ayton, Middlesbrough, TS9 6DJ

Following a recent application under the Licensing Act, the North Yorkshire Fire and Rescue Authority has been consulted by the licensing authority with regard to the suitability of the above premises for licensable activities.

As part of the licensing process you may be or have been asked by the licensing authority to provide an Operating Schedule. The Operating Schedule will detail how the licensing objectives will be met by the operators of the business. One of the licensing objectives is "Public Safety"

Whilst the Operating Schedule will deal with wider safety issues, the operator of the business has additional responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and further guidance on these matters is on the attached schedule.

### **Licensing Act Operating Schedule - Public Safety**

The details in the Operating Schedule are important in making it clear which premises or parts of premises have been licensed if the application is granted; and to enable responsible authorities and interested parties to better consider the adequacy of any operating schedule.

Mr J Alexander  
Great Ayton Filling Station  
124 Guisborough Road  
Great Ayton  
Middlesbrough  
TS9 6DJ

North Yorkshire Fire and Rescue Authority expect to see, in the Operating Schedule, a statement of commitment by the applicant to provide and maintain adequate public safety measures, according to the risk of the premises and the activity taking place.

A suitable example of a statement would be:

"The public safety measures with which the premises are provided will be maintained in good working order, and their adequacy will be determined on a regular basis, by the carrying out of a risk assessment. I understand that the safety of occupants is also influenced by numbers of persons present, their disposition and the activities taking place, and therefore undertake to maintain a safe occupancy level. "

### **Fire Safety Risk Assessment**

A written fire safety risk assessment is required for licensed premises under the Regulatory Reform (Fire Safety) Order 2005. This is separate document to the Operating Schedule which is required under the Licensing Act application process.

The written fire safety risk assessment will include all parts of the premises not just the licensed areas, and will include staff and work areas as well as sleeping provision for staff or guests and the like. When sleeping provision is provided additional fire safety measures may be required.

The fire risk assessment will address how many persons may safely occupy the premises and how over crowding is to be prevented. If the fire safety requirements are met it is likely that public safety issues will also be addressed. Therefore the outcome a written fire safety risk assessment may be utilised to prepare an Operating Schedule

The premises may be inspected by the fire and rescue authority and the fire risk assessment will be examined. It must address maximum occupant capacity and how it is controlled within the premises.

Applicants and responsible persons may wish to refer to the guidance provided by the Department for Communities and Local Government Publications, Cambertown House, Goldthorpe Industrial Estate, Rotherham, S63 9BL, Tel: 0300 123 1124 or is available for download at <https://www.gov.uk/workplace-fire-safety-your-responsibilities>.

### **Occupancy Capacity**

With some exceptions (such as, "off-licence" type premises) the establishment of an acceptable occupancy capacity for licensed premises (or events) is considered to be an essential factor in the achievement of the licensing objective "Public Safety".

Providing there have been no material alterations, occupancy capacities determined under previous legislation are unlikely to be questioned.

For premises with no previously determined occupancy capacity, the fire and rescue authority will expect it to be considered and addressed by the applicant, within their Operating Schedule, based on the following criteria:

- Number of exits
- Overall floor area
- Means of escape
- Activity taking place

If the maximum use is to be made of the premises, the available exits should be of sufficient number and width to permit safe evacuation of the proposed capacity.

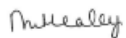
Regard should also be given to the needs of disabled persons.

For more detailed advice on occupancy capacities, reference should be made to best practice guidance (for example; guides available at the above website or The Event Safety Guide published by the Health and Safety Executive and guidance published by British Beer & Pubs Association).

Where the maximum occupancy is likely to be reached (such as, on known busy evenings) and particularly where a special event or promotion is planned, the applicant is expected to detail the additional arrangements that will be put in place, ensuring the maximum occupancy is not exceeded.

The requirement to provide monitoring arrangements should be determined by carrying out a risk assessment and recorded in the operating schedule. If this is necessary, applicants are expected to demonstrate in their operating schedule, suitable and sufficient measures are identified, implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.

Yours faithfully,



**M Healey**

Enclosure  
Fire safety within licensed premises

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
LICENSING AUTHORITY CONSULTATION**

**FIRE SAFETY WITHIN LICENSED PREMISES**

The following information does not form part of a Licensing Act application. It is provided to assist applicants with fire safety matters in their premises. The adequacy of existing fire safety measures in premises is determined by the carrying out of a written fire risk assessment. The following checks (although not exhaustive) have been compiled to enable applicants to address and manage the fire safety measures in their premises.

*The responsible person carrying out the checks should ask themselves the following:*

Has a written fire risk assessment been carried out?

Has the maximum occupancy of the premises been determined?

Are arrangements in place to ensure that the maximum occupancy is not exceeded?

Are all escape routes properly maintained and free from obstructions, goods or any materials that constitute a hazard to the route?

Are all stairways, corridors and lobbies kept free from combustible storage and furniture and so on at all times?

Are all stairways, ramps and steps comprising part of the means of escape maintained in a safe condition with even and non-slippery surfaces, with all floor coverings secured in position?

Are all self closing doors (other than those held open automatically) maintained self closing at all times and not provided with any means of keeping them in the open position?

Are there any fire doors held open with automatic devices?

Do they close automatically upon operation of the fire alarm?

Are all exit doors, through which a person may have to pass, unlocked and free to open for persons leaving the premises?

Are arrangements in place so that persons with mobility difficulties are able to leave the premises safely in the event of fire?

Are all floors, walls and ceilings kept in a satisfactory state of repair?

Are all surface finishing's on walls, partitions and ceilings of such a standard to minimise fire spread?

Is all fire fighting equipment readily available for use?

Is all fire fighting equipment tested and maintained in efficient working order according to the appropriate standard?

Is the fire alarm readily available for use? Note: The means for giving warning in case of fire, such as, the provision of a fire alarm system should be determined by a fire risk assessment.

Is the fire alarm tested and maintained in efficient working order according to the appropriate standard?

Is the escape lighting readily available for use?

Is the escape lighting tested and maintained in efficient working order according to the appropriate standard?



Are all persons employed in the premises given instruction and training in the action to be taken in case of fire?

Are records of all electrical tests and fire drill training maintained?

Are all notices, signs and fire exit signs legible and unobstructed?

Is the electrical installation in a good state of repair?

If special effects such as lasers, pyrotechnics, smoke machines, foam machines and so on, are to be used, what additional fire safety measures have been provided?

For premises with moveable seating (village halls and so on) are adequate gangway widths (1.06m) and seat way widths (305 mm) provided?

Are suitable fire safety measures in place for the protection and warning of persons sleeping on the premises?



# NORTH YORKSHIRE FIRE & RESCUE SERVICE

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Northallerton Fire Station  
Crosby Road  
Northallerton  
North Yorkshire  
DL6 1AB

When telephoning please ask for: M Healey

Tel: 01609 751010  
Fax: 01609 751019  
Email: michelle.healey@northyorksfire.gov.uk

03 May 2017

Dear Madam

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

**Great Ayton Filling Station, 124 Guisborough Road, Great Ayton, Middlesbrough, TS9 6DJ**

### LICENSING ACT 2003 LICENSING AUTHORITY CONSULTATION

**Applicant:** John Alexander

**Type of Application:** Premises Licence

**Premises:** Great Ayton Filling Station, 124 Guisborough Road, Great Ayton, Middlesbrough, TS9 6DJ

I refer to the recent consultation under the Licensing Act. The fire authority has NO OBJECTION to the issue of a licence.

The premises are subject to a risk based inspection regime, the frequency of which is determined by the fire authority. If, following an audit the fire authority has concerns regarding public safety, these will be reported upon.

Any questions concerning this matter may be directed to the inspector named above.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'M Healey'.

**M Healey**

Licensing Team  
Hambleton District Council  
Civic Centre  
Stone Cross  
Northallerton  
DL6 2UU

**From:** Mrs Alexander  
**To:** [Louise Hancock](mailto:Louise.Hancock)  
**Subject:** Fwd: Proposed conditions - draft application Great Ayton Filling Station, 124 Guisborough Road  
**Date:** 12 June 2017 11:55:37

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FYI

Sent from my iPhone

Begin forwarded message:

**From:** "Bolland, Samantha"  
<[Samantha.Bolland@northyorkshire.pnn.police.uk](mailto:Samantha.Bolland@northyorkshire.pnn.police.uk)>  
**Date:** 19 April 2017 at 08:50:24 BST  
**To:** "[greataytonfillingstation@gmail.com](mailto:greataytonfillingstation@gmail.com)"  
<[greataytonfillingstation@gmail.com](mailto:greataytonfillingstation@gmail.com)>  
**Subject: Proposed conditions - draft application Great Ayton Filling Station, 124 Guisborough Road**

Good morning John

Sorry for the delay in getting back to you. Here is the list of proposed conditions the Police would seek to have attached to the licence:

**PROPOSED CONDITIONS:**

1. A colour digital CCTV system shall be installed within the premises and be operational and recording at all times when licensable activities take place.
2. The CCTV equipment shall have constant time/date generation which must be checked on a daily basis for accuracy.
3. CCTV cameras shall be installed to provide adequate cover of all public areas in the premises (excluding toilets).
4. The CCTV system must be capable of providing quality images of good evidential value. Recordings must be kept for a minimum of 28 days.
5. North Yorkshire Police or a Responsible Authority (as defined in the Licensing Act 2003) may at any time request a recording. This should be complied with within 24 hours of the request being made.
6. It is the responsibility of the management to ensure that there are sufficient members of staff available during the hours of operation to be able to download evidence from the CCTV system at the request of the police or responsible authority.
7. The cameras which provide identification images should be lit to provide true colour rendition.

8. A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises are open to the public.

9. Sufficient lighting shall be installed at all exits to enable clear CCTV coverage and to promote public safety.

10. Staff Training

A documented staff training programme shall be provided to all members of staff at the premises in respect of the:-

- operation of the CCTV system (including the downloading of evidence);
- retail sale of alcohol;
- age verification policy;
- conditions attached to the Premises Licence;
- permitted licensable activities;
- the licensing objectives; and
- opening times for the venue.

- with such records being kept for a minimum of one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry];

11. A premises refusal register shall be kept (or computerized equivalent) with such records being kept for a minimum of one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry];

12. All sales of alcohol for consumption off the premises shall be in sealed containers only and shall not be consumed on the premises.

13. There shall be no sale of single cans of beer, lager or cider from the premises.

14. No more than 15% of the sales area to be used at any one time for the sale, exposure for sale or display of alcohol.

**The protection of children from harm:**

15. The premises shall operate the Challenge 25 policy for the sale of alcohol.

16. The only acceptable proof of age identification shall be a current passport, Photo card Driving Licence or identification carrying the PASS logo (until other Effective identification

technology e.g. thumb print or pupil recognition, is adopted by the Premises Licence Holder).

Any questions just give me a ring. If you are in agreement you can copy and paste the above onto the application form or print it off and add it to the application form.

Kind regards

**Samantha Bolland PC 1520**  
**York, Hambleton & Richmond Police Licensing Officer**  
**Police Licensing Unit**  
**Partnership Hub**

"Committed to the code of ethics"

Telephone: (01609) 643274 (internal 31520)  
Work mobile : 07802 385220

Web: [www.northyorkshire.police.uk](http://www.northyorkshire.police.uk)  
Twitter: @NYPAlcohol\_Lic

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